

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

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



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

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

REGULAR BOARD MEETING
Monday, December 4, 2023 6:30 PM
Central Office - Room 203

I. Call To Order (Roll Call)

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location.

The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Approval of November 6, 2023 Regular Board Meeting Minutes

VI. Approval of Agenda

VII. Special Recognition

A. Employee of the Month

B. Recognize Kaitlynn McCormick and Jerrica Worboys from HCHS for AWARE Presentation

VIII. Consent Agenda Items

A. Board Chair's Report (list of countersigned warrants)

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report - **as of end of month - November 30, 2023 (report will be attached to the agenda at the end of the day on 11/30/23)**

F. Student Negative Balance for School Nutrition

G. Family Resource Centers Mid-Year Reports

IX. Items Requiring Board Action

A. Trip Request

1. HCHS JROTC

B. Consideration for Use of School Vehicles for Public Transportation during the 2024 Banana Pudding Festival

C. School Calendar Proposal for 2024-2025

D. School Calendar Proposal for 2025-2026

E. Approve Book Purchase from Amazon for Computer Science Classes at HCMS and EHMS - 60 books @ \$10.99 ea. - \$659.40

F. Effective January 5, 2024 - Approve the Transition to the Community Eligibility Program (CEP) for School Meals

G. Bid for Entry Resistant Window Film -- **(Bid will be opened and attached to agenda on December 1, 2023)**

H. Budget Amendments 19, 20, 21

I. Approve Audit Contract for FY 2023-2024

J. Revised Board Policies 1.407, 6.402 (1st Reading)

K. Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603, 1.404 (2nd Reading)

L. Board Policies Review 1.503-1.802

M. Approve January 16, 2024 for Board Meeting
Location - Central Office Complex Rm 203

X. Announcements:

Discuss and propose date(s) for the Board Retreat in February 2024

Merry Christmas and Happy New Year (Everyone please return safely)

XI. Comments

XII. Adjourn

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023**

The Hickman county Board of Education met on November 6, 2023, at 6:30 PM in Central Office - Room 203.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Doug Lane, Christy Mays, Vance Willis, **Absent:** Jim Hudgins.

I. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location.

The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

II. Call To Order (Roll Call)

A Quorum is present for the Regular Board.

Director John Mullins was present.

Ella Callicot and Izzabelle Nargon Student Representatives were present

III. Moment of Silence

Ronald Gammons asked the group to observe a moment of silence.

IV. Pledge of Allegiance

V. October 2, 2023 Board Meeting Minutes

Motion to approve.

Doug Lane

Tim Hobbs

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

VI. Agenda

Motion to approve.

Ronald Gammons

Tim Hobbs

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

VII. Special Recognition

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023**

A. Employee of the Month

Presented by Doug Lane to Vanessa McMullins at CES.

VIII. Consent Agenda Items

Motion to extract items B and G to discuss them separately.

Vance Willis

Sherri Baker

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

Motion to accept all the other consent items.

Vance Willis

Sherri Baker

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

A. Board Chair's Report (list of countersigned warrants)

B. Director's Report

Item B. Director's Report. Willis asked if this was a place to talk about the purchasing threshold. HCS operates under Act 1981. Requires them to bid for items over \$10,000. County Purchasing Policy is included and can be followed. The superintendent reviewed the policy. Board Policy 5.2.806 supports the purchasing policy.

Willis commented about the policy. Approvals aren't addressed in the HC Policy but the thresholds are addressed. There is a section 2.2 School Department which relates to schools. There is nothing about a \$ threshold in the policy. These 2 policies are not necessarily a closed loop about the purchasing threshold. Willis asked Mullins to collect the information in order to put it in the minutes for the next meeting.

C. Financial Report (September and October)

D. ESSER Updates

E. Director's Monthly Attendance Report (September and October)

F. Student Negative Balance for School Nutrition

G. Salary Scales

G. Salary scales. There is not a publication but a change to the salary scale. With that being a financial decision, there should be a roll call

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

vote. Website pay scales - the discussion is from Willis about the footnote on the principal page. The new salary scale appears to just be the years of teaching.

Willis states the footnotes need to be clarified with the experience listed consistently that mimics the verbiage on the website document. There is no footnote on the deputy director. Elkins stated that there is a note on the AP 10 months...certified years plus \$5000. Add a clarifying footnote.

A voting motion to the fact that there is a raise for assistant principal. Mullins explained about the AP new salary schedule with the additional \$1500.

Motion to raise AP salaries.

Christy Mays

Tim Hobbs

Passed

Vance Willis: Abstain (With Conflict)

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 5, Nay: 0, Abstain (With Conflict): 1

Motion to approve pay schedules.

Christy Mays

Tim Hobbs

Passed

Vance Willis: Abstain (With Conflict)

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 5, Nay: 0, Abstain (With Conflict): 1

H. OPEB Quarterly Report

IX. Items Requiring Board Action

A. Appoint Board Member Tim Hobbs to TSBA's Delegate Assembly

Motion to Appoint Board Member Tim Hobbs to TSBA's Delegate Assembly.

Vance Willis

Doug Lane

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

Vance Willis: Yea
Yea: 6, Nay: 0

B. LEA Compliance Report
Motion to approve LEA Compliance Report.
Ronald Gammons
Vance Willis
Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0

C. Bids for Chromebooks
Brad Gilbert presented
Motion to accept quote and purchase 500 Chromebooks from Government Goods with ESSER money at \$245.24 each for a total price of \$122,620.
Vance Willis
Christy Mays
Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0

D. Purchase for EHHS - Elevate K-12 Math Instruction for the Remainder of 2023-2024 for a cost of \$44,700.
Angie Manor spoke to the math teacher needed at EHHS. The amount is prorated for the year. 3 sections of geometry and 1 section of Algebra.
Motion to approve Purchase for EHHS - Elevate K-12 Math Instruction for the Remainder of 2023-2024 for a cost of \$44,700.
Tim Hobbs
Doug Lane
Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0

E. TISA Accountability Report

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

Motion to approve TISA Accountability Report.

Vance Willis

Sherri Baker

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

F. Request to Split Supplements 2023-2024.

Motion to approve HCMS Cheerleading, HCHS Football Coach and EHHS

Cheerleading split supplements.

Sherri Baker

Tim Hobbs

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

G. Shelda Qualls for Student Discipline Hearing Authority.

Baker asked for discussion. She approves Qualls for the hearing authority. Baker states that there was a promise to have a K-2 person on the committee. Baker understands that the Special Education Director needs to be on the committee. Baker states that a person who is actually in the school, K-2 should be on the committee. Malugin covered the people and assignments of those on the committee and who they represent - bus driver, 2 HS, 2 MS, 1 Intermediate, Special Education and Chair. Mullins stated that he was trying to have the most qualified K-2 person on the committee. The law states that you can not have more than what you have on your board - that number is 7.

Motion to approve Shelda Qualls for Student Discipline Hearing Authority.

Doug Lane

Tim Hobbs

Passed

Sherri Baker: Nay

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 5, Nay: 1

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

H. Budget Amendments 15, 16, 17 and 18.
Motion to approve Budget Amendments 15, 16, 17 and 18.
Vance Willis
Sherri Baker
Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0

I. For Staff Members Serving as TN All Corp -Tutors, Summer School Teachers, Mentor Teachers, English Language Teachers and Homebound Teachers to Increase the Compensation from \$24.00/hr. to \$37.50/hr.
The board chair would like to see a cost analysis to see how much it would cost.
Motion to approve increase compensation from \$24 to \$37.50 For Staff Members Serving as TN All Corp -Tutors, Summer School Teachers, Mentor Teachers, English Language Teachers...

Vance Willis
Christy Mays
Passed
Sherri Baker: Nay
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 5, Nay: 1

J. Purchase from Virco, using ESSER Grant Funds, 15 Science Tables and 32 Chairs for HCMS at a Total Cost of \$13,859.97
Motion to approve the Purchase from Virco, using ESSER Grant Funds, 15 Science Tables and 32 Chairs for HCMS at a Total Cost of \$13,859.97.

Christy Mays
Tim Hobbs
Passed
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0

K. Change Order to Phase 1 Contract

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

Motion made to replace 8 windows and increase by \$32,353.18 to Phase 1 Contract.

Vance Willis

Doug Lane

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

L. Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603 (1st Reading)

4.202, Updating the language for SPED

6.319, Remove only since it does include 1-12

4.401, Willis added rows. Textbook purchases should be in compliance (rows 13-17); rows 26-30 certification section, principals provide a signed doc that they are using the books with fidelity - a different policy does state the teacher will use the textbook

TSBA just sent these - Board has the email. 1.105, 1.701, 2.400, 2.601, 2.8051 (new policy), 4.603 (1st Reading)

Motion to approve listed policies on Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603 (1st Reading) with the changes that are noted.

Ronald Gammons

Vance Willis

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

M. Revised Board Policy 1.301 (2nd Reading)

Motion to approve on second reading.

Vance Willis

Doug Lane

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

N. Board Policy Review 1.400--1.502

1.404 is a revision. Pull this policy for it to be in the 1st reading at the next board meeting.

Motion for Board Policy Review 1.404 to be pulled from the batch of policies. Review this policy at the next board meeting. Making changes to be presented at the next meeting.

Vance Willis

Sherri Baker

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

Motion to approve board policy review of 1.400-1.502 with the exception of 1.404.

Vance Willis

Ronald Gammons

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0

X. Announcements:

Veteran's Day November 11

November 13 - 17 is National Education Week.

TSBA Annual Convention from November 16 to November 19.

Thanksgiving November 23 (all be safe)

The next Board Meeting will be on December 4, 2023 at 6:30 pm. at the Hickman County Board of Education, 115 Murphree Ave., Centerville TN 37033

A. Comments

XI. Adjourn

Moved to adjourn.

Tim Hobbs

Doug Lane

Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 6, 2023

Vance Willis: Yea
Yea: 6, Nay: 0



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John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

The Hickman County Board of Education will meet in regular session on **Monday, December 4, 2023 at 6:30 p.m. in Room 203 of the Central Office Complex.**

- I. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- II. Call to Order (Roll Call)
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of November 6, 2023 Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
 - A. Employee of the Month — Jim Hudgins
 - B. Recognize Kaitlynn McCormick and Jerrica Worboys from HCHS for AWARE Presentation
- VIII. Consent Agenda Items
 - A. Board Chair's Report (list of countersigned warrants)
 - B. Director's Report
 - C. Financial Report
 - D. ESSER Updates
 - E. Director's Monthly Attendance Report (as of end of month – November 30, 2023)
 - F. Student Negative Balance for School Nutrition
 - G. Family Resource Centers Mid-Year Reports
- IX. Items Requiring Board Action
 - A. Trip Request
 1. HCHS JROTC—Instructor and Cadets
 - B. Consideration for Use of School Vehicles for Public Transportation during the 2024 Banana Pudding Festival—Dave Reed, Chair Banana Pudding Festival
 - C. School Calendar Proposal for 2024-2025—Director of Schools
 - D. School Calendar Proposal for 2025-2026—Director of Schools
 - E. Approve Book Purchase for Computer Science Classes at HCMS and EHMS
60 books @ \$10.99 ea. - \$659.40—CTE Director
 - F. Effective January 5, 2024 – Approve the Transition to the Community Eligibility Program for School Meals---Business Officer
 - G. Bid for Entry Resistant Window Film--(Bid will be opened and attached to agenda on December 1, 2023)—ESSER Manager
 - H. Budget Amendments – Business Officer
 - I. Approve Audit Contract for FY 2023-2024—Business Officer
 - J. Revised Board Policy 1.407, 6.402 (1st Reading) —Misty Shelton
 - K. Revised Board Policy 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603, 1.404 (2nd Reading)—Misty Shelton

- L. Board Policy Review 1.503—1.802 —Misty Shelton
- M. Approve January 16, 2024 for Board Meeting
Location – Central Office Complex Rm 203

X. Announcements

Discuss and propose date(s) for the Board Retreat in February 2024

XI. Comments

XII. Adjourn

I nominated Tracy Poth for employee of the month because; well where do I begin?

I've worked with Tracy for 21 years. During this time I've known Tracy to be selfless and so caring. I've watched her cry over not being able to reach students she is trying to help, always giving encouragement and a pat on the back to students who have worked hard, even students that were not in our program.

Tracy has spent so much of her own money to provide for students, spent countless hours of her own time to help students get over the hump in credit recovery in order to be able to graduate. This woman has put her whole heart in her role as an educator. This has not been just a job, or career, this has been her calling. When I first started with Tracy, she told me this was not for the faint of heart and she was so right.

It has taken the biggest heart you could imagine to do all Tracy has done for students throughout her 30+ years as a teacher for HCSS.

Thank you Tracy Poth for being a light in the darkness for so many students.

Condi Wallace
Sp Ed Assistant
EHHS

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000398	American Fidelity Administrative Services, LLC	802	11/28/2023	141- -11140	\$520.20
41000399	Daugherty, Tonya	7288	11/28/2023	141- -11140	\$167.50
41000400	Hickman Co Trustee	2722	11/28/2023	141- -11140	\$1,655.10
41000401	Hickman County Trustee	2937	11/28/2023	141- -11140	\$6,697.00
41000402	Pace Analytical National	2230	11/28/2023	141- -11140	\$610.60
141 Total:					\$9,650.40
Bank Total:					\$9,650.40
Bank Payment Count:					5

Hickman County Finance
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
42000122	Cannon, Sylina	6313	11/28/2023	142-010-11140		\$157.20
142-010 Total:						\$157.20
42000126	Wilson, Anita	7954	11/28/2023	142-901-11140		\$1,048.00
142-901 Total:						\$1,048.00
42000121	Anderson Piping Co, Inc.	8108	11/28/2023	142-932-11140		\$27,413.00
42000124	Lyle-Cook-Martin	7919	11/28/2023	142-932-11140		\$26,307.50
42000125	Matrix Mechanical Solutions, LLC	7974	11/28/2023	142-932-11140		\$50,967.85
142-932 Total:						\$104,688.35
42000123	East Hickman High School	2110	11/28/2023	142-933-11140		\$500.00
142-933 Total:						\$500.00
Bank Total:						\$106,393.55
Bank Payment Count:						6

Hickman County Finance
 Payment Register By Account Control

Bank Name **Bank Number**
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000074	American Fidelity Assurance Co	636	11/28/2023	143- -11140	\$1,343.78
43000075	Ameritas Life Insurance Corp.	7442	11/28/2023	143- -11140	\$94.44
43000076	AT & T	7542	11/28/2023	143- -11140	\$50.53
43000077	Beam Insurance Administrators LLC	7435	11/28/2023	143- -11140	\$343.26
43000078	Hickman Co Trustee	2722	11/28/2023	143- -11140	\$1,146.55
43000079	Hickman County Trustee	2937	11/28/2023	143- -11140	\$14,660.89
43000080	Tennessee Farmers Life Insurance	5297	11/28/2023	143- -11140	\$25.00
143 Total:					<u>\$17,664.45</u>
Bank Total:					<u>\$17,664.45</u>
Bank Payment Count:					7

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000397	Amazon	727	11/17/2023	141- -11140	\$12,180.33

141 Total: \$12,180.33

Bank Total: \$12,180.33 *

Bank Payment Count: 1

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000073	Quill Corp.	4574	11/16/2023	143- -11140	\$769.29
143 Total:					\$769.29
Bank Total:					\$769.29
Bank Payment Count:					1

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000382	A-L Compressed Gases, Inc	22	11/16/2023	141- -11140	\$2,939.00
41000383	Amazon	727	11/16/2023	141- -11140	\$12,180.22 *
41000384	American Paper & Twine Company	797	11/16/2023	141- -11140	\$473.40
41000385	Carroll, Whitney	8172	11/16/2023	141- -11140	\$37.15
41000386	Communications Services, Inc.	1509	11/16/2023	141- -11140	\$1,300.08
41000387	Dickson Medical Associates	2022	11/16/2023	141- -11140	\$125.00
41000388	Ferrellgas	7446	11/16/2023	141- -11140	\$851.69
41000389	Four Seasons Outdoors & Sports	2334	11/16/2023	141- -11140	\$3,137.00
41000390	Howard Industries, Inc.	2866	11/16/2023	141- -11140	\$11,668.00
41000391	Kelsan, Inc.	3379	11/16/2023	141- -11140	\$2,988.29
41000392	Mac Gill Discount	3773	11/16/2023	141- -11140	\$262.59
41000393	Optimus Pest Solutions	47	11/16/2023	141- -11140	\$750.00
41000394	Town Of Centerville	5315	11/16/2023	141- -11140	\$3,469.65
41000395	Uline, Inc.	5800	11/16/2023	141- -11140	\$7,762.49
41000396	Winsupply of Franklin, TN Co	7971	11/16/2023	141- -11140	\$4,798.41
141 Total:					\$52,742.97
Bank Total:					\$52,742.97
Bank Payment Count:					15

<u>Bank Name</u>	<u>Bank Number</u>					
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
42000120	The Autism Helper	8169	11/16/2023	142-101-11140		\$249.00
142-101 Total:						\$249.00
42000118	Pcs	4361	11/16/2023	142-401-11140		\$1,485.00
42000119	Tennessee Counseling Association	6749	11/16/2023	142-401-11140		\$150.00
142-401 Total:						\$1,635.00
42000117	Chilton, Joey	7391	11/16/2023	142-801-11140		\$506.10
142-801 Total:						\$506.10
Bank Total:						\$2,390.10
Bank Payment Count:						4

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000378	American Fidelity Assurance	637	11/14/2023	141- -11140	\$15,046.83
41000379	American Fidelity Assurance Co	636	11/14/2023	141- -11140	\$73,082.96
41000380	American Fidelity Assurance Co	652	11/14/2023	141- -11140	\$8,717.00
41000381	Beam Insurance Administrators LLC	7435	11/14/2023	141- -11140	\$11,573.08

141 Total: \$108,419.87

Bank Total: \$108,419.87

Bank Payment Count: 4

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000115	American Fidelity Assurance Co	636	11/14/2023	142-010-11140	\$145.14
142-010 Total:					\$145.14
42000114	American Fidelity Assurance	637	11/14/2023	142-101-11140	\$50.00
42000115	American Fidelity Assurance Co	636	11/14/2023	142-101-11140	\$167.63
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-101-11140	\$62.40
142-101 Total:					\$280.03
42000115	American Fidelity Assurance Co	636	11/14/2023	142-201-11140	\$370.44
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-201-11140	\$63.49
142-201 Total:					\$433.93
42000115	American Fidelity Assurance Co	636	11/14/2023	142-801-11140	\$44.32
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-801-11140	\$31.75
142-801 Total:					\$76.07
42000114	American Fidelity Assurance	637	11/14/2023	142-901-11140	\$139.68
42000115	American Fidelity Assurance Co	636	11/14/2023	142-901-11140	\$1,332.79
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-901-11140	\$162.86
142-901 Total:					\$1,635.33
42000115	American Fidelity Assurance Co	636	11/14/2023	142-911-11140	\$81.60
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-911-11140	\$31.75
142-911 Total:					\$113.35
42000115	American Fidelity Assurance Co	636	11/14/2023	142-933-11140	\$643.39
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-933-11140	\$262.49
142-933 Total:					\$905.88
42000114	American Fidelity Assurance	637	11/14/2023	142-937-11140	\$10.33
42000115	American Fidelity Assurance Co	636	11/14/2023	142-937-11140	\$15.66
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-937-11140	\$3.29
142-937 Total:					\$29.28
42000115	American Fidelity Assurance Co	636	11/14/2023	142-964-11140	\$294.72
42000116	Beam Insurance Administrators LLC	7435	11/14/2023	142-964-11140	\$112.79
142-964 Total:					\$407.51
Bank Total:					\$4,026.52
Bank Payment Count:					3

Hickman County Finance
 Payment Register By Account Control

Bank Name Bank Number
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000067	D.T. Mccall	1833	11/14/2023	143- -11140	\$1,299.98
43000068	Matrix Mechanical Solutions, LLC	7974	11/14/2023	143- -11140	\$3,872.00
43000069	Optimus Pest Solutions	47	11/14/2023	143- -11140	\$240.00
43000070	Prince Hardware, LLC	4321	11/14/2023	143- -11140	\$469.32
43000071	Quill Corp.	4574	11/14/2023	143- -11140	\$665.09
43000072	Volco	5841	11/14/2023	143- -11140	\$2,046.22
143 Total:					\$8,592.61
Bank Total:					\$8,592.61
Bank Payment Count:					6

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000366	AT & T	7542	11/13/2023	141- -11140	\$317.26
41000367	BGC Systems,LLC.	1206	11/13/2023	141- -11140	\$3,800.00
41000368	Don Kennedy Roofing Co., Inc.	6673	11/13/2023	141- -11140	\$1,425.00
41000369	Ed's Supply, Inc.	2103	11/13/2023	141- -11140	\$1,083.28
41000370	Main Street Emporium	7541	11/13/2023	141- -11140	\$20.75
41000371	Managed Methods, Inc.	6827	11/13/2023	141- -11140	\$8,960.00
41000372	Matrix Mechanical Solutions, LLC	7974	11/13/2023	141- -11140	\$2,166.70
41000373	Monica Ogles PT	7756	11/13/2023	141- -11140	\$3,075.58
41000374	Montgomery, Mike	3932	11/13/2023	141- -11140	\$212.40
41000375	Prince Hardware, LLC	4321	11/13/2023	141- -11140	\$2,081.01
41000376	State Of Tn Dept Of Labor	4824	11/13/2023	141- -11140	\$142.50
41000377	Verizon Wireless	5823	11/13/2023	141- -11140	\$68.04
141 Total:					\$23,352.52
Bank Total:					\$23,352.52
Bank Payment Count:					12

<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000113	Generations Genius, Inc.	6862	11/13/2023	142-101-11140	\$1,495.00
142-101 Total:					\$1,495.00
Bank Total:					\$1,495.00
Bank Payment Count:					1

Bank Name	Bank Number
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000063	Gordon Food Service, Inc.	2488	11/13/2023	143- -11140	\$85,043.35
43000064	Murfreesboro Pure Milk Co, Inc.	7552	11/13/2023	143- -11140	\$2,678.00
43000065	Pepsi Cola	6726	11/13/2023	143- -11140	\$2,327.14
43000066	Prairie Farms Dairy	18	11/13/2023	143- -11140	\$13,862.13
143 Total:					\$103,910.62
Bank Total:					\$103,910.62
Bank Payment Count:					4

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000337	Ace Hardware	635	11/09/2023	141- -11140	\$941.39
41000338	Allegra Print & Imaging	650	11/09/2023	141- -11140	\$123.45
41000339	Amazon	727	11/09/2023	141- -11140	\$2,765.77
41000340	American Fidelity Administrative Services, LLC	802	11/09/2023	141- -11140	\$1,040.40
41000341	AT & T	7542	11/09/2023	141- -11140	\$1,009.52
41000342	Big G Metal Works	7864	11/09/2023	141- -11140	\$80.00
41000343	Central States Bus Sales	1326	11/09/2023	141- -11140	\$3,343.93
41000344	County Of Hickman Misc Acct	1633	11/09/2023	141- -11140	\$5,773.07
41000345	Dickson Office Supply	1822	11/09/2023	141- -11140	\$235.00
41000346	Grainger	2476	11/09/2023	141- -11140	\$519.84
41000347	Gross, Debbie	2675	11/09/2023	141- -11140	\$56.33
41000348	Harvill, Nancy	2758	11/09/2023	141- -11140	\$7,437.00
41000349	Hickman Co Clerk	3082	11/09/2023	141- -11140	\$20.50
41000350	Hickman Co Trustee	2722	11/09/2023	141- -11140	\$223,422.76
41000351	Instructure	8152	11/09/2023	141- -11140	\$41,730.33
41000352	Karco Parts	3364	11/09/2023	141- -11140	\$53.16
41000353	Kinnard, McKinsey	8167	11/09/2023	141- -11140	\$37.15
41000354	Mid-South Bus Center, Inc	3706	11/09/2023	141- -11140	\$1,030.09
41000355	Napa Auto Parts	4125	11/09/2023	141- -11140	\$51.51
41000356	O'Reilly Auto Parts	4265	11/09/2023	141- -11140	\$1,817.50
41000357	Pocket Nurse	4348	11/09/2023	141- -11140	\$1,991.89
41000358	Prince Hardware, LLC	4321	11/09/2023	141- -11140	\$5,587.41
41000359	Sanders, Terry	5181	11/09/2023	141- -11140	\$160.00
41000360	Tequipment, Inc.	8106	11/09/2023	141- -11140	\$15,196.00
41000361	The King's Daughter's School	7928	11/09/2023	141- -11140	\$4,500.00
41000362	Town Of Centerville	5284	11/09/2023	141- -11140	\$8,526.59
41000363	Unifirst Corp.	5758	11/09/2023	141- -11140	\$1,282.23
41000364	United Farm & Home Co-op	2769	11/09/2023	141- -11140	\$58.12
41000365	Wilson County Motors	5970	11/09/2023	141- -11140	\$23,074.80

141 Total: \$351,865.74

Bank Total: \$351,865.74

Bank Payment Count: 29

Hickman County Finance
Payment Register By Account Control

Bank Name **Bank Number**
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000108	Hickman Co Trustee	2722	11/09/2023	142-010-11140	\$56.60
42000109	Thomasson, Julia	192	11/09/2023	142-010-11140	\$96.94
142-010 Total:					\$153.54
42000106	Carolina Biological Supply Co.	1330	11/09/2023	142-101-11140	\$638.57
42000107	ESGI, LLC	2261	11/09/2023	142-101-11140	\$1,170.00
42000108	Hickman Co Trustee	2722	11/09/2023	142-101-11140	\$112.03
42000111	Starfall Education foundation	4891	11/09/2023	142-101-11140	\$355.00
142-101 Total:					\$2,275.60
42000108	Hickman Co Trustee	2722	11/09/2023	142-201-11140	\$113.20
42000112	TN Assoc.of Secondary School Principals	7832	11/09/2023	142-201-11140	\$300.00
142-201 Total:					\$413.20
42000105	Amazon	727	11/09/2023	142-901-11140	\$3.39
42000108	Hickman Co Trustee	2722	11/09/2023	142-901-11140	\$882.88
142-901 Total:					\$886.27
42000108	Hickman Co Trustee	2722	11/09/2023	142-911-11140	\$56.60
142-911 Total:					\$56.60
42000108	Hickman Co Trustee	2722	11/09/2023	142-933-11140	\$893.78
142-933 Total:					\$893.78
42000105	Amazon	727	11/09/2023	142-937-11140	\$1,010.87
42000108	Hickman Co Trustee	2722	11/09/2023	142-937-11140	\$1.89
142-937 Total:					\$1,012.76
42000108	Hickman Co Trustee	2722	11/09/2023	142-964-11140	\$445.58
42000110	MG Visuals	7888	11/09/2023	142-964-11140	\$600.00
142-964 Total:					\$1,045.58
Bank Total:					\$6,737.33
Bank Payment Count:					8

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000060	AT & T	7542	11/09/2023	143- -11140	\$175.85
43000061	Fitts, Connie S.	185	11/09/2023	143- -11140	\$85.15
43000062	McCutchen, Crystal	8168	11/09/2023	143- -11140	\$37.15
143 Total:					\$298.15
Bank Total:					\$298.15
Bank Payment Count:					3

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000336	Hickman County Trustee	2937	11/08/2023	141- -11140	\$3,298.51
141 Total:					\$3,298.51
Bank Total:					\$3,298.51
Bank Payment Count:					1

Bank Name **Bank Number**
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000058	County Of Hickman Misc Acct	1633	11/06/2023	143- -11140	\$7,681.66
43000059	Town Of Centerville	5315	11/06/2023	143- -11140	\$128.35
143 Total:					\$7,810.01
Bank Total:					\$7,810.01
Bank Payment Count:					2

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000326	Anderson Concrete Finishing	656	11/06/2023	141- -11140	\$2,900.00
41000327	Brewer Chemicals & Equip, LLC	861	11/06/2023	141- -11140	\$400.00
41000328	County Of Hickman Misc Acct	1633	11/06/2023	141- -11140	\$179,730.36
41000329	Duley, L.C.S.W., Joe	1814	11/06/2023	141- -11140	\$2,177.50
41000330	Evans, Meghan	987	11/06/2023	141- -11140	\$146.72
41000331	Krueger, Shirley	267	11/06/2023	141- -11140	\$1,000.00
41000332	McManus, Christy	8120	11/06/2023	141- -11140	\$127.33
41000333	Meriwether Lewis Electric	3675	11/06/2023	141- -11140	\$39,876.11
41000334	Rietveid, Stephanie	993	11/06/2023	141- -11140	\$1,290.00
41000335	SSC Service Solutions Compass Group USA, Inc.	4832	11/06/2023	141- -11140	\$59,518.35

141 Total: \$287,166.37

Bank Total: \$287,166.37

Bank Payment Count: 10

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		<u>Amount</u>
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-010-11140		\$337.78
					142-010 Total:	\$337.78
42000103	Amazon	727	11/06/2023	142-101-11140		\$127.07
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-101-11140		\$2,338.05
					142-101 Total:	\$2,465.12
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-201-11140		\$650.17
					142-201 Total:	\$650.17
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-401-11140		\$20.83
					142-401 Total:	\$20.83
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-601-11140		\$104.36
					142-601 Total:	\$104.36
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-901-11140		\$911.95
					142-901 Total:	\$911.95
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-933-11140		\$1,888.23
					142-933 Total:	\$1,888.23
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-937-11140		\$149.60
					142-937 Total:	\$149.60
42000104	County Of Hickman Misc Acct	1633	11/06/2023	142-964-11140		\$868.99
					142-964 Total:	\$868.99
					Bank Total:	\$7,397.03
					Bank Payment Count:	2

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
General Purpose	141					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
41000304	American Safety Council, Inc.	5261	11/02/2023	141- -11140		\$5,754.00
41000305	Bon Aqua Lyles Utility Distric	851	11/02/2023	141- -11140		\$5,461.06
41000306	Booker, Sarah	180	11/02/2023	141- -11140		\$37.15
41000307	County Of Hickman Misc Acct	1633	11/02/2023	141- -11140		\$43,356.50
41000308	Elan Financial Services	6816	11/02/2023	141- -11140		\$107.39
41000309	Hibbs, Polly	3038	11/02/2023	141- -11140		\$44.54
41000310	Jenkins, Michelle OTR/L	7423	11/02/2023	141- -11140		\$5,250.00
41000311	Kaplan	3381	11/02/2023	141- -11140		\$2,995.00
41000312	Malugin, Rebecca L	59	11/02/2023	141- -11140		\$380.30
41000313	McCaleb, Rachel	7746	11/02/2023	141- -11140		\$241.04
41000314	Morgan, Cindi	3731	11/02/2023	141- -11140		\$194.23
41000315	Morgan, Cynthia	8166	11/02/2023	141- -11140		\$1,018.08
41000316	Owen's Oil Co., Inc.	4257	11/02/2023	141- -11140		\$30,869.30
41000317	Qualls, Shelda	4597	11/02/2023	141- -11140		\$131.00
41000318	Red Circle Solutions	8117	11/02/2023	141- -11140		\$1,429.90
41000319	Register Of Deeds Office	102	11/02/2023	141- -11140		\$12.00
41000320	Southern Duplicating of Clarksdale, Inc.	7343	11/02/2023	141- -11140		\$190.59
41000321	Swope Educational Consulting	5203	11/02/2023	141- -11140		\$3,270.00
41000322	Tanner, Katelyn	6315	11/02/2023	141- -11140		\$83.84
41000323	Tequipment, Inc.	8106	11/02/2023	141- -11140		\$69,347.50
41000324	Town Of Centerville	5315	11/02/2023	141- -11140		\$497.82
41000325	United States Treasury	5817	11/02/2023	141- -11140		\$112.44
					141 Total:	\$170,783.68
					Bank Total:	\$170,783.68
					Bank Payment Count:	22

Hickman County Finance
Payment Register By Account Control

Bank Name

Bank Number

Federal

142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000098	Cannon, Sylina	6313	11/02/2023	142-010-11140	\$188.64
142-010 Total:					\$188.64
42000100	Generations Genius, Inc.	6862	11/02/2023	142-101-11140	\$1,295.00
142-101 Total:					\$1,295.00
42000101	IXL Learning	3199	11/02/2023	142-401-11140	\$190.00
142-401 Total:					\$190.00
42000099	County Of Hickman Misc Acct	1633	11/02/2023	142-901-11140	\$159.79
42000102	NCS Pearson Inc.	4359	11/02/2023	142-901-11140	\$369.94
142-901 Total:					\$529.73
42000096	Amazon	727	11/02/2023	142-933-11140	\$1,199.21
42000097	Amplify Education, Inc.	6489	11/02/2023	142-933-11140	\$86,206.68
42000099	County Of Hickman Misc Acct	1633	11/02/2023	142-933-11140	\$200.00
142-933 Total:					\$87,605.89
42000096	Amazon	727	11/02/2023	142-937-11140	\$865.24
42000099	County Of Hickman Misc Acct	1633	11/02/2023	142-937-11140	\$7.50
142-937 Total:					\$872.74
Bank Total:					\$90,682.00
Bank Payment Count:					7



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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

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

John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Memorandum

To: Board Members
From: John Mullins
Date: 11/28/2023
Re: December Director's Report

Hiring

Professional

Amy McAbee
Penny Wilson

CES Assistant Principal
EHES Teacher

Support Staff

Amy Bradford
Amanda Myles
Megan Bailey

EHIS Assistant
EHIS Assistant
HCHS Assistant

Resignation

Professional

Support Staff

Hannah Parks

HCHS Assistant

Retirement

Professional

Support Staff

Transfers

Professional

Hannah Redden

EHES Kindergarten Teacher to
EHES PE Teacher

Support Staff

Jason Swaw

PT Mechanic to Food Service

Appointment

Professional

Support Staff

Open Positons

Bus Drivers
Special Education Teacher Position
Secondary Math Position

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

Hickman County Finance
 Summary Financial Statement
 November 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,974,879.00	(276,694.53)	9.30%	247,906.58	0.00	0.00%
40120	Trustee's Collections - Prior Year	65,000.00	(33,061.64)	50.86%	5,416.67	0.00	0.00%
40125	Trustee's Collections - Bankruptcy	500.00	(46.26)	9.25%	41.67	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(9,035.97)	19.23%	3,916.67	0.00	0.00%
40140	Interest And Penalty	15,000.00	(3,329.20)	22.19%	1,250.00	0.00	0.00%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,046.00)	26.15%	333.33	0.00	0.00%
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,455,008.00	(779,682.69)	31.76%	204,584.00	0.00	0.00%
40270	Business Tax	35,000.00	(4,054.27)	11.58%	2,916.67	0.00	0.00%
41110	Marriage Licenses	1,300.00	(399.00)	30.69%	108.33	0.00	0.00%
43517	Tuition - Other	2,000.00	(1,800.00)	90.00%	166.67	0.00	0.00%
43570	Receipts From Individual Schools	30,000.00	(2,025.00)	6.75%	2,500.00	0.00	0.00%
43582	Community Service Fees - Adults	200.00	(13.50)	6.75%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	0.00	0.00%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(5,182.29)	17.27%	2,500.00	0.00	0.00%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(3,980.84)	132.69%	250.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	(14,065.30)	93.77%	1,250.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(7,283,846.98)	30.49%	1,990,546.83	0.00	0.00%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46515	Early Childhood Education	493,047.45	(45,386.80)	9.21%	41,087.29	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	(60.00)	0.03%	20,000.00	0.00	0.00%
46610	Career Ladder Program	45,000.00	(23,423.41)	52.05%	3,750.00	0.00	0.00%
46790	Other Vocational	3,000,000.00	0.00	0.00%	250,000.00	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	0.00	0.00%	19,166.67	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(6,613.48)	9.45%	5,833.33	0.00	0.00%
48990	Other	258,804.00	(23,665.32)	9.14%	21,567.00	0.00	0.00%
49700	Insurance Recovery	10,000.00	(6,112.00)	61.12%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
	Total Revenues	34,029,300.45	(8,523,524.48)	25.05%	2,835,775.04	0.00	0.00%
Expenditures							
71100	Regular Instruction Program	(16,377,394.00)	5,753,822.72	35.13%	(1,364,782.83)	1,830,907.63	134.15%
71150	Alternative Instruction Program	(288,810.00)	58,308.35	20.19%	(24,067.50)	14,557.72	60.49%
71200	Special Education Program	(3,796,162.45)	1,003,773.92	26.44%	(316,346.87)	253,390.57	80.10%

Hickman County Finance
 Summary Financial Statement
 November 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(2,962,073.50)	1,254,920.40	42.37%	(246,839.46)	82,995.06	33.62%
72110	Attendance	(189,631.00)	44,106.42	23.26%	(15,802.58)	10,584.75	66.98%
72120	Health Services	(660,690.00)	203,770.70	30.84%	(55,057.50)	45,827.21	83.24%
72130	Other Student Support	(1,153,235.85)	266,586.04	23.12%	(96,102.99)	70,398.66	73.25%
72210	Regular Instruction Program	(1,476,210.00)	425,078.77	28.80%	(123,017.50)	95,652.24	77.75%
72220	Special Education Program	(133,398.00)	29,138.12	21.84%	(11,116.50)	514.17	4.63%
72230	Career and Technical Education	(507,115.00)	159,302.44	31.41%	(42,259.58)	23,423.03	55.43%
72250	Technology	(451,592.00)	235,654.56	52.18%	(37,632.67)	15,336.87	40.75%
72290	Other Programs	(35,000.00)	0.00	0.00%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	343,404.30	47.95%	(59,683.58)	1,494.70	2.50%
72320	Director Of Schools	(328,338.00)	116,981.70	35.63%	(27,361.50)	19,816.38	72.42%
72410	Office Of The Principal	(2,014,392.00)	549,875.48	27.30%	(167,866.00)	108,793.56	64.81%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,567,000.00)	1,067,352.76	41.58%	(213,916.67)	118,748.65	55.51%
72620	Maintenance Of Plant	(1,333,258.00)	570,456.54	42.79%	(111,104.83)	33,268.72	29.94%
72710	Transportation	(2,631,068.50)	1,183,446.81	44.98%	(219,255.71)	141,059.40	64.34%
72810	Central And Other	(406,863.00)	34,432.84	8.46%	(33,905.25)	546.45	1.61%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	30,315.02	24.14%	(10,465.68)	5,722.79	54.68%
73400	Early Childhood Education	(525,088.00)	117,780.06	22.43%	(43,757.33)	27,953.78	63.88%
76100	Regular Capital Outlay	(3,102,000.00)	5,600.00	0.18%	(258,500.00)	0.00	0.00%
Total Expenditures		(41,874,126.45)	13,454,107.95	32.13%	(3,489,510.54)	2,900,992.34	83.13%
Total	141 General Purpose School	(7,844,826.00)	4,930,583.47	62.85%	(653,735.50)	2,900,992.34	443.76%

Hickman County Finance
 Summary Financial Statement
 November 2023

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	596.95	0.00%	0.00	596.95	0.00%
47131	Vocational Educ - Basic Grants To	65,196.32	(17,714.83)	27.17%	5,433.03	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,097,988.39	(205,875.98)	18.75%	91,499.03	0.00	0.00%
47143	Special Education - Grants To States	1,164,691.24	(202,636.23)	17.40%	97,057.60	0.00	0.00%
47145	Special Education Preschool Grants	45,797.98	(5,207.09)	11.37%	3,816.50	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(5,954.26)	0.00%	0.00	0.00	0.00%
47147	Safe And Drug-Free Schools-St Grants	217,972.80	599.99	-0.28%	18,164.40	0.00	0.00%
47148	Rural Education	219,820.70	(4,493.62)	2.04%	18,318.39	0.00	0.00%
47189	Eisenhower Prof Development State	160,181.05	(11,485.62)	7.17%	13,348.42	0.00	0.00%
47307	COVID-19 Grant B	1,041,785.69	(855,276.29)	82.10%	86,815.47	0.00	0.00%
47309	COVID-19 Grant D	83,000.00	(1,000.00)	1.20%	6,916.67	0.00	0.00%
47401	American Rescue Plan Act Grant #1	6,011,423.41	(1,194,279.99)	19.87%	500,951.95	0.00	0.00%
47402	American Rescue Plan Act Grant #2	15,017.59	(14,329.99)	95.42%	1,251.47	0.00	0.00%
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00%	23.03	0.00	0.00%
47404	American Rescue Plan Act Grant #4	18,417.96	0.00	0.00%	1,534.83	0.00	0.00%
47590	Other Federal Through State	321,295.29	(77,928.01)	24.25%	26,774.61	0.00	0.00%
Total Revenues		10,462,864.81	(2,594,984.97)	24.80%	871,905.40	596.95	-0.07%
Expenditures							
71100	Regular Instruction Program	(2,882,517.32)	754,997.63	26.19%	(240,209.78)	221,287.33	92.12%
71150	Alternative Instruction Program	(35,524.50)	12,852.29	36.18%	(2,960.38)	2,507.76	84.71%
71200	Special Education Program	(1,003,669.36)	207,638.55	20.69%	(83,639.11)	49,447.58	59.12%
71300	Career and Technical Education	(124,258.10)	20,538.68	16.53%	(10,354.84)	1,698.67	16.40%
72110	Attendance	(18,971.00)	13,816.36	72.83%	(1,580.92)	(180.75)	-11.43%
72120	Health Services	(52,841.50)	0.00	0.00%	(4,403.46)	0.00	0.00%
72130	Other Student Support	(503,273.28)	143,194.70	28.45%	(41,939.44)	16,052.21	38.27%
72210	Regular Instruction Program	(1,411,334.66)	379,424.71	26.88%	(117,611.22)	80,025.23	68.04%
72220	Special Education Program	(407,002.73)	104,521.21	25.68%	(33,916.89)	22,668.07	66.83%
72230	Career and Technical Education	(7,550.00)	0.00	0.00%	(629.17)	0.00	0.00%
72250	Technology	(198,090.00)	25,415.17	12.83%	(16,507.50)	5,072.44	30.73%
72610	Operation Of Plant	(350,027.75)	328,027.75	93.71%	(29,168.98)	50,967.85	174.73%
72710	Transportation	(28,000.00)	4,189.38	14.96%	(2,333.33)	1,048.00	44.91%
73100	Food Service	0.00	0.00	0.00%	0.00	(4,845.45)	0.00%
76100	Regular Capital Outlay	(3,420,516.27)	1,570,855.65	45.92%	(285,043.02)	315,487.92	110.68%
99100	Transfers Out	(19,288.34)	0.00	0.00%	(1,607.36)	0.00	0.00%
Total Expenditures		(10,462,864.81)	3,565,472.08	34.08%	(871,905.40)	761,236.86	87.31%
Total	142 School Federal Projects	0.00	970,487.11	100.00%	0.00	761,833.81	0.00%

Hickman County Finance
 Summary Financial Statement
 November 2023

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	540,000.00	(105,286.49)	19.50%	45,000.00	0.00	0.00%
43522	Lunch Payments - Adults	75,000.00	(7,128.09)	9.50%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(30,691.15)	36.11%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(66,747.60)	38.14%	14,583.33	0.00	0.00%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(1,319.54)	131.95%	83.33	0.00	0.00%
47111	USDA School Lunch Program	1,035,000.00	(339,136.80)	32.77%	86,250.00	0.00	0.00%
47113	Breakfast	540,000.00	(131,266.37)	24.31%	45,000.00	0.00	0.00%
47114	USDA - Other	35,970.00	(5,494.21)	15.27%	2,997.50	0.00	0.00%
	Total Revenues	2,486,970.00	(687,070.25)	27.63%	207,247.50	0.00	0.00%
Expenditures							
73100	Food Service	(2,899,494.00)	1,158,715.63	39.96%	(241,624.50)	(9,980.21)	-4.13%
	Total Expenditures	(2,899,494.00)	1,158,715.63	39.96%	(241,624.50)	(9,980.21)	-4.13%
Total	143 Central Cafeteria	(412,524.00)	471,645.38	114.33%	(34,377.00)	(9,980.21)	-29.03%

Hickman County Board of Education
 Budget Amendment - 18
 General Purpose - Fund 141
 November 6, 2023

Account	Description	Debit	Credit	Justification
46515 - - VPK 46515 - -	Early Childhood - VPK Grant Early Childhood	\$ 417,796.00	\$ 417,796.00	To differentiate between Early Childhood Education Grants
71300 - 307 - GG 71300 - 355 - GG 71300 - 524 - GG 71300 - 599 - GG	Communication Travel InService Other Charges	4,229.00 2,000.00 2,000.00	8,229.00	Adjustments to Give-to-Grant for the purchasing of
TOTALS		\$ 426,025.00	\$ 426,025.00	

Approved:

Attest:

Ronald Gammons

John Mullins

The highlighted entries were incorrectly coded as 71100 (Regular Instruction) instead of 71300 (Career and Technical Education). The Finance Office identified the error, contacted the State Auditors, and was advised to correct the error and provide notification to the Board of the correction at the December Board Meeting.

HCBOE ESSER Report December 2023

Allocation Summary

		Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 2.0	All obligated	\$3,497,160.67	September 30, 2023	\$3,495,160.67	\$2,000.00
ESSER 3.0		\$7,854,126.08	September 30, 2024	\$3,342,329.48	\$4,511,796.60
Total:		\$11,351,286.75		\$6,837,490.15	\$4,513,796.60

ESSER Recent Developments

Bid for window film new windows and doors

ESSER Next Steps

ESSER Personnel Funding

Location		Position	Filled
Central Office	\$108,273.00	Tutoring Supervisor/Instructional Coach	Yes
Central Office	\$18,971.00	Attendance Support	Yes (through Sept 2023)
Central Office	\$96,661.00	ESSER Manager	Yes (through Sept 2024)
District	\$78,090.00	Technology Specialist	Yes
CES CIS EES EIS	\$265,300.00	Tier 1 Instructor/Intervention 4	Yes 3.5 (1 PT)
CIS EHIS	\$148,594.00	STEM Teacher 2	Yes 2
Alt School	\$35,524.50	PT Alt School Tutor	Yes
Middle Schools	\$64,590.00	PT SpEd Tutors 2	Yes 1
All Schools	\$100,760.40	Part-time Spec. Ed. Assistants 8	Yes 5
High Schools	\$122,426.00	Math and Language Tutors 3	Yes 2
District	\$12,841.50	Summer Nurses 2	
District	\$13,326.93	Summer Social Workers 3	
District	\$265,625.52	Summer Teachers 39 and assistants 23	



Person Data

School	Total Negative Balance
Centerville Elementary School	-\$327.39
Centerville Intermediate	-\$483.91
East Hickman Elementary	-\$896.29
East Hickman High School	-\$2,529.62
East Hickman Intermediate	-\$834.19
East Hickman Middle	-\$551.64
Hickman County High School	-\$1,414.92
Hickman Middle School	-\$316.70
	-\$7,354.66

Number of Records: 8

FILTERS

Name(s)	Value(s)
Enrolled On	11/28/2023
Ignore Zero Balances	✓
Only Negative Balances	✓

East Family Resource Mid Year Report
November 13, 2023

Priority 1: Families

Objective 1: Family Support

Goal:

By May 2024, East Hickman Family Resource will serve 5% of all disadvantaged children through the Friday Friends and Operation Santa Claus programs.

Action Step 1

By August 2023, EFRC will meet with teachers, counselors, and principals to explain the Friday Friends program and how to refer students to this program using the EFRC referral form. Referral forms can be turned into the EFRC directly or online.

- As of Monday November 13, 2023:
- 99 students receive a weekly Friday Friends bag

Action Step 2

By October 2023, EFRC will send home forms to parents about our Operation Santa Claus program with both needing help information and gift giving information. Gifts will be collected and distributed on Saturday December 16, 2023 from 8am until 10am behind EHES.

- As of Monday November 13, 2023: 297 children are on the EFRC Operation Santa list. 10 children are on the waiting list.
- We are serving 126 families in the program, with 5 families on the waiting list.

Action Step 3

By August 2023, EFRC in collaboration with United Way and Samaritan's Feet will provide tennis shoes for children in need.

- 700 pairs of shoes and socks were donated to EFRC
- As of Monday November 13, 2023, 344 pairs of shoes and socks have been handed out
- EFRC has shoes and socks on hand for any child in need
- EFRC has supplied extra shoes to the other East Schools to be kept in the clinics for when children need them.

Objective 2: Family Well Being

Goal: By May 2024, the EFRC Director will collaborate with the RTI-B teacher, principal, guidance counselor, and teachers about the Buddy Program for a check in/check out system with students who need daily encouragement and reduce discipline referrals to the office.

Action Step 1

Beginning in September 2023, the EFRC will work with the East Hickman Elementary principal and counselor to target students who may need encouragement to reduce behavior/discipline referrals to the office.

- As of Monday November 12, 2024: We have met multiple times this year and currently have 5 students who need extra encouragement and positivity.
- I am also working with the East Elementary Counselor on a Positive Peer Mentorship program that we are trying. In this program, a High School student comes over to the Elementary School every other week and spends time with a student who is having behavior trouble and gives them positive peer influence. We currently have one student trying this program.

Action Plan 2

By May 2024, EFRC will give students a folder each morning with goals for the day. Each afternoon those folders will be picked up and information recorded. At the end of the week, if a student has had 4 good days and no referrals to the office, they will receive a large prize and lunch with the EFRC Director. Parents will receive notes of encouragement about their child's improved behavior. If there are significant improvements, students will be promoted from the program.

- As of Monday November 13, 2023, there are currently 4 students in this program. They are all doing great and we have had some extremely positive feedback with this program.

Action Plan 3

By May 2024, EFRC will make and distribute "Grief Bags" to students that have lost all loved ones due to death, divorce, or other reason.

- As of Monday November 13, 2023, I have given out 2 grief bags and one stuffed animal.

Additional Family Support:

- 80 Thanksgiving boxes were distributed to families
- EFRC is currently participating in tutoring kids 3 days a week
- EFRC is currently working on a clothing closet which will help provide clothes and shoes to students in need for whatever reason
- EFRC participated in EHES trunk or treat and served roughly 700 kids
- EFRC is now offering Celebration Kits to families who may struggle to provide a birthday for their child. The kit contains a box cake, a sprite, (replaces the eggs, and oil) a container of sprinkles and a foil pan for baking the cake. Some kits may also have a birthday banner or a blank birthday card in it.

Priority 2: Readiness

Objective 1: Chronically Out of School

Goal: By May 2024, the EFRC will work with East Hickman Middle School students to decrease by 2% the number of Chronically absent students.

Action Step 1:

By August and monthly thereafter, EFRC will work with the truant officer to identify previously chronic students at EHMS. EFRC will communicate with students/parents who were previously chronically absent to understand why the student was absent and how we can help. Calls will be made to parents checking on the chronically absent students.

- I have met with Principal Totty several times on chronically absent students and we are currently working on a plan to try and better our chronically absent student numbers.

Action Step 2:

Beginning in August and monthly thereafter, rewards will be given to those previously chronically absent students who have improved their attendance.

- We are currently offering students a small reward to help incentivise them to come to school.
- We also call the students into the office and chat with them to ask questions as to why they were absent and if there is anything we can do to help them.

Action Step 3:

Beginning in October and quarterly thereafter, EFRC will compare data from the previous year to see if improvements have been made.

- Ms. Totty and I will be meeting regularly on this issue.
- As of November 13, 2023 attendance numbers are better this year than last year

Objective 2:

Academic, College, & Career Supports

Goal:

By May 2024, EFRC will serve up to 10 children through our Smart from the Start Program and students will show a 95% improvement of knowledge compared to data at the beginning of the school year. Assessment test will be administered at the beginning of class in September, and again at the end of the school year.

Action Plan 1:

In August 2023, EFRC will hand out flyers at Open Houses, Back to School Bashes, the East Hickman Public Library and on Social Media.

- All these steps were met and there are currently flyers at the East Public Library to help spread the word.

Action Plan 2:

Beginning September 2023, EFRC will have Toddler Time on Tuesday mornings at 9:30, and Preschool in a Bag on Wednesday mornings at 9:30. Toddler Time and Preschool will be an hour long event. Parents are required to be in attendance with their children. At each session, there will be a themed story time, interactive play, songs, books, shapes, numbers, art, and crafts. Packets of educational worksheets will be sent home with parents to help continue learning at home.

- As of November 13, 2023, there are 17 Toddler Time students. I currently have one class on Tuesday at 9:30 and a second class on Tuesday at 11:00.
- There are currently 8 preschool students who attend class on Wednesday mornings at 9:30.

Action Plan 3:

In April 2024, EFRC will hand out parent evaluation forms for the program in order to assess and improve the program for the next school year.

- These forms will be handed out in April

Priority 3: Communities

Objective 1:

Student and Family Engagement

Goal:

By August 2023, EFRC will achieve 66% participation for all students and parents attending 3rd, 6th, and 9th grade orientation. A survey of orientations will be given to students/parents to determine improvements that need to be implemented the following year.

Action Step 1:

By July 2023, EFRC will have principals make calls to parents of children 3, 6, and 9 with the Alert Now phone system, place ads in local newspapers and post on social media about orientation.

- Before the first day of school, EHIS, EHMS, and EHHS held orientations for grades 3, 6, and 9.
- In 3rd grade, 79 students attended with 175 guests
- In 6th grade, 70 students attended, with 173 guests
- In 9th grade, 89 students attended, with 215 guests
- 149 Backpacks filled with school supplies were handed out

Action Step 2:

By May 2024, EFRC will continue the Ambassador program at EHHS. This is to help build better student communication between upperclassmen and incoming students. EFRC will hold Ambassador meetings in September, December, February, and April to review the program and obtain important feedback.

- Ambassadors were in attendance and helped with Freshmen orientation and on the first day of school.

Action Step 3:

By July 2023, surveys will be given to families to determine if the presentations, Q and A, and the tour of the school was sufficient for their families.

- Surveys were handed out and collected. The feedback was very positive and having the Ambassador to help was a great idea.

Objective 2: Community Partnerships

Goal: By May 2024, 90% of teachers/sponsors communication and visit will improve through collaboration with EFRC involvement. Sponsors will visit their adopted classrooms quarterly. The EFRC director will contact sponsors and teachers quarterly to ensure the program is working smoothly and sponsors/teachers are working together to enhance community involvement at East Elementary and East Intermediate School.

Action Step 1:

In August 2023, EFRC will visit or make calls to businesses, civic groups, and individuals to ask for participation in the Adopt-A-Class program.

- This action was met in August 2023.

Action Step 2:

By October 2023, EFRC will host an Adopt-A-Class ceremony at EHES and EHIS for sponsors to meet their teachers and students. Teachers and sponsors will then set meeting times at their initial meeting.

- EHES has 21 class sponsors. Their reception was held on Friday August 18, 2023 at 8:30 a.m. There were 18 Sponsors that attended that day.
- EHIS has 19 class sponsors. Their reception was held on Friday August 25, 2023 at 8:30 a.m. There were 16 sponsors that attended that day.

Action Step 3:

By May 2024, EFRC will contact teachers and sponsors each semester to evaluate the program's progress. EFRC will survey teachers and sponsors at the end of the school year to receive feedback as to what did and did not work in order to help improve the program.

- EFRC reaches out to sponsors to remind them of important events and dates.
- EFRC has received several pictures from teachers of times when the sponsors visit.

Centerville Family Resource Center's Mid-Year Report

Priority 1: Families

FAMILY SUPPORT (OBJECTIVE ONE)

GOAL

By May 2024, CFRC will serve 5% of all economically disadvantaged students through the Friday Friends program and the Operation Santa Claus program.

By August 2023, CFRC will partner with United Way and Samaritan's Feet to give away between 800-1200 pairs of shoes to students.

ACTION STEP 1

By August 2023, CFRC will meet with faculty and staff to explain the Friday Friends program and how to refer students using the CFRC referral form. Referral forms can be turned into the CFRC directly, by email, or completed online. All other needs that students may have can also be referred to the CFRC online or directly.

- November 6, 2023: 89 children are receiving Friday Friends
- We are serving 41 families with this program.

ACTION STEP 2

By October 2023, Operation Santa Claus forms will be sent home with all Centerville area students. Forms can be used to sign up for help with Christmas or to be a Santa helper. Gifts will be collected and handed out on December 16, 2023.

- November 6, 2023: 203 children are on the Operation Santa Clause list. 4 children are on the waiting list.
- We are serving 80 families in this program with 3 families on the waiting list.

ACTION STEP 3

By August 2023, CFRC along with United Way and Samaritan's Feet will fit students for a free pair of tennis shoes for the beginning of the school year.

- 1400 pairs of shoes and socks were donated. CFRC received 700 to hand out at Centerville Schools.
- 197 pairs of shoes and socks were given out as of Sept. 11, 2023
- 90 more pairs were donated in October.
- We have shoes and socks on hand if a need arises.

FAMILY WELLBEING (OBJECTIVE 2)

GOAL

By May 2024, CFRC will collaborate with the principal at Centerville Intermediate School to continue the BBB program. This program is aimed at reducing office discipline referrals by 0.5% for students participating in the check in/check out program as compared to student's behavior from the discipline referrals from the previous year.

ACTION STEP 1

By September 2023, will request from the principal to identify students to be referred to the BBB program.

- This action step was met as 5 students were identified.

ACTION STEP 2

Beginning September and monthly thereafter, students will be given a punch card for the month. At the end of each week, if the student has 4 of 5 good days, they will receive a small prize. Each month the students will be evaluated to see if they need to continue the program.

- November 2023: There are 4 students that are in this program. Half received a prize the first week of this program.

ACTION STEP 3

By May 2024, students in the BBB program that have shown improvements will be rewarded with an ice cream/popcorn/pizza party.

Priority 2: Readiness

CHRONICALLY OUT OF SCHOOL *REQUIRED* (OBJECTIVE 1)

GOAL

For the school year 2023-24, to work with Centerville Elementary School to decrease the number of chronically out of school students/families by 20 students as compared to the previous school year data.

ACTION STEP 1

By August and monthly thereafter, CFRC will coordinate with the truancy officer monthly to identify chronically out of school students. Director will communicate with student/parent to assess the cause of absences. Monthly prizes will be awarded for not being chronically absent in that month. Larger rewards will be given out in December and May.

- 27 students were identified as Chronically out of school for CES for the school year 2022-2023.
- Letters were sent to parents in August about chronically out of school and the importance of school attendance. 2 parents reached out for more information.

ACTION STEP 2

By May 2024, CFRC director will give the student a prize list with pictures (to take home and as a reminder to come to school) at the initial meeting and a punch card to tally up days present. Small rewards will be given weekly to the student that completes the punch card.

- This action step is being met currently. Small rewards are given out every 10 days. This has worked better than weekly.

ACTION STEP 3

Beginning October and quarterly thereafter, CFRC will compare data from previous year to see if improvements have been made.

- As of November 2023: 2 of the 27 will be chronically out of school for this year.

ACADEMIC, COLLEGE, & CAREER SUPPORT (OBJECTIVE 3)

GOAL

By May 2024, CFRC will serve up to 12 children in the Smart from the Start program and will show an improvement rate of 95% compared to the data from September 2023.

ACTION STEP 1

In August 2023, fliers and application forms for Smart from the Start will be supplied to the Hickman County Library, Centerville Elementary and Intermediate, and will be available on Facebook and the Hickman Co. Schools website.

- This action step was met in August 2023.

ACTION STEP 2

September 2023, classes for Toddler Time (ages 18-months to 2 years) and Preschool In A Bag (3-5 years) will start on September 6th and 8th. These classes will begin at 9:30am. Story hour will be an hour of themed interactive play, songs, books, shapes, numbers, and arts and crafts. Packets of educational worksheets will be given out at the end of every class for parents to work on at home with the child/children. In September, students will be given a pre-test to see what information they know. A final test will be given in April to determine if students have made an improvement of 95% from the beginning of the program.

- November 2023: There are 16 Toddler Time students and 13 Preschool In A Bag students.
- More than half of the 3 to 5 years of age know the basic 4 shapes, most of the 8 colors and we will continue to work on letters and numbers along with other items. Social skills are improving with each class.

ACTION STEP 3

April 2023, CFRC will hand out parent evaluation forms for the program in order to assess and improve the program for the next school year.

Priority 3: Communities

STUDENT & FAMILY ENGAGEMENT (OBJECTIVE 1)

GOAL

By August 2023, CFRC will achieve 66% participation for all students and parents attending 3rd, 6th, and 9th grade orientation at Centerville Intermediate, Hickman Middle, Hickman High School. The events will connect teachers, counselors and CFRC staff with students and parents to present an open opportunity for communication in the future. A survey of orientations will be given to students/parents to determine if the PowerPoint presentation, Q & A sessions and overview of school rules was information sufficient for their family. The outcome of this survey will determine improvements that will need to be implemented the following year. At Hickman High School, CFRC will work with the school counselor in forming an "Ambassador" Club that will provide help for freshmen the first 9 weeks of school and offer fun activities throughout the year for all students.

ACTION STEP 1

In July 2023, Principals will make calls to parents of children enrolling in grades 3, 6, and 9 with the Alert Now telephone system and post on the CFRC Facebook page.

- Before the first day of school, CES, CIS, and HCHS held orientations for grades 3, 6, and 9.
- 56 students and 62 parents attended 3rd grade orientation.
- 93 students and 120 parents attended 6th grade orientation.
- 84 students and 101 parents attended 9th grade orientation.

ACTION STEP 2

By May 2024, CFRC will continue the Ambassador program at HCHS. This is to help build better student communication between upperclassmen and incoming students. CFRC will hold Ambassador meetings in September, December, February, and April to review the program and obtain important feedback.

- Ambassadors were in attendance and helped Freshmen find classes and lockers. CFRC director met with the ambassadors in September to get their feedback about the orientation and beginning of school. They had positive feedback about the thankfulness of the Freshmen to have their assistance.

ACTION STEP 3

In July 2023, Ambassadors will attend the 9th grade orientation. Throughout the school year they will be asked to help at the High School when needed.

COMMUNITY PARTNERSHIPS (OBJECTIVE 3)

GOAL

By May 2024, 90% of teachers/sponsors communication and visits will improve through collaboration. Sponsors will visit their adopted classroom monthly. The CFRC director will contact sponsors and teachers monthly to assure this program is working smoothly and sponsors and teachers are working together to enhance community involvement.

ACTION STEP 1

In August 2023, CFRC director will visit or make calls to businesses, civic groups, and individuals of local businesses to ask for participation in the Adopt-A-Class program.

- This action step was met in August 2023.

ACTION STEP 2

By October 2023, CFRC will host an Adopt-A-Class ceremony at Centerville Elementary and Intermediate Schools for sponsors to meet their teacher/classrooms.

Teachers/sponsors will set up their monthly meeting times at this initial meeting.

Community leaders, civic organization, and individuals will be active in encourage students to be the best they can be and show students that their local community leaders are supportive and willing to help them succeed through good attendance and academics.

- Adopt-A-Class was well received by the community and schools. This year there are 36 classrooms and 39 sponsors.
- Receptions were held in September and 24 sponsors were in attendance.

ACTION STEP 3

By May 2024, CFRC will contact teachers/sponsors monthly by in person or emails to evaluate the progress of the program. CFRC will survey teachers/sponsors to receive feedback as to what did and did not work in order to help improve this program for the next year.

- Emails are sent to sponsors monthly to inform them as to important dates of activities at the schools. CFRC director has spoken with sponsors and has seen posts on Facebook from sponsors as they visit

their classrooms.



Hickman County Schools Board Agenda Item Request

Date: 11/28/2023

Name of School: Hickman County

Item Request: Out of State / Overnight Trip

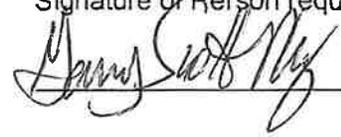
Explanation:

HCHS JROTC request permission to attend the Bullitt Central Drill competition on 2/3/2024. Cadets will depart 2/2/2024 and will spend the night at a local hotel. Cadets will participate in the competition and will return home on 2/3/2024. Mod of travel is Parent POV by (6) female chaperones and (2) JROTC instructors.

Attachments (if necessary and appropriate):

Memorandum For JROTC Drill Teams (CHTS)

Signature of Person requesting to be placed on the agenda:



Signature of Building Principal:





BULLITT CENTRAL HS
1330 HWY 44 East
Shepherdsville, KY 40165
(502) 869-6105



MEMORANDUM FOR JROTC Drill Teams

SUBJECT: 1st Annual Bullitt Central HS JROTC 1SG Bill Fekes Drill Competition

1. **Date:** 03 February 2024 (Saturday)
2. **Location:** Bullitt Central High School, 1330 HWY 44 East, Shepherdsville, KY 40165
3. **Time:** Commander's Meeting will be held at **0730** in Room 701, competition will begin promptly **0800-UTC**.
4. **Graders:** will consist of Recruiters, U.S. Army Retirees, and ROTC Cadets.
5. **Events:**
 - A. Unarmed Regulation Platoon
 - B. Unarmed Inspection Platoon
 - C. Armed Regulation Platoon
 - D. Armed Inspection Platoon
 - E. Armed Regulation Squad
 - F. Armed Inspection Squad
 - G. Demilitarized Arms (Male)/Co-Ed Arms Color Guard
 - H. Alternative Arms (Female) Color Guard
 - I. Unarmed Regulation Squad (LET1)
 - J. LET 1 Color Guard (Male, Female or Mixed)
 - K. Armed Exhibition Duo
 - L. Armed Exhibition Solo
 - M. IDR Knockout (Unarmed)
 - N. IDR Knockout (Armed)
6. **Uniform:** The only authorized uniform for regulation drill is the Class A / Army Service Uniform. OCPs and custom uniforms are authorized for Exhibition Drill ONLY!

7. **Maximum Teams Per Event:** Schools may enter a maximum of **two (2)** teams in each event. Cadets are permitted to compete in both Armed IDR Platoon/ Inspection and Armed / Unarmed IDR Platoon, however the Platoon / Squad Commander must be a different Cadet or both teams will be disqualified from the competition.
8. **Weapons:** The only authorized rifles for this competition is are demilitarized M-1 or M1903. Weapons must have rubber butt plates, no exceptions.
9. **Scoring and Judging:** Judging will be based strictly on the standards established in **TC 3-21.5 dated May 2021** Instructors should be cautioned to train their Cadets to comply with these standards. For example, exhibition, Old Guard, and other military branches type movements will result in penalties.
10. **Trophies and Awards Ceremony.** The competition will be based on a points system. The points will be awarded by the place you finish in the event. The team with the most points will win the 2024 1SG Bill Fekes Drill Competition. In the event of a tie the school with the most first place finishes will be named the winner. The award ceremony will be conducted in the big gym upon completion of knockout. Trophies will be presented for the top three teams in each event, and medallions will be presented to the top 5 in each IDR knockout (armed and unarmed).
11. **Refreshments:** There will be two concession stands open with food and drinks.
12. **Registration Form:** Annex 1
13. **Instructions and Sequence Score Sheets:** See attached Annexes 2-7.
14. **Bullitt Central High School Maps:** See attached Annexes 8-9
13. POC: 1SG(R) Robert Thacker cell (606) 269-7822 or robert.thacker@bullitt.kyschools.us



ANNEX I - EXAMPLE #1 REGISTRATION FORM

SCHOOL NAME	Bullitt Central HS
ADDRESS	1330 HWY 44E, Shepherdsville, KY 40165
POC	1SG Thacker
PHONE NUMBER	606-269-7822
EMAIL	Robert.thacker@bullitt.kyschools.us

PACKAGE DEALS (2 TEAMS MAX PER EVENT)		
PACKAGE A	\$150	2 Teams Each Event
PACKAGE B	\$100	1 Team Each Event
PACKAGE C	SCHOOL CHOOSES SPECIFIC EVENTS, 2 TEAMS MAX PER EVENT (PRICES BELOW)	

CIRCLE PACKAGE	Unarmed Regulation Platoon	Unarmed Inspection Platoon	Armed Regulation Platoon	Armed Inspection Platoon	Armed Regulation Squad	Armed Inspection Squad	Demilitarized Arms (Male)/Co-Ed Arms Color Guard
	A	B	C				
Indicate number of teams that will be competing. (Regardless of Package)	\$20	\$20	\$20	\$20	\$20	\$20	\$20
	2	2	2	2	2	2	2
Total Cost Per Event							
<u>PACKAGE C</u>							
Indicate number of teams that will be competing. (Regardless of Package)	Alternative Arms (Female) Color Guard	Unarmed Regulation Squad (LET 1)	LET 1 Color Guard (Male, Female or	Armed Exhibition Duo	Armed Exhibition Solo	Grand Total	
	\$20	\$20	\$20	\$10	\$10		
	2	2	2	2	2		
Total Cost Per Event						\$150	
<u>PACKAGE C</u>							

Please return this registration form and check payable to "BULLITT CENTRAL HS JROTC**" NLT 15 JAN 24. PACKAGE A – \$150, PACKAGE B - \$100, PACKAGE C – TBD

Bullitt Central HS JROTC

Mailing Address → **1330 HWY 44E**
Shepherdsville, KY 40165



ANNEX I - EXAMPLE #2 REGISTRATION FORM

SCHOOL NAME	Bullitt Central HS
ADDRESS	1330 HWY 44E, Shepherdsville, KY 40165
POC	1SG Thacker
PHONE NUMBER	606-269-7822
EMAIL	Robert.thacker@bullitt.kyschools.us

PACKAGE DEALS (2 TEAMS MAX PER EVENT)		
PACKAGE A	\$150	2 Teams Each Event
PACKAGE B	\$100	1 Team Each Event
PACKAGE C	SCHOOL CHOOSES SPECIFIC EVENTS, 2 TEAMS MAX PER EVENT (PRICES BELOW)	

CIRCLE PACKAGE	Unarmed Regulation Platoon	Unarmed Inspection Platoon	Armed Regulation Platoon	Armed Inspection Platoon	Armed Regulation Squad	Armed Inspection Squad	Demilitarized Arms (Male)/Co-Ed Arms Color Guard
	A	B	C				
Indicate number of teams that will be competing. (Regardless of Package)	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Total Cost Per Event <i>PACKAGE C</i>					1	1	1
	Alternative Arms (Female) Color Guard	Unarmed Regulation Squad (LET1)	LET 1 Color Guard (Male, Female or	Armed Exhibition Duo	Armed Exhibition Solo	Grand Total	
Indicate number of teams that will be competing. (Regardless of Package)	\$20	\$20	\$20	\$10	\$10		
Total Cost Per Event <i>PACKAGE C</i>				1	\$10	\$70	

****Please return this registration form and check payable to "BULLITT CENTRAL HS JROTC" NLT 15 JAN 24. PACKAGE A – \$150, PACKAGE B - \$100, PACKAGE C – TBD**

Bullitt Central HS JROTC

Mailing Address →

1330 HWY 44E

Shepherdsville, KY 40165



ANNEX I - REGISTRATION FORM

SCHOOL NAME	
ADDRESS	
POC	
PHONE NUMBER	
EMAIL	

PACKAGE DEALS (2 TEAMS MAX PER EVENT)		
PACKAGE A	\$150	2 Teams Each Event
PACKAGE B	\$100	1 Team Each Event
PACKAGE C	SCHOOL CHOOSES SPECIFIC EVENTS, 2 TEAMS MAX PER EVENT (PRICES BELOW)	

CIRCLE PACKAGE	Unarmed Regulation Platoon	Unarmed Inspection Platoon	Armed Regulation Platoon	Armed Inspection Platoon	Armed Regulation Squad	Armed Inspection Squad	Demilitarized Arms (Male)/Co-Ed Arms Color Guard
	A	B	C				
Indicate number of teams that will be competing. (Regardless of Package)							
Total Cost Per Event <i>PACKAGE C</i>							
	Alternative Arms (Female) Color Guard	Unarmed Regulation Squad (LET 1)	LET 1 Color Guard (Male, Female or	Armed Exhibition Duo	Armed Exhibition Solo	Grand Total	
Indicate number of teams that will be competing. (Regardless of Package)							
Total Cost Per Event <i>PACKAGE C</i>							

Please return this registration form and check payable to "BULLITT CENTRAL HS JROTC**" NLT 15 JAN 24. PACKAGE A – \$150, PACKAGE B - \$100, PACKAGE C – TBD

Bullitt Central HS JROTC

Mailing Address →

1330 HWY 44E

Shepherdsville, KY 40165

HC School Calendar 2024-25

July 2024													
S	M	T	W	T	F	S	Instructional Day	HD	Dismiss 10am				
	1	2	3	4	5	6	Schools Closed	EG	End of Gr. Pd.				
7	8	9	10	11	12	13	Administrative Day	RC	Report Cards				
14	15	16	17	18	19	20	Inservice Training						
21	22	23	24	25	26	27	Parent/Teacher Conf.						
28	29	30	31				Professional Dev.						
							Final Report Card Day						
August 2024							January 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28	29	30	31	
September 2024							February 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	1
October 2024							March 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	2	3	4	5	6	7	8
6	7	8	9	10	11	12	9	10	11	12	13	14	15
13	14	15	16	17	18	19	16	17	18	19	20	21	22
20	21	22	23	24	25	26	23	24	25	26	27	28	29
27	28	29	30	31			30	31					
November 2024							April 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2			1	2	3	4	5
3	4	5	6	7	8	9	6	7	8	9	10	11	12
10	11	12	13	14	15	16	13	14	15	16	17	18	19
17	18	19	20	21	22	23	20	21	22	23	24	25	26
24	25	26	27	28	29	30	27	28	29	30			
December 2024							May 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30	31					25	26	27	28	29	30	31

Notes:

- 1 In-Service Day to be completed with the Safe Schools Trainings
- 2 In-Service Days to be completed during the summer at each school's discretion
- Spring Parent-Teacher Conference will be completed on two days from 3:30-6:30
- 2 Stockpiled Days used for Professional Development
- *Special Note on how the district has traditionally used the 4 discretionary days Per Board Policy 1.800
- 4 Discretionary Days: 3 are Admin Days, 1 Spring P/T day

180	Instructional (includes 2 Blues, 1 Pink)
5	Inservice Days (includes 2 days at school in summer and 1 day of online Safe Schools training)
3	Admin Days
2	P/T Conf Days (includes spring afterschool P/T Conf as 1 day)
10	Sick Days (2 personal days are built in employee benefit)
200	Total Contract Days

Hickman County School System Proposed 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						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					
August 2023						
S	M	T	W	T	F	S
		1 - HD	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		
September 2023						
S	M	T	W	T	F	S
					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
October 2023						
S	M	T	W	T	F	S
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				
November 2023						
S	M	T	W	T	F	S
			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		
December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20-HD	21	22	23
24	25	26	27	28	29	30
31						

Instructional Day-180	HD	Dismiss 10am
Schools Closed	EG	End of Gr. Pd.
Administrative Day-3	RC	Report Cards
Inservice Training		
Parent/Teacher Conf.-1		
Professional Dev.-(2)		
Final Report Card Day		

January 2024						
S	M	T	W	T	F	S
	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			

February 2024						
S	M	T	W	T	F	S
				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		

March 2024						
S	M	T	W	T	F	S
					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						

April 2024						
S	M	T	W	T	F	S
	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				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21-HD	22	23	24	25
26	27	28	29	30	31	

Graduation May 18th

August	22	January	19
September	20	February	20
October	16	March	16
November	17	April	22
December	14	May	14
	89		91

Hickman County School System 2023-2024 Proposed School Calendar

	Student Instructional Days	Professional Development	In-service Training	Parent-Teacher Conferences	Annual Leave	Administrative Days	Total Days	Payroll Dates
July			*5			1	6	
August	22				1	1	24	***
September	20	<1			1		22	08/31/23
October	16			1	1		18	09/29/23
November	17				1		18	10/31/23
December	14				1		15	11/30/23
January	19	<1			1		20	12/20/23
February	20			**1	1		22	01/31/24
March	16				1		17	02/29/24
April	22				1		23	03/22/24
May	14				1	1	16	4/30/24 ****5/21/24
June								**** June, 2024 **** June, 2024
Total	180	<Included	5	2	10	3	200	

*Three In-service Training days, jointly decided upon by the principal and teacher, shall be completed from July 1, 2023 through May 31, 2024.

**One parent teacher conference will be conducted outside the school day - this will be divided into two sessions.

***The 2023-2024 payroll cycle for teachers and staff begins after one month's active employment.

****Last payroll check for those who selected ten (10) checks.

*****For those selecting twelve (12) checks, the eleventh (11th) and twelfth (12th) checks are deposited into bank account before June 30, 2024.

*****Up to eleven (11) days are accumulated in the school calendar through extended work (stockpile) days and if used will not be made up. If more than the eleven (11) stockpile days are missed, make-up days will be added to the end of the school year.

July 27-28	In-service Training
July 31	Administrative Day
August 1	First Student Day: Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
August 2	Administrative Day
August 3	Full Day of Classes Begin
September 4	Labor Day (Schools Closed)
September 5	Professional Development (Teachers/Staff Report – Students Do Not Report)
October 9-13	Fall Break (Schools Closed)
October 23	Parent-Teacher Conferences 10:00 AM - 4:00 PM (Students Do Not Report)
November 20-24	Thanksgiving Break (Schools Closed)
December 20	Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
December 21-January 3	Christmas Break (Schools Closed)
January 4	Professional Development (Teachers/Staff Report – Students Do No Report)
January 5	Students Return from Christmas Break
January 15	Martin Luther King, Jr. Day (Schools Closed)
February 19	President's Day (Schools Closed)
March 25-29	Spring Break (Schools Closed)
May 17	Last Full Day of School
May 18	Hickman County High School Graduation 10:00 AM East Hickman High School Graduation 2:00 PM
May 20	Administrative Day
May 21	Abbreviated Day (8:00 AM – 10:00 AM - Buses will not Run)

Hickman County Board of Education

Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 12/07/21
	Rescinds: 1.800	Issued: 08/05/19

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.

12 Extended contracts shall include twenty (20) days for each additional month employed.

13 The director of schools shall plan each year's program accounting for a 200-day year and shall
14 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
15 opening of the school term.

16 STUDENT ATTENDANCE DAYS

17 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.

20 IN-SERVICE EDUCATION

21 Each day of in-service education included in the school calendar shall be equivalent to not less than six
22 (6) hours of planned activities.²

23 DISCRETIONARY DAYS

24 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
25 student attendance days, in-service days or administrative days, which may be used by administrators,
26 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
27 parent-teacher conferences and other classroom functions.¹

28 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

HC School Calendar 2025-26

July 2025													
S	M	T	W	T	F	S							
		1	2	3	4	5		Instructional Day	HD	Dismiss 10am			
								Schools Closed	EG	End of Gr. Pd.			
6	7	8	9	10	11	12		Administrative Day	RC	Report Cards			
13	14	15	16	17	18	19		Inservice Training					
20	21	22	23	24	25	26		Parent/Teacher Conf.					
27	28	29	30	31				Professional Dev.					
								Final Report Card Day					
August 2025							January 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
September 2025							February 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30											
October 2025							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				
November 2025							April 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30		
December 2025							May 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	1	2	3	4	5	6						1	2
7	8	9	10	11	12	13	3	4	5	6	7	8	9
14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	25	26	27	28	29	30

Notes:

- 1 In-Service Day to be completed with the Safe Schools Trainings
- 2 In-Service Days to be completed during the summer at each school's discretion
- Spring Parent-Teacher Conference will be completed on two days from 3:30-6:30
- 2 Stockpiled Days used for Professional Development
- *Special Note on how the district has traditionally used the 4 discretionary days Per Board Policy 1.800
- 4 Discretionary Days: 3 are Admin Days, 1 Spring P/T day

180	Instructional (includes 2 Blues, 1 Pink)
5	Inservice Days (includes 2 days at school in summer and 1 day of online Safe Schools training)
3	Admin Days
2	P/T Conf Days (includes spring afterschool P/T Conf as 1 day)
10	Sick Days (2 personal days are built in employee benefit)
200	Total Contract Days



Debbie Breece <debbie.breece@hickmank12.org>

Fwd: Computer Science Middle School Textbook

1 message

John Mullins <john.mullins@hickmank12.org>
To: Debbie Breece <debbie.breece@hickmank12.org>

Mon, Nov 27, 2023 at 10:32 AM

BOE agenda item

----- Forwarded message -----

From: **Joey Chilton** <joey.chilton@hickmank12.org>
Date: Fri, Nov 17, 2023 at 11:38 AM
Subject: Computer Science Middle School Textbook
To: John Mullins <john.mullins@hickmank12.org>
Cc: Mike Elkins <mike.elkins@hickmank12.org>, Angie Manor <angie.manor@hickmank12.org>

Mr. Mullins,

We are trying to purchase books for our middle school computer science classes at both middle schools and Angie Manor and Mike Elkins asked you for the next step we need to take in regards to board approval. I have copied them in this email.

Things to know:

- This is the book that TDOE has suggested that we use for this computer science class. This is a new course designed by TDOE (that will be mandatory beginning next year) which is why we didn't previously have books for this class. The reason we need them now is to allow our teachers to begin to familiarize themselves with these resources as they are already beginning to teach this new curriculum within their current general computer course at the middle school.
- We have a quote to purchase these from Amazon. \$10.99 each 60 books (30 per school) = \$659.40 This will be purchased from line 141-71300-449. We have the funds available to make this purchase.
- We have a letter from the publisher stating that the book does not contain any critical race theory and is aligned to TN state law. (see attachment)
- I currently have a copy of this book on my desk. I have reviewed it and have found it to be aligned to TN state law.

If this needs to be put on the school board agenda for approval prior to purchase, just let me know what I need to do to get it on the agenda.

If you or anyone else would like to preview the book, it will be on the bookshelf in my office so feel free to stop by and look it over.

Thanks,
Joey

--

Joseph Chilton
Career & Technical Education Director
Alternative Learning Center Director
Hickman County Schools
Joey.Chilton@hickmank12.org
(931) 729-3391 Ext. 2228

 Computer Science Book CRT Publisher Letter 11.17.23.pdf
225K



Joey Chilton <joey.chilton@hickmank12.org>

School District request

1 message

Karen Edwards <Karen.Edwards@hbgusa.com>
To: "Joey.Chilton@hickmank12.org" <Joey.Chilton@hickmank12.org>

Fri, Nov 17, 2023 at 10:46 AM

Good morning Mr. Chilton,

My apologies for the delay in responding to you. We're extremely happy to hear that your school district is planning to order a classroom set of *Everything You Need to Ace Computer Science and Coding in One Big Fat Notebook*.

Please see the letter below for your local board of education:

To whom it may concern,

This letter is to certify that the book *Everything You Need to Ace Computer Science and Coding in One Big Fat Notebook* published by Workman publishing company does not contain any information on critical race theory and is allowable under TN state law 49-6-1019.

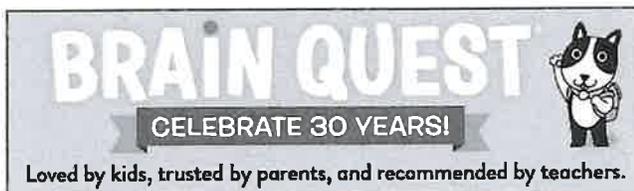
Please reach out to me if you have any questions.

Thanks,

Karen Edwards

--

Karen Edwards (she/her) | Editorial Director, Educational Resources
Workman Kids | Workman Publishing, Hachette Book Group
1290 Avenue of the Americas | NY, NY 10104 | (212) 614-5698 | karen.edwards@hbgusa.com



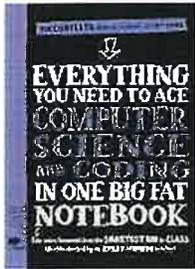
Visit us at workman.com | Sign up for our newsletter
Follow us on [instagram](#) | [facebook](#) | [twitter](#) | [tiktok](#) | [pinterest](#) | [linkedin](#)
It's fun to be smart. Follow Brain Quest on Instagram & Facebook



Don't forget to checkout with Pay by Invoice - with no interest or fees.

Shopping Cart

Price



Everything You Need to Ace
Computer Science and Coding in

\$10.99

by Workman Publishing

Paperback

ISBN-10: 1523502770

ISBN-13: 978-1523502776

In Stock

& FREE Returns

Gift options not available. Learn more

60

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Subtotal (60 items): \$659.40

Subtotal (60 items): \$659.40

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Bulk savings to consider



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Tab, Assorted Positio...
45,602

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Bags Heavy Duty | 15...
17,901

\$49.99

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Post-it Recycled Super
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2,631

\$25.19

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Multipurpose Copy...
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\$39.99

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Your Items

Saved for later (2 items)

Buy it again

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Copy & printing paper (1)



APRONE TK-1172 TK1172
Black Toner Cartridge Repla...
\$63.50

Business Price

In Stock

& FREE Returns

Color: Black

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Hammermill Printer Paper, 20
Lb Copy Paper, 8.5 x 11 - 8 R...
\$46.44

Business Price

30K+ bought in past month

In Stock

& FREE Returns

Climate Pledge Friendly

Size: 8 Ream | 4000 Sheets



Community Eligibility Provision (CEP) Monthly Federal Reimbursement Estimator

Use to **estimate** the level of Federal reimbursement received under the CEP

District Name:

Step 1: Calculating the Identified Student Percentage			Step 2: Federal Reimbursement Rates		
If grouping schools, use the grouping calculator to assist in determining 1.1 and 1.2.			Select the current reimbursement rates used for each program (without the \$0.08). The additional \$0.08 is applied in the next box		
Enter the number of identified students and enrolled students that is reflective of April 1 st in 1.1 and 1.2	Click to define: Identified Students				
1.1) Enter the number of identified students		1,611	Lunch		Breakfast
1.2) Enter the TOTAL student enrollment		2,970	Free	\$4.27	\$2.73
ISP Base Number, rounded to 4 decimal places		0.5424	Paid	\$0.42	\$0.38
ISP Percentage of identified students = **This percentage must be at least 25% to be eligible**		54.24%	Select "\$0.08" if the SFA is certified for the additional \$0.08.		
Percentage of meals reimbursed at the Federal FREE rate =		86.78%	0.08		
Percentage of meals reimbursed at the Federal PAID rate =		13.22%	Estimated CEP Monthly Federal Reimbursements		
Step 3: Monthly Meal Data					
Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2					
3.1) Enter the total number of LUNCHES served in a month:		32,034	Reimbursement for LUNCH =	\$135,351.50	
3.2) Enter the total number of BREAKFASTS served in a month:		18,809	Reimbursement for BREAKFAST =	\$48,692.98	
Total number of MEALS served in a month:		50,843	Total Reimbursement Level =	\$184,044.48	
Step 4: Anticipated Participation Change due to serving all FREE meals (for example enter 2 for 2%):	NLSP	SBP			
	10.00%	7.00%			
Total number of LUNCHES reimbursed at FREE rate =		30,580	Federal Reimbursement per LUNCH =	\$3.84	
Total number of LUNCHES reimbursed at the PAID rate =		4,657	Federal Reimbursement per BREAKFAST =	\$2.42	
Total number of BREAKFASTS reimbursed at FREE rate =		17,466	Optional Comparison: Enter current monthly Federal reimbursements and student payment revenue		
Total number of BREAKFASTS reimbursed at the PAID rate =		2,660	LUNCH =	\$94,487.85	
CEP Difference:			BREAKFAST =	\$37,434.32	
This section displays the estimated difference between operating CEP and the current Federal reimbursements and student payments (if applicable). If the differences boxes are GREEN , then CEP is estimated to generate the same or more Federal revenue. If the boxes are RED , then current procedures are estimated to generate higher Federal revenue.			LUNCH Difference =	\$40,863.65	Total Difference
			BREAKFAST difference =	\$11,258.66	\$52,122.31

Grouping Calculator

Use this calculator to determine the grouped identified student number and enrollment number to enter into Step 1

School Name Enter the name of each school that will be grouped under the same identified student percentage	Identified Students Enter the number of identified students for each school entered in the first column	Enrollment Enter the number of students enrolled in each school entered in the first column	Individual school Identified student percentage
Centerville Elem	208	375	55.47%
East Elem	226	382	59.16%
East Middle	200	350	57.14%
Hickman Middle	185	320	57.81%
Hickman High	215	418	51.44%
Centerville Interm	178	323	55.11%
East Interm	180	360	50.00%
East High	219	442	49.55%

*You may only elect mid-year implementation at schools not already operating CEP and you may not group the "new" schools with any schools currently operating CEP. Data points will be as of **October 31, 2023**. Those data points are the number of Directly Certified students (which includes Medicaid Free but NOT Medicaid reduced) and actual attendance. The October lists which come out in November can be used since those students will have an eligibility date of October 1, 2023. You can also use local DC lists that identify homeless, migrant, and runaway students as eligible through October 31, 2023.*

To calculate the ISP, you divide DC students by attendance and then multiply that by 1.6 to determine claiming percentages.

Example:

DC students: 157

Attendance: 329

$157/329 = 47.72$

*$47.72 * 1.6 = 76.35\%$*

76.35% of all meals would be reimbursed at the free rate and 23.65% of all meals would be reimbursed at the paid rate.

If you choose to implement CEP mid-year, the deadline to update your TMAC application is January 15, 2024; however, if you are planning on implementing CEP in January when you return to school, we recommend you update your application and upload the supporting documentation in TMAC before you leave for winter break. For those who may be completely new to CEP, don't forget to adjust your point of sales so they don't charge students for a reimbursable meal. You may need to contact your software vendor for assistance.

Claiming for new CEP schools would begin with the January 2024 claim. The four-year cycle for new CEP schools would begin this school year, 23-24.

BID APPROVAL

ITEM FOR BID: Entry Resistant Window Film

DATE OF OPENING: 12/01/23

TIME OF OPENING: 10 AM

PLACE OF OPENING: HC BOE

SPECIFICATIONS: _____

DEPARTMENT HEAD: Bill Lynch

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: John Mullins

FINANCE APPROVAL: _____

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids from licensed and qualified bidders to install entry resistant film at all schools. Bids should be separated into two bid items. Bid item 1 will be for entry resistant film to be installed on the glass of select entry ways of all schools. Bid item 2 will be for the glass of newly installed doors and windows at Centerville Elementary, Hickman County Middle and East Hickman County Middle.

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

Sealed bids must be mailed, or hand delivered by 10 AM on December 1, 2023 to the Hickman County Finance Office at 114 North Central Ave, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "**Entry Resistant Film Project**".

Sealed bids will be opened shortly after 10 AM on December 1, 2023, at the Hickman County Board of Education located at 115 Murphree Ave, Centerville, TN 37033.

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

*Present Penny Mayhew
Debbie Mreece*

*4 Bids Rec'd
all attached*

Entry-Resistant Film Project

HICKMAN COUNTY SCHOOLS

INGS





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NGS

NGS FIRM QUALIFICATIONS

(866) 925-2080
info@filmsandgraphics.com
149 Mountain Brook Drive, Canton, GA 30115
filmsandgraphics.com



140 Mountain Brook Drive
Canton GA 30115
(866) 976-2021
filmsandgraphics.com

NGS Firm Qualifications 2023

NGS has been in business for 14 years with a core focus on commercial & government flat glass window film sales and installations nationwide. NGS is America's largest and most reputable security film, security glazing, Riot Glass and ballistic glass installer for K-12 districts with over 153 district wide programs completed since 2019. NGS has completed multiple district wide security film installations including Hamilton County TN, Forsyth County GA, Fulton County GA, Gwinnet County GA, Cheatham County TN, Bartlett County TN.

NGS Security Glazing Contracts:

- GSA Cooperative Purchase Schedule 47QSWA2D00C
- TX Region 8 TIPS-USA Safety supplies and services 220101
- TX Region 8 TIPS-USA JOC 211001
- TX Region 10 Equalis: Breach Resistant Glazing 2023
- TX Purchase Cooperative of America- Glazing PCA-OD-316-20
- TX Region 16 TexBuy Safety Supplies 2023
- MHEC (Massachusetts Higher Ed Consortium)

NGS Capability

- Largest in-house installation force in America with offices in;
 - Houston
 - Dallas
 - Atlanta
 - Chicago
 - NY
 - VA
- Completed 11,000 installations in 2022.
- Over 200 K-12 District wide programs completed since 2019.

NGS Films and Graphics HQ
140 Mountain Brook Drive, Canton GA 30115

NGS Credibility

- 3M Platinum Prestige Dealer - **2 year add to warranty at no cost**
- 3M Large Markets National Dealer of the year 2019,2020,2022
- Inc 5000 fastest growing companies list
 - 2016,2017,2018,2020
- Window Film Magazine top dealer
 - 2018,2019,2020,2021,2022
- Solar Gard Panorama Dealer of the year 2014.
- Madico Safety Shield Certified

General Qualifications & Licenses:

NGS DUNS # 832121011

Cage # 5QKR0

NAICS codes: 238150, 326113, 326122, 423410, 811310

State Contractor licenses: **AZ contractors Lic# RGC 323352, CA contractors Lic# 977796, ID contractors Lic# RCE-33984, LA contractors Lic# 57316 | ND Contractors Lic# 52267 | SC Contractors Lic#118295 | TN Contractor License 70953 | VA contractors Lic# 2705-133057 | WA contractors Lic# NATIONGS894MQ | OR contractors Lic: CCB# 194623 (NGS operates & filed but no sub specialty license required in the following states: AL, CO, CT, DC, GA, FL, IL, KY, MA, MD, MI, MN, NC, ND, NJ, NY, OH, PA, TX, WI ALL other applicable states serviced with JV relationships)E-verify: active member**

NGS Dealer Qualifications:

- 3M authorized Prestige Platinum dealer applicator, security Film certified 2012, Large Commercial certified 2019
- Hanita Tek Authorized dealer applicator (National Partner)
- Madico Dealer applicator (Safety Shield Premier: Partner Certified + Sunscape Select)
- Eastman Chemical (Illumar) authorized dealer
- Johnson Window Films authorized dealer.
- Solar Gard – National Panorama dealer authorized (2014 Panorama Dealer of the Year)
- V-Kool authorized dealer applicator
- Riot Glass Authorized National Dealer
- Ballistic Glass and Armor Authorized installer

NGS

Testimonials

“Security film has the ability to maintain the positive aspects of glass and limit the weak spots by making glass very resilient and very strong. And as a former SWAT commander who had to breach buildings, I know how difficult it is to bypass security film. I endorse it.”

- Bruno Dias, Director of Safety and Security, Mansfield Independent School District

“Thanks to everyone at NGS for working with our district. Your entire team has been fantastic to work with! You have been amazing and I would highly recommend your services to anyone.”

- Michael Brooks, Director of Student Services, Frenship Independent School District

“The attention to detail that we received in every aspect of the project really set NGS apart. And the customer service that I got along the way was amazing, so that was a great experience.”

- Dr. Paul Cash, Executive Director of Facilities and Operations, Mansfield Independent School District

****All testimonial contact info available upon request****

NGS

SPECIFICATIONS

NGS

Product Features and Benefits

- Micro-layered film designed for tear resistance
- Optically clear
- Applies to interior glass surfaces
- Helps protect from broken glass hazards
- Helps extend the life of furnishings by significantly reducing harmful UV rays

Applications

- Bomb Blast Mitigation
- Safety Glazing
- Helping to Deter Break & Entry
- Building Envelope Protection
- Spontaneous Glass Breakage
- Seismic Preparedness

Film Properties (typical)

Film Thickness	8 mils
Film Construction	Micro-layered
Tensile Properties (ASTM D882)	
Tensile Strength	31,500 psi
Break Strength	253 lbs/in
Elongation at Break	131%
Yield Strength	15,000 psi
Elongation at Yield	8%
Modulus	520 kpsi
Graves Area Tear Resistance (ASTM D1004)	1,100 lbs% (MD) /1,050 lbs% (TD)
Puncture-Propagation-Tear Resistance (ASTM D2582)	9 lbf (MD) /11 lbf (TD)

Puncture Strength (ASTM D4830)	190 lbf
Abrasion Resistance (ASTM D1044)	2.3% Δ haze
Peel Strength (ASTM D3330)	9 lb/in
Flammability (ASTM E84)	Class A
Solar Properties – film applied to 1/2" clear glass	
Visible Light Transmitted	87%
UV Light Rejected	99%

Performance Testing

Method	Glass Substrate	Film Attachment *	Blast Load	GSA Performance Condition and/or ASTM Hazard rating
Blast Mitigation				
GSA TS01-2003 ASTM F1642	1/4" annealed	IPA	6 psi, 42 psi msec	GSA Rating of "2" ASTM F1642 "No Hazard"
GSA TS01-2003 ASTM F1642	1" double pane annealed	IPA	5 psi, 42 psi msec	GSA Rating of "2" ASTM F1642 "No Hazard"
GSA TS01-2003 ASTM F1642	1" double pane annealed	IPA	5 psi, 60 psi msec	GSA Rating of "2" ASTM F1642 "No Hazard"
GSA TS01-2003 ASTM F1642	1/4" tempered	IPA	6 psi, 42 psi msec	GSA Rating of "2" ASTM F1642 "No Hazard"
GSA TS01-2003 ASTM F1642	1" double pane tempered	IPA	9 psi, 60 psi msec	GSA Rating of "2" ASTM F1642 "No Hazard"
GSA TS01-2003 ASTM F1642	1" double pane tempered	IPA (2 sides)	6 psi, 42 psi msec	GSA Rating of "3a" ASTM F1642 "Minimal Hazard"
GSA TS01-2003	1/4" tempered	IPA (2 sides)	6 psi, 42 psi msec	GSA Rating of "3a"
GSA TS01-2003	1" double pane tempered	IPA	7.8 psi, 55 psi msec	GSA Rating of "2"
GSA TS01-2003	1/4" annealed	IPA	9.4 psi, 55 psi msec	GSA Rating of "3b"

Method	Glass Substrate	Film Attachment	Rating
Safety Glazing			
16 CFR 1201	1/4" & 1/8" annealed	--	Category 2, 400 ft-lbs
ANSI Z97.1			Class A (Unlimited), 400 ft-lbs
Impact Resistance			
ASTMs E1886 / E1996	1/4" tempered	IPA	Missile Level C +/- 75 psf

* IPA = 3M™ Impact Protection Attachment Sealant, all 4 sides unless noted.

Health and Safety

When handling any chemical products, read the manufacturers' container labels and the Safety Data Sheets (SDS) for important health, safety and environmental information. To obtain SDS sheets for 3M products go to [3M.com/SDS](https://www.3m.com/SDS), or by mail or in case of an emergency, call 1-888-364-3577 or 1-651-737-6501. When using any equipment, always follow the manufacturers' instructions for safe operation.

Technical Information

Technical information and data, recommendations, and other statements provided by 3M are based on information, tests, or experience which 3M believes to be reliable, but the accuracy or completeness of such information is not guaranteed. Such technical information and data are intended for persons with knowledge and technical skills sufficient to assess and apply their own informed judgment to the information. The typical values shown should not be used for the purpose of specification limits. If you have questions about this Product, contact the Customer Service Department at 1-800-852-9722.

Product Use

Many factors beyond 3M's control and uniquely within user's knowledge and control can affect the use and performance of a 3M product in a particular application. Given the variety of factors that can affect the use and performance of a 3M product, user is solely responsible for evaluating the 3M product and determining whether it is fit for a particular purpose and suitable for user's method of application.

Warranty

3M warrants that each 3M product will be free from defects in material and manufacture for the length of the product warranty. 3M MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Limited Remedy

If a 3M product does not conform to this warranty, the sole and exclusive remedy is, at 3M's option, replacement of the 3M product or refund of the purchase price.

No Extension of Warranty

In the case of an approved warranty claim, the replacement Product will carry only the remaining term of the original warranty period.

Limitation of Liability

Except where prohibited by law, 3M will not be liable for any loss or damage arising from the 3M product, whether direct, indirect, special, incidental or consequential, regardless of the legal theory asserted.

IMPORTANT NOTICE:

This product is **not approved** in the State of Florida for use as hurricane, windstorm, or impact protection from wind-borne debris from a hurricane or windstorm. In compliance with Florida Statute 553.842, this product may not be advertised, sold, offered, provided, distributed, or marketed in the State of Florida as hurricane, windstorm, or impact protection from wind-borne debris from a hurricane or windstorm.

Commercial Solutions Division

3M Center, Building 220-12E-04 St, Paul, MN 55144

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3M™ Impact Protection Adhesive Attachment System Installation Instructions



3M™ Impact Protection Adhesive improves the overall performance of 3M Safety and Security Window Films. This unique window protection system combines the toughness of 3M's patented micro-layer safety film with 3M's world-class expertise in adhesives to help shield against impact energy from severe weather, earthquakes, bomb blasts or forced entry events. The 3M Impact Protection System also helps protect against personal injury from flying glass.

3M Impact Protection Adhesive:

- Commercial and Residential Applications



The following procedure describes the materials and steps that are necessary to install the 3M™ Impact Protection Adhesive attachment system.

Products Recommended:

- 3M™ Citrus Base Cleaner (3M I.D. No. 62-4615-4930-5)
- 3M™ Adhesive Remover, Citrus Base (3M I.D. No. 62-4667-2925-8)
- 3M™ Foaming Glass Cleaner (3M I.D. No. 70-0708-2870-5)
- 3M™ 0000, Super Fine Synthetic Steel Wool Pad (3M I.D. No. 70-0706-5285-7)
- 3M™ Scotch™ Safe Release™ Masking Tape (3M I.D. No. 98-0701-1931-2)
- 3M™ Scotch™ Long Mask™ Masking Tape (3M I.D. No. 98-0701-3183-8)
- 3M™ Impact Protection Adhesive

Window Preparation

A thorough cleaning of the glazing and frame systems before applying film and attachment is required to remove all foreign matter and contaminants such as adhesives, grease, oil, dust, water, surface dirt, old sealant or glazing compounds by using 3M Citrus Base Cleaner, alcohol or commercial cleaning solution.

Detergent or soap and water treatments are not recommended for this step.

1. Assess the type of glazing stop, and with an Olfa knife, trim as much of the rubber as possible without disturbing the window seal or allowing the rubber to fall into the glazing channel.
2. Spray the glazing bead, glass and frame surface with an appropriate cleaning product and remove with a lint free cloth. Repeat if necessary to remove all foreign materials from the glass and inside window frame surfaces. If the area is particularly dirty, a light scrub with a 3M 0000 Super Fine Synthetic Steel Wool Pad is recommended to loosen contaminants. Finish with a final cleaning if needed.
3. Spray the glass with 3M Foaming Glass Cleaner or a soap and water solution. Flush the glazing bead to glass area starting at the top and working down to drain or remove any remaining contaminant from the area. Scrape the glass with a razor to remove all foreign matter. Thoroughly clean the glass a final time with soapy water and a window cleaning squeegee. Wipe around the glazing bead and frame area one final time to remove all of the soap and water solution.

Film Installation

1. Apply the 3M™ Ultra Safety & Security Window Film to the glass, making sure that the film is installed as far into the glazing channel as possible. Cut film as you normally would around the remaining glazing bead. **Remember to leave enough spacing between film and glazing bead to facilitate the removal of the slip solution.**
2. Squeegee the film to the glass by pressing firmly to remove as much of the slip solution as possible, especially at the edges of the film. **Two "edge-drying" methods can be used before applying the Impact Protection attachment system.**
 - A. The panels can be left for a few weeks to ensure proper drying of the film before the IPA system is applied.

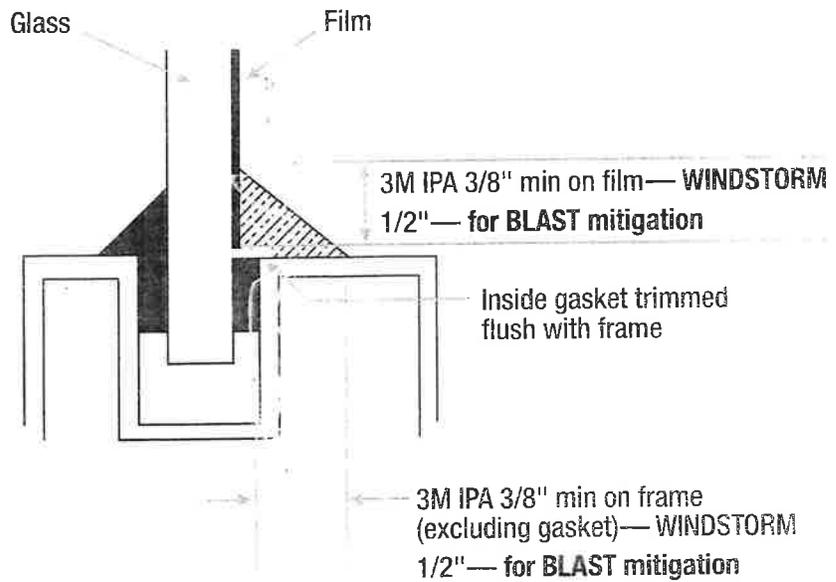
– OR –

 - B. Using a hair dryer, gently heat and bump the edges of the film to hasten the removal and drying of the water from the edges. **Make sure that all of the soap and water solution has been removed from the film/glass/glazing channel before applying the IPA attachment system.**

Impact Protection Adhesive Installation

1. Apply a 1" (25mm) strip of 3M™ Scotch™ Safe Release™ White Masking Tape to the ultra film surface 3/8" (9mm) in from the edge of the film to all four sides.
2. Apply a 1" (25mm) strip of 3M Safe Release Blue Masking Tape to the window frame 3/8" (9mm) from the edge of the trimmed gasket. This will form a parallel sealant channel that will allow a uniform sealant bead to be applied to the glass/frame interface. **Note:** Use a clean drop cloth before proceeding to Step 3.
3. Apply a triangular bead of IPA Impact Protection Adhesive, and tool as needed to form an acceptable finish. Refer to Figure 1. **Read and follow all product information and installation instructions provided by 3M Company.** We recommend you start in a corner and apply the sealant bead out approximately 6". Then turn the gun and push the sealant bead to the next corner where the same method is repeated. **Pushing the sealant bead will insure proper penetration and minimize the chances of air gaps in the bead.** Pulling the gun can also be done if confident no air gaps are formed.
4. Smooth the sealant bead with an appropriate tool, if necessary, to give a finished look. Tooling should be completed in one continuous stroke immediately after adhesive application and before a skin forms.

Figure 1. 3M™ IPA System Typical Configuration



5. Carefully remove the two masking strips from the glass/frame immediately after tooling. Do not allow the excess adhesive to contact the film, frame or flooring surfaces. A light colored drop cloth is needed to protect the work area. **Be careful not to step on adhesive and transfer it to surrounding surfaces.**

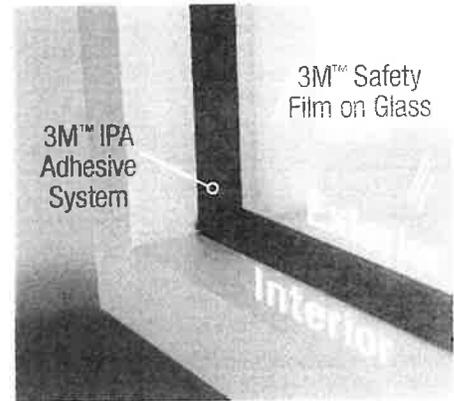
Note: Should you get some of the adhesive on the surrounding surfaces, an application and gentle wipe with a 3M Citrus Based Cleaner is recommended.

Curing time for the IPA will vary depending on temperature and relative humidity. It is not recommended to clean the film/IPA system for at least 36 hours following the installation. Full curing/adhesion can take up to 7 days, depending on conditions.

Table 1

Property	Test Method Used	Units	3M IPA
Curing Time (25°C (77°F), 50% RH)		days	3-7
Full Adhesion		days	7-14
Tack-Free Time (25°C (77°F), 50% RH)	ASTM D5895	minutes	21
Flow, Sag or Slump		inches	0
Working Time (25°C (77°F), 50% RH)		minutes	10-20
Specific Gravity		n/a	1.403
VOC content		g/L	16
As Cured — After 21 Days at 25°C (77°F), 50% RH			
Ultimate Tensile Strength	ASTM D0412	psi (Mpa)	380 (2.62)
Ultimate Elongation	ASTM D0412	%	540
Durometer Hardness, Shore A	ASTM D2240	points	38-39
Tear Strength, Die B	ASTM D0624	ppi	72

Bomb Blast and Windstorm Testing results available upon request.



IMPORTANT NOTICE: 3M MAKES NO PERFORMANCE PROMISES OR OTHER REPRESENTATIONS ABOUT THE EFFECTIVENESS OF THE IPA ATTACHMENT SYSTEM FOR USE WITH 3M WINDOW FILM IN A PARTICULAR APPLICATION. All statements, technical information and recommendations contained in these IPA Attachment System installation instructions are based on tests believed to be reliable. However, many factors beyond the control of 3M can affect the use and performance of the 3M products in particular applications. Because these factors are uniquely within the user's knowledge and control, it is essential that the user evaluates and determines whether the 3M Ultra Safety & Security Window Film and/or 3M Impact Protection Adhesive Attachment System are appropriate for the particular application.



Building and Commercial Services Division

3M Center, Building 223-2N-21
St. Paul, MN 55144-1000
www.3M.com/windowfilm

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70-0709-0322-7

For more information,
please call 1-800-480-1704
or visit us at www.3M.com/windowfilm

COI & W9

NGS

DESCRIPTIONS (Continued from Page 1)

Part C Other States: All states except: ND,OH,WA,WY

****Named Insured Schedule****

National Glazing Solutions LLC DBA National Window Covering Solutions

National Glazing Solutions LLC DBA NGS Films and Graphics

NGS CHB, LLC

National Glazing Solutions Holdings, LLC

****See Attached Endorsements****

CG7324 03/23 Contractor's Blanket Flex Additional Insured Endorsement - Form A

CG7049 04/17 Contractors General Liability Extension Endorsement

CA7115 11/09 Advantage Commercial Automobile Broad Form Endorsement

CA0449 11/16 Auto Primary Non-Contributory Coverage When Required By A Written Agreement

WC000313 04/84 Waiver of Our Right to Recover from Others Endorsement

CU7101 04/17 Advantage Umbrella Liability Extension Endorsement

CU7467 03/23 A1 - Primary Non-Contributory Coverage When Required By A Written Agreement

CU2403 09/00 Waiver Of Transfer Of Rights Of Recovery Against Others To Us

IL7066 07/14 (Blanket)Notice of Cancellation, Nonrenewal or Material Change - Third Party

FOR INFORMATION ONLY

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
National Glazing Solutions, LLC

2 Business name/disregarded entity name, if different from above
NGS Films and Graphics

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
140 Mountain Brook Drive

6 City, state, and ZIP code
Canton, GA 30115

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

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or

Employer identification number

2	7		0	6	5	1	9	1	4
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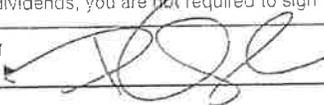
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person  Date ▶ 11/7/2013

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NGS PROJECT
TEAM

NGS



140 Mountain Brook Drive
Canton, GA 30115
(866) 925-2781
filmsandgraphics.com

Project Team

The following resources will be used for the project management, scheduling, and installation of window film for Fulton county Schools:

Primary Points of contact:

Chief Operating Officer – (14 years with NGS)

Patrick Coyle

Phone: 404.822.6272

patrick@filmsandgraphics.com

Director Field Personnel (10 years in industry – 2 years integrated with NGS)

David Faruggia – Director field personnel

Phone: 631.612.1701

dfarrugia@filmsandgraphics.com

Director of Installations – (over 10 years with company)

Scott Burns

Phone: 404.660.0277

sburns@filmsandgraphics.com

Sr Field Project Manager – (4 years with NGS, over 10 years installation experience)

Matt DuBose –

Phone: 702.806.8600

matt@filmsandgraphics.com

Sr Project Manager Admin (5 years with NGS)

Cody Dalluge

Phone: 404.281.0879

cody.dalluge@filmsandgraphics.com

NGS Films and Graphics HQ
140 Mountainbrook Drive
Canton, Georgia 30115

SouthEast Installation Team			
First Name	Last name	Title	Experience
Grant	Smith	Installer	25 years
Tim	Soadjede	Installer	3 Years
Owen	Dubose	Installer	1 year
Isiah	Huff	Installer	1 year
Jamie	Huff	Installer	1 Year
Harrison	Dean	Lead Installer	1 Year

MidWest Installation Team			
First Name	Last name	Title	Experience
Juan Carlos	Irigoyen	Installer	1 Year
Miguel	Lagos	Lead Installer	8 Years
Jonathan II	Murphy	Installer	2 Years
Charles	Novelo	Installer Helper	1 Year
Thomas	Vollmer	Installation Manager	9 Years
Bradley	Williamson	Installer Helper	1 Year

NorthEast Installation Team			
First Name	Last name	Title	Experience
Eduardo	Andrade	Installer	20 Years
Nicolas	Curaro	Warehouse	1 Year
John	Curaro	Junior Installer	2 Years
Luis	Escobar	Installer	5 Years
Edwin	Espinal Cruz	Installer	4 Years
Christopher	Espinoza Henriquez	Installer	3 Years
Joffre	Guaman	Installer/Trainer	1 Year
Marcelo	Guman	Installation Manager	20 Years
Christian	Henriquez	Installer	8 Years
Jose Fernando	Henriquez	Lead Installer	21 Years
Thomas	Kania	Installer	2 Years
Whendy	Noblecilla Vita	Installer	5 Years
Milton	Ortiz	Installer	21 Years
Wellvin	Ventura	Installer	7 Years

SouthWest Installation Team			
First Name	Last name	Title	Experience
Robert	Espinoza	Lead Installer	19 Years
Christian	Montoya	Lead Installer	16 Years
Will	Vasquez	Lead Installer	12 Years
Jesus	Olguin	Installer	11 Years
Miguel	Quijada	installer	1 Years
Kyle	Thomas	Installer	0.5 Years
Josh	Beets	Installer	6 Years
Halidan	Ruiz	Installer	5 Years
Raul	Rios	Installer	0.5 Years



NGS

REFERENCES

NGS

Year	school/ district	state	scope	contact	email	phone	notes
2015	Trinity Christian School	HI	solar film installation	Ken Patterson	KenP@NRGAadvocate.com	951.679.3483	Complete
2015	Peru Community schools	IN	3M Ultra 600 & Dow 995	Holly Hunter	hhunter@hamiltonhunterbuilders.com	260.423.3577	Complete
2015	Von Maurer	NJ	3m s25nvar & 3m ipa	Ken Blitner	kblitner@powersecure.com	484.437.9137	Complete
2016	Colusa Schools	CA	LLumar N1020 solar film	Terry Bladeau	tbladeau@colusa.k12.ca.us	530.788.2673	Complete
2016	Ourray School Phase 2	CO	3M S70 and 3M IPA	Ross Rupe	rrupe@fciol.com	970.259.8644	Complete
2016	Mamie school	DC	decorative film	Frank Lefler	frank.lefler@mcnbuild.com	202.702.5376	Complete
2016	Village De L'est school	LA	3M Ultra 600 and 3M IPA	James Marques	james@dynamicoconstructors.net	504.235.1048	Complete
2016	Ozark R elementary	MO	custom printed graphics package	Scott Brown	s.brown@iscinc.com	417.328.9467	Complete
2016	Upper dublin	PA	Solar Gard silver 20	Jason Gerdeman	jgerdema@udsd.org	215.643.8800	Complete
2017	Creekside Elementary-boulder	CO	3M Ultra 800	Amanda Hamill	amanda@meirog.com	303.853.4527	Complete
2017	Turpin High school	OH	3M Milky Chrystal	Tim Kemme	hikemme@monarchconstruction.cc	513.518.5381	Complete
2017	Friends of Central School Campus	PA	Solar Gard silver 20 solar	Matt Wisniewski	MWWisniewski@Ecosaveinc.com	267.540.8243	Complete
2018	Pottsville School District	AR	TriShield 3M Ultra 800, IPA, S70EXT	Larry Dugger	larry.dugger@pottsvilleschools.org	479.968.8101	Complete
2018	Washington Elementary	CA	full color interior graphics package	Snehah Intwala	snehah.intwala@littletonline.com	949.698.1468	Complete
2018	Atlanta Heights Charter school	GA	3M S70 & 3M IPA	Tom Brennan	tbrennan@nhhschools.com	616.304.4319	Complete
2018	Mendota High School	IL	3m Ultra 800 with Dow 995	Jeff Prusator	jprusator@mendotahs.org	email only	Complete 10.24.18
2018	Clark Ave middle	MA	3M s14 security film	Harvey Eskenas	heskenas@wfrich.com	617.719.5862	Complete
2018	Elsie Robertsons Middle school	TX	18 mil film all interior/ ext glass	Glen Ricks	gricks@jperis.com	515.920.0338	not started -under construction
2019	District	CA	3M solar film affinity 15	Divine Reate	dreate@ssfsud.org	650.877.8718	Complete
2019	Douglas County schools	CO	3M Ultra 800 IPA	Mykal Hudson	Mykal.Hudson@nv5.com	303.229.1256	Ongoing
2019	Clay County	FL	3M S25NVAR with 3M IPA	Jeffery Marks	jeffery.marks@myonecay.net	904.778.6868	Complete
2019	Chatham County Schools	GA	TriShield 3M Ultra 800, IPA, S70EXT	Justin Pratt	Justin.Pratt@scocps.com	912.328.9649	Complete
2019	Commerce City Schools	GA	TriShield 3M Ultra 800, IPA, S70EXT	Jason Martin	jason.martin@commercecityschools.org	email only	Complete
2019	Seneca High school	IL	3M S80 and 3M IPA	David Shu	dshu@ameresco.com	630.203.2640	Complete
2019	Bullard ISD	TX	ArmorCoat 8MIL S20 + Dow995	John Jones	john.jones@bullardisd.net	903.894.2871	Complete
2019	Harmony ISD	TX	3M ultra 800 clear and 3M IPA	Mike Powell	powellm@harmonyisd.net	903.725.5492	Complete
2019	Little Elm	TX	3M Ultra 800 clear and 3M IPA	Amy Heselton	aheselton@littleelemlisd.net	972.947.9340	Complete
2019	Reagan ISD	TX	3M Ultra 800 + IPA	Bobby Fryar	Bobby.Fryar@rcisd.net	325-884-3705	Complete
2019	Westminister School: 61684	TX	3M Ultra 800 + IPA	Jeffery Russell	jeff.russell@wpsud.com	903.873.5700	Complete
2020	Concord Schools	AR	Ultra 800 S100, IPA	Kenneth Moore	kenneth.moore@juno.uschu.org	870.668.844	Ongoing
2020	Seminole County Public Schools	FL	TriShield 3M Ultra 800, IPA, S70EXT	Richard Francis	francir@scps.k12.fl.us	407.320.0049	Complete
2020	Catoosa County	GA	3M ultra 800 + IPA	Mike Sholl	msholl@catoosa.k12.ga.us	423.443.6386	Complete
2020	Savannah Chatham County Public School	GA	3M Ultra 800 + IPA	Kim Gondeck	kgondeck@gas-school.org	219-872-4420	Complete
2020	Queen of All Saints School	IN	3M Ultra 800 + IPA	Robert Hartman	robert.hartman@ww.kyschools.us	859-485-4181	Complete
2020	Walton-Verona ISD	KY	3M Ultra 800 + IPA	Jeff Hoising	jeff.hoising@rcards.org	781-961-6200	To be scheduled
2020	Randolph Public Schools	NE	TriShield 3M Ultra 800, IPA, S70EXT	Lee Maines	lmaines@roaneshools.com	865.717.5460	Pending construction
2020	Roane county	TN	Solar Gard OSW Silver 20 EXT	Paul Cairney	pcairney@argyleisd.com	940.464-7241	Complete 7-22-20
2020	Argyle ISD	TX	ArmorCoat 8MIL S20 + Dow995	Charles McDuffie	cmcduffie@atlisd.net	(903) 796-4194	Complete
2020	Atlanta ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Darren Brockway	DBrockway@azleisd.net	817-444-3235 Ext.	Complete 7-31
2020	Azle ISD	TX	3M Ultra 800 + IPA	Lori May	LMAY@bhsisd.net	281-576-2221	Complete
2020	Barbers Hill ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Blake Enlow	Blake.Enlow@BowliSD.net	(940) 872-1151	Complete
2020	Bowie ISD	TX	3M Ultra 800 + IPA	Brian Thompson	bthompson@brazosisd.net	979-730-7000	Complete
2020	Brazosport ISD	TX	3M 14 mil and dow 995 attachment	Wade Nichols	wade.nichols@brazosportisd.net	817.594.7642	Complete
2020	Brock ISD	TX	3M Ultra 800 + IPA	Mike McSwain	mmswain@brockisd.net	(817) 594-7642	Complete
2020	Callisburg ISD	TX	Ultra 800, IPA	Donald Metzler	dmetzler@cisdx.net	940-865-0540	Complete
2020	Canton ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Denise Stone	dstone@cantonisd.com	903.567.4179	Complete
2020	Carlisle ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Michael Payne	paynem@carlisleisd.org	903-861-3801	Complete
2020	Coppell ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Justin Hill	jrhil@coppellisd.com	214-496-8077	starting 8-1-20
2020	Copperas cove	TX	3M Ultra 800, 3M S70EXT +IPA, Addition	Rick Kirkpatrick	kirkpatrick@ccisd.com	(254) 547-1227	Completing 8-12-20
2020	Corrigan-Camden ISD	TX	3M Ultra 800 + IPA	Richard Cooper	rcooper@ccisdix.com	936-398-04040	Complete

2020	Cross Roads ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Belinda Arden	barden@crossroadsisd.org	903-681-0515	Complete 7-22-20
2020	Dilley ISD	TX	Ultra 800 S70X, IPA	Javier Torres	javier.torres@dilleyisd.net	830-965-1912	
2020	Douglas ISD	TX	3M Ultra 800 + IPA	Justin Keeling	jkeeling@douglassisd.com	936-569-9804	Complete
2020	Driscoll ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Cynthia Garcia	cgarcia@driscollisd.us	email only	Complete
2020	Eleanor Koltz Hebrew Learning Center	TX	TriShield 3M Ultra 800, IPA, S70EXT	Kathryn Davis	davis@ekhla.org	210-890-7267	Complete
2020	Ennis ISD	TX	3M Ultra 800 + IPA	Jason Gilstrap	jason.gilstrap@ennis.k12.tx.us	972-872-7000	Complete
2020	Farwell ISD	TX	3M ultra 800 IPA	Colby Waldrop	cwaldrop@farwellschools.org	806-481-3371	Complete 7-22-20
2020	Frenship ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Michael Brooks	mbrooks@frenship.us	806-866-0963	Complete, written email testimonial
2020	Gold-Burg ISD	TX	3M Ultra 800 + IPA	Roger Ellis	roger.ellis@goldburgisd.net	940-872-3562	Complete
2020	HEB ISD	TX	3M S25NVAR, 3M NV25, 3M Ultra 800+H	Robby Ball	RobertBall@hebid.edu	817-399-2028	Complete
2020	Howe ISD	TX	3M Ultra 800 + IPA	Matt Whitworth	whitworth.matt@howeisid.net	903-745-4040	Complete
2020	Iola ISD	TX	3M S25Nvar and NV25 Solar	Scott Martindale	smartindale@iolaisd.net	email only	Complete
2020	Junction ISD	TX	3M Ultra 800 + IPA	Mike Carter	mike.carter@junctionisd.net	325-446-3510	Complete
2020	Kennedy ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Timothy Casner	teacher@kennedyisd.com	(830) 583-4100	Complete 8-20-20
2020	Lancaster ISD	TX	3M ultra 800 IPA	Michael Smith	michaelsmith@lancasterisd.org	972-218-1661	Complete 8-20-20
2020	Leon ISD	TX	3M SH8 and IPA	Tobias Shaddix	ishaddix@leonisd.net	903-626-1469	Complete
2020	Leonard ISD	TX	3M Ultra 800 + IPA	John Johnson	johnson@leonardisd.net	903-587-2318	Complete
2020	Lingleville ISD	TX	3M Ultra 800, IPA, S70 EXT +OVM	Curtis Haley	chaley@lingleville.us	254-968-2596	Complete
2020	Lone Oak ISD	TX	3M Ultra 800 + IPA	Wayne Shepard	wshepard@loisid.net	903-66-5427	Complete
2020	Loraine ISD	TX	3M Ultra 800 + IPA	Dustin Anders	danders@loraine.esc14.net	325-737-2225	Complete
2020	Mabank ISD	TX	3M Ultra 800 +IPA	Steve Templin	stemplin@mabankisd.net	903-880-1300	Complete 7-31
2020	Malakoff ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Sybil Norris	sybil.norris@malakoffisd.org	903-489-1152	Complete
2020	Mansfield ISD	TX	3M Ultra 800 + IPA	Paul Cash	paulcash@misidmail.org	email only	Complete
2020	Menard ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Amy Bannowsky	amy.bannowsky@menardisd.net	325-396-2404	Complete
2020	Midlothian ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Commander Tim H	tim.hicks@midsg.org	469-856-5024	Complete
2020	Midway ISD	TX	3M Ultra 800 +IPA	Buddy Freeman	buddy.freeman@midwayisd.org	254 761-5620	Complete
2020	Milsap ISD	TX	3M Ultra 800 + IPA	Deann Lee	deannlee@milsapisd.net	940-682-4994	Complete
2020	North Hopkins ISD	TX	3M Ultra 800 + IPA	Kelly Wisner	kwisner@northhopkins.net	903-945-2192	Complete by 7-31
2020	Port Aransas	TX	3M Ultra 800 + IPA	Pete Cowan	pcowan@paisid.net	361-749-1221	Complete
2020	Ropes ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Joel Wilmon	joelwilmon@ropesid.us	800-562-4031	Complete 3-18-20
2020	Round Rock ISD	TX	3M Ultra 800 + IPA	Rosanna "Posie" C	rosanna_posie@roundrockisd.org	512-467-3904	Complete
2020	Stratford ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Lynette Kautz	lynette.kautz@stratfordisd.net	806-366-3300	Complete
2020	The Lawson Academy	TX	Ultra 800 + IPA	Cheryl Lawson	clawson@walipp.org	713-741-3600	Complete
2020	Tom Bean	TX	3M Ultra 800 + IPA	Kelly Lusk	kelly.lusk@tombean-isd.org	903-546-6076	Complete
2020	Whitesboro ISD	TX	3M Ultra 800 + IPA	Matthew Davenport	davenportm@whitesboroisd.org	903-564-4227	Complete
2020	Wortham ISD	TX	3M Ultra 800 + IPA	Sherry Shivers	sherry.shivers@worthisd.org	254-765-3095	Complete
2021	Morongo ISD	CA	TriShield 3M Ultra 800, IPA, S70EXT	David Daniels	david.daniels@morongo.k12.ca.us	60-367-9191 x.423	On-Going
2021	SALINAS UNION HIGH SCHOOL DISTRICT	CA	3M Ultra 800 + IPA	Virginia Boyce	virginia.boyce@salinasuhsd.org	831-796-7000	On-Going
2021	William S Union Hart	CA	3M Ultra 800 + IPA	Jack Kapp	jkapp@hartdistrict.org	805-208-9966	On-Going
2021	North Cobb Christian Schools	GA	TriShield: 3M Ultra 800 interior security film	Don Apperson	donapperson@nccps.org	386-931-0986	complete
2021	Cecil county	MD	3M ultra 800 + impact protection adhesive film	John Roush	jroush@ccps.org	410-996-5490	complete
2021	Waynesville R-VI School District	MO					
2021	Dodd City ISD	TX	Ultra 800 S70X, IPA	Bruce Mauppin	bruce.mauppin@doddcityisd.com	903-583-7585	
2021	Victoria ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Christy Christensen	christy.christensen@visd.net	361-788-9330	On -Going
2021	Laramie County School District 2	WY	TriShield 3M Ultra 800, IPA, S70EXT	Kim Nelson	kim.nelson@laramie2.org	307-245-4081	
2022	El Centro Elementary School District	CA	Ultra 800 S70X, IPA	John Beltran	jbeltran@ecsd.org	760-352-2571	9/22 SO
2022	Lucerne Valley Unified School District	CA	8 MilsS/Dow995	Peter Livingston	peter.livingston@lucernevalleyusd.org	760-248-6108 ext.4131	8/22 SO
2022	Pasadena ISD	CA	TriShield	Steve Jamail	sjamail@pasadenaisd.org	713-740-5362	completed 8/22
2022	Gwinnett County Schools	GA	Tri-Shield	Mike Westervelt	mike.westervelt@gcpsk12.org	678-301-6000	ongoing 2/23
2022	The Westminster School	GA	Ultra 800 S70X, IPA	Stephen Spivey	stephenspivey@westminster.net	404-609-6311	finish 12/22
2022	Westminster Schools 61684	GA	Ultra 800 S70X, IPA	Fourad Azimi	fouradazimi@westminster.net	773-205-3770	
2022	ST Patrick High School	IL	3M Ultra 800 and IPA	K Golden	kgolden@spatrick.org	410-677-0287	
2022	Salisbury University	MD		Matthew Groves	migroves@salisbury.edu		

2022	Dearborn Public Schools	MI	Ultra 800 S70X, IPA	John Leacher	leachej@dearbornschools.org	313-827-3203	8/22 fulfilled
2022	Cape Girardeau School District	MO	Ultra 800 S70X, IPA	Chris Jauch	jauchc@capetigers.com	(573) 335-1867	
2022	NEUSE CHARTER SCHOOL	NC	3M Night Vision 15, solar control	Larry Brunner	lbunne@neusecharterschool.org	919.626.2300	complete 11/22
2022	Roswell ISD	NM	TriShield	Larry Harrell	lharrell@rfsdk12.nm.us	575-627-2500	complete 11/22
2022	OBERLIN COLLEGE	OH	3M Ultra 800 and IPA	Tyronne Wicks	twicks@oberlin.edu	(440) 775-8444	complete
2022	St Mary's Episcopal School	OK	Ultra 800 S70X, IPA	Pamela Dockler	pdockler@smesmedmond.org	405-341-9541	1/2023
2022	Aldine ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Thomas Colwell	tcrowell@aldineisd.org	281.985.7344	starts 7-26
2022	Austin Peace	TX	Ultra 800 S70X, IPA S25NVAR	Diana Abdi	principai@apacademy.org	(512) 928-1737	11/22
2022	Bells ISD	TX	Ultra 800 S70X, IPA	Mike Lane	mike.lane@bellisd.net	903-965-3600	
2022	Bluff Dale ISD	TX	UNV525, Mirror 2Mil, IPA	John Taylor	taylor.john@bdisd.net	254-728-3277	
2022	Brook ISD	TX	Ultra 800 S70X, IPA	Mike McSwain	mmswain@brookisd.net	(817) 594-7642	10/22
2022	Burk Burnett ISD	TX	Ultra 800 S70X, IPA	Jason Stultz	jason.stultz@burkburnettisd.org	940-569-2263	
2022	Copperas Cove	TX	IPA, Ultra 800, S70X	Richard Kirkpatrick	kirkpatrickr@ccisd.com	254-547-1227	install 9/2022
2022	Crosby ISD	TX	Ultra 800 S70X, IPA, 1 way Mirror	Robert Hicks	rhicks@crossbyisd.org	281-328-9200 x1220	complete
2022	Edgewood	TX	TriShield 3M Ultra 800, IPA, S70EXT	Jonathan Torres	johnathan.torres@eisd.net	210-898.4026 x829	complete
2022	Flamingo School	TX	3M S25NVAR security film and 3M IPA	George Krainovic	George@flamingoschool.com	972-238-7833	starting 7-26
2022	Fort Worth ISD	TX	Mirror 2Mil Prestige	Daniel Garcia	daniel.garcia3@fwisd.org	817-814-2000	
2022	HEB ISD	TX	Security film, mirror film	Mark Bickel	markbickel@hebisd.edu	817-399-2028	complete 10/22
2022	Lancaster ISD	TX	Ultra 800 S70X, IPA	Michael Smith	michaelsmith@lancasterisd.org	972 218-1661	SO 11 22
2022	Marion ISD	TX	Ultra 800 S70X, IPA	Don Beck	dbeck@marionisd.net	(830) 914-2803	Complete 10/22
2022	Maypearl ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Pam Wilson	pwilson@maypearlisd.org	(972) 435-1000	complete 9/22
2022	Memphis ISD	TX	Ultra 800 S70X, IPA	Bill Alexander	walexander@memphisisd.net	806-259-5900	completed may 2022
2022	Montague ISD School Supplies	TX	Ultra 800 S70X, IPA	Carla Hennessy	carla.hennessy@montagueisd.org	940-894-2811	completed may 2022
2022	New Braunfels ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Daniel Dornier	ddornier@nbisd.org	830-643-5700	almost complete 7-22-
2022	Pasadena ISD	TX	TriShield 3M Ultra 800, IPA, S70EXT	Israel Grinburg	igrinberq@pasadenaisd.org	713-740-5362	22
2022	Rockwall HCA	TX	3M S25NVAR security film and 3M IPA	Brad Helmer	bhelmer@rockwall.org	972-772-3003	starting 7-26
2022	Saint Marks School of Texas	TX	TriShield 3M Ultra 800, IPA, S70EXT	Martin Hofer	hofferm@smstexas.org	214-346-8112	started 7-18
2022	Victoria ISD	TX	Ultra 800 S70X, IPA	Christy Christensen	christy.christensen@vdsd.net		install 10/22
2022	Westlake Academy	TX	Ultra 800 S70X, IPA	Rosie Miller	rmiller@westlakeacademy.org		
2022	Widforst ISD	TX	Ultra 800 S70X, IPA	William Paul	william.paul@widforstisd.net		SO 10/22
2022	Widforst ISD	TX	Ultra 800 S70X, IPA	William Paul			
2022	Widforst ISD	TX	Ultra 800 S70X, IPA	William Paul			
2022	Zapata County Independent School District	TX	TriShield 3M Ultra 800, IPA, S70EXT	Minerva Garcia	mgarcia@zcsd.org		starts 7-26
2022	Zapata County ISD	TX	Ultra 800 S70X, IPA	Patrick Boland	patrickboland@nativityschool.org	(703) 455-2300	
2022	Nativity Catholic School	VA	Ultra 800 S70X, IPA	Becky Burcher	bburcher@usd347.org	620-659-3646	
19-20	Kinsley-Offerte Public Schools	TX	Ultra 800 S70X, IPA				280k sq ft 3M S25, 350K lf 3M impact adhesive
2019-22	Orange County	FL	3M S25NVAR, S70EXT, IPA int+ext	Sanjay Basant	Sanjay.Basant@occps.net	email only	Ongoing
2019-22	Osceola County Schools	FL	3M one way mirror, S25NVAR and 3M IP	Bobby Zagars	bzagers@gemssupply.net	813.390.1590	Ongoing
2019-22	Sarasota County Schools	FL	3M one way mirror film	Don Hampton	don.hampton@sarasotacountyschools	941.9157015	Ongoing
2020-2022	Jourdanton ISD	TX	Ultra 800 S70X, IPA	Pepper Jo Bauerle	pbauerle@jdsdx.us	email only	completed 9/22
2020-22	Pinellas County Schools	FL	3M Ultra 800 + IPA and S70x	Scott Borow	borows@pcpsb.org	727-547-7100	Ongoing
2020-22	Forsyth County	GA	3M S25NVAR IPA	todd shirley	ts Shirley@forsyth.k12.ga.us	770.888.3466 x1	Complete
20-22	Fayette County Public Schools	KY	3M Ultra 800 & IPA, Zone 1 & 2	Amy Boatman	amy.boatman@fayette.kyschools.us	(859) 381-4100	
20-22	Carrillion- Farmers Branch ISD	TX	Ultra 800 S70X, IPA	Rachel Freeman	freemanr@fbisd.edu	972-968-6421	
20-22	Grand Prairie ISD	TX	Ultra 800 S70X, IPA	Mark Steger	mark.steger@gpsisd.org	817-296-9011	
20-22	Tyler ISD	TX	Ultra 800 S70X, IPA	Jeff Millsilage	jeff.millsilage@tylerisd.org	903-262-1975	
21-22	Edmond Public Schools	OK	Ultra 800 Madico Black Gullwing	Mike Johnson	mike.johnson@edmondschools.net	(405) 340-2800	
21-22	Caroline County Public Schools	VA	Ultra 800 S70X, IPA	Jeff Wick	jwick@ccps.us	804-633-5088	

WARRANTIES

NGS

Specifications for 3M™ Scotchshield™ Safety and Security Window Film Ultra S800

1.0 Scope

This specification is for an optically clear glass shatter resistant and abrasion resistant window film which, when applied to the interior window surface, will help hold broken glass together and reduce the ultra-violet light that normally would enter through the window. This is an easily applied, tear-resistant safety and security window film designed to provide an increased measure of protection in a broad range of uses including basic glass fragment retention, spontaneous glass breakage, seismic preparedness, safety glazing, bomb blast mitigation, Smash and Grab or Break and Entry events. Certain applications may require the film be used in conjunction with a film attachment system.

2.0 Applicable Documents

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

The 1985 American Society for Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals.

The American National Standards Institute (ANSI).

ANSI Z97.1 – 2015 Specification for Safety Glazing Material used in Buildings¹

The American Society for Testing and Materials (ASTM):

- ASTM E-308 Standard Recommended Practice for Spectrophotometry and Description of Color in CIE 1931 System
- ASTM E-903 Standard Methods of Test for Solar Absorbance, Reflectance and Transmittance of Materials Using Integrating Spheres
- ASTM D-882 Standard Test Method for Tensile Properties of Thin Plastic Sheeting
- ASTM D-1044 Standard Method of Test for Resistance of Transparent Plastics to Surface Abrasion (Taber Abrader Test)
- ASTM D-2582 Standard Test Method for Puncture-Propagation Tear Resistance of Plastic Film and Thin Sheeting
- ASTM D-4830 Standard Test Methods for Characterizing Thermoplastic Fabrics Used in Roofing and Waterproofing.
- ASTM G-90 Standard Practice for Performing Accelerated Outdoor Weathering for Non-metallic Materials Using Concentrated Natural Sunlight
- ASTM G 26 Standard Practice for Performing Accelerated Outdoor Weathering for Non-metallic Materials Using Concentrated Natural Sunlight
- ASTM E-84 Standard Method of Test for Surface Burning Characteristics of Building Materials
- ASTM D-1004 Standard Method of Test for Resistance of Transparent Plastics to Tearing (Graves Tear Test)
- ASTM E-1886 Standard Test Method for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Missile(s) and Exposed to Cyclic Pressure Differentials¹
- ASTM E-1996 Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Windborne Debris in Hurricanes¹
- ASTM F-1642 Standard Method of Test for Glazing and Glazing Systems Subject to Airblast Loadings, as adapted by the U.S. Government GSA Test Standard Protocols¹
- ASTM F-2912 Standard Specification for Glazing and Glazing Systems Subjected to Airblast Loadings¹

The Consumer Products Safety Commission (CPSC) 16 CFR, Part 1201, Safety Standard for Architectural Glazing Material¹

GSA-TS01-2003 General Services Administration Standard Test for Glazing and Glazing Systems Subject to Airblast Loadings¹

Berkeley Lab WINDOW A Computer Tool for Analyzing Window Thermal Performance, Lawrence Berkeley Laboratory

¹ Window film can be applied to glass using a dry or a wet application process. For purposes of testing for conformance to these standards, 3M utilizes dry lamination for single-pane glass and wet lamination for double-pane glass.

3.0 Requirements of the Film

3.1 Film Material: The film material shall consist of an optically clear polyester film, consisting of co-extruded micro-layers, with a durable acrylic abrasion resistant coating over one surface, and a UV stabilized pressure sensitive adhesive on the other. The film color is clear and will not contain dyed polyester. The film shall have a nominal thickness of 8 mils (0.008 inches), total construction with adhesive of 9mils (0.009 inches). There shall be no evidence of coating voids.

3.2 Film Properties (typical):

- a) Tensile Strength (ASTM D882):
Coated Film: 33,000 psi (MD) / 30,000 psi (TD)
- b) Break Strength (ASTM D882):
Coated Film: 265 lb/in (MD) / 240 lb/in (TD)
- c) Percent Elongation at Break (ASTM D882):
Coated Film: 140 % (MD) / 130% (TD)
- d) Yield Strength:
Coated Film: 15,000 psi (MD)
- e) Percent Elongation at Yield (ASTM D882):
Coated Film: 8% (MD)
- f) Graves Tear Resistance (ASTM D1004):
Maximum Force (lbs):
Coated Film: 37 (MD) / 37 (TD)
Maximum Extension (in):
Coated Film: 0.50 (MD) / 0.51 (TD)
Graves Area Tear Resistance (lbs%):
Coated Film: 1,100 (MD) / 1,050 (TD)
- g) Puncture Propagation Tear Resistance (ASTM D2582):
Coated Film: 10 lbf (MD) / 12 lbf (TD)
- h) Puncture Strength (ASTM D4830):
Coated Film: 183 lbf.

3.3 Solar Performance Properties: film applied to 1/4" thick clear glass

- a) Visible Light Transmission (ASTM E 903): 88%
- b) Visible Reflection (ASTM E 903): not more than 10%
- c) Ultraviolet Transmission (ASTM E 903): less than 1% (300-380 nm)
- d) Solar Heat Gain Coefficient (ASTM E 903): 0.80

3.4 Flammability: Upon request from Authorized Dealer/Applicator, 3M shall provide independent test data showing that the window film shall meet the requirements of a Class A Interior Finish for Building Materials for both Flame Spread Index and Smoked Development Values per ASTM E-84.

- a) Flame Spread Index (FDI): 5
- b) Smoke Developed Index (SDI): 25

3.5 Abrasion Resistance: Upon request from Authorized Dealer/Applicator, 3M shall provide test data showing that the film shall have a surface coating that is resistant to abrasion such that, less than 5% increase of transmitted light haze will result in accordance with ASTM D-1044 using 100 cycles, 500 grams weight, and the CS10F Calibrase Wheel.

3.6 Adhesion to Glass: Upon request from Authorized Dealer/Applicator, 3M shall provide test data showing that the film shall have a 180-degree peel strength (adhesion to glass) according to ASTM D-1044 of 6 lbs/in (typical).

3.7 Adhesive System: The film shall be supplied with a high mass pressure sensitive weatherable acrylate adhesive applied uniformly over the surface opposite the abrasion resistant coated surface. The adhesive shall be pressure sensitive (not water activated) and physically bond (not chemically bond) to the glass. The adhesive shall be essentially optically flat and shall meet the following criteria:

- a. Viewing the film from a distance of ten feet at angles up to 45 degrees from either side of the glass, the film itself shall not appear distorted.

b. It shall not be necessary to seal around the edges of the applied film system with a lacquer or other substance in order to prevent moisture or free water from penetrating under the film system.

3.8 Impact Resistance for Safety Glazing: Upon request from Authorized Dealer/Applicator, 3M shall provide independent test data showing that the film, when applied to either side of the window glass, shall meet the 400 ft-lb impact requirements of 16 CFR 1201 (Category 2) and ANSI Z97.1 (Class A, Unlimited). Testing shall be done with film applied both on 1/8" and 1/4" annealed glass.

3.9 Impact Protection: Upon request from Authorized Dealer/Applicator, 3M shall provide independent test data showing the following:

- a. Film shall pass impact of Large Missile "C" and withstand subsequent pressure cycling (per ASTMs E1996 and E1886) at +/- 75 psf Design Pressure with use of 3M Impact Protection Adhesive attachment system.

3.10 Bomb Blast Mitigation: Upon request from Authorized Dealer/Applicator, 3M shall provide independent test data showing the following:

- a. GSA Rating of "3a" / ASTM F1642 "Minimal Hazard" with target blast pressure of 6 psi and 42 psi*msec blast impulse, on 1/4" annealed single pane glass and 3M Impact Protection Attachment Sealant
- b. GSA Rating of "3a" / ASTM F1642 "Low Hazard" with blast pressure of 7.5 psi and 55 psi*msec blast impulse, on 1/4" annealed single pane glass and 3M Impact Protection Attachment Sealant
- c. GSA Rating of "2" / ASTM F1642 "Minimal Hazard" with target blast pressure of 6 psi and 42 psi*msec blast impulse, on 1" annealed double pane glass with 3M Impact Protection Attachment Sealant
- d. GSA Rating of "3b" / ASTM F1642 "Low Hazard" with target blast pressure of 9 psi and 70 psi*msec blast impulse, on 1" annealed double pane glass with 3M Impact Protection Attachment Sealant
- e. GSA Rating of "2" / ASTM F1642 "Minimal Hazard" with target blast pressure of 9 psi and 70 psi*msec blast impulse, on 1" tempered double pane glass with 3M Impact Protection Attachment Sealant
- f. GSA Rating of "2" / ASTM F1642 "Minimal Hazard" with target blast pressure of 10 psi and 75 psi*msec blast impulse, on 1" tempered double pane glass with 3M Impact Protection Attachment Sealant
- g. GSA Rating of "3a" / ASTM F1642 "Very Low Hazard" with target blast pressure of 6.8 psi and 47 psi*msec blast impulse, on 1" tempered double pane glass with 3M Impact Protection Attachment Sealant (on 2 sides only)
- h. GSA Rating of "3a" / ASTM F1642 "Very Low Hazard" with blast pressure of 6.5 psi and 40 psi*msec blast impulse, on 1/4" tempered single pane glass with 3M Impact Protection Attachment Sealant (on 2 sides only)

GSA Rating only:

- i. GSA Rating of "2" with blast pressure of 7.6 psi and 51 psi*msec blast impulse, on 1/4" tempered single pane glass with 3M Impact Protection Attachment Sealant
- j. GSA Rating of "3b" with blast pressure of 6.84 psi and 45 psi*msec blast impulse, on 1" annealed double pane glass with 3M Impact Protection Attachment Sealant (on 2 sides only)

4.0 Requirements of the Authorized Dealer/Applicator (ADA)

4.1 The ADA shall provide documentation that the ADA is authorized by 3M to install said window film as per 3M's specifications and in accordance with specific requests as to be determined and agreed to by the customer.

4.2 Authorization of dealership may be verified through the company's 3M ID Number.

4.3 The ADA will provide a commercial building reference list of ten (10) properties where the ADA has installed window film. This list will include the following information:

- * Name of building
- * The name and telephone number of a management contact
- * Type of glass
- * Type of film
- * Amount of film installed
- * Date of completion

5.0 Requirements of the Manufacturer

5.1 3M will clearly identify and label each film core with the product designation and run number.

5.2 Materials shall be manufactured by:

3M Commercial Solutions Division
3M Center, Building 280
St. Paul, MN 55144-1000

6.0 Application

6.1 **Examination:** Examine glass surfaces to receive new film and verify that they are free from defects and imperfections, which will affect the final appearance. Correct all such deficiencies before starting film application.

6.2 Preparation:

- a. The window and window framing will be cleaned thoroughly with a neutral cleaning solution. The inside surface of the window glass shall be scraped with stainless steel razor blades with clean, sharp edges to ensure the removal of any foreign contaminants without damages the glass surface.
- b. Drop cloths or other absorbent material shall be placed on the windowsill or sash to absorb moisture accumulation generated by the film application.

6.3 **Installation:** The film shall be applied as to the specifications of 3M by an ADA.

- a. Materials will be delivered to the job site with the manufacturer's labels intact and legible.
- b. To minimize waste, the film may be cut to specification utilizing a vertical dispenser designed for that purpose. Film edges shall be cut neatly and square at a uniform distance of 1/8" (3 mm) to 1/16" (1.6 mm) of the window-sealing device.
- c. Film shall be wet-applied using clean water and slip solution to facilitate positioning of the film onto glass.
- d. To ensure efficient removal of excess water from the underside of the film and to maximize bonding of the pressure sensitive adhesive, plastic bladed squeegees shall be used.
- e. Upon completion, the film may have a dimpled appearance from residual moisture. Said moisture shall, under reasonable weather conditions, dry flat with no moisture dimples within a period of 30 calendar days when viewed under normal viewing conditions.
- f. After installation, any leftover material will be removed, and the work area will be returned to original condition. Use all necessary means to protect the film before, during and after the installation.

7.0 Cleaning

The film may be washed using common window cleaning solutions, including ammonia solutions, 30 days after application. Abrasive type cleaning agents and bristle brushes, which could scratch the film, must not be used. Synthetic sponges or soft cloths are recommended.

8.0 Warranty

8.1 3M warrants the film for a period of 12 years (14 years installed with 3M Impact Protection Attachment Sealant) from the date of installation against cracking, crazing, delaminating, peeling, or discoloration. If the product is found to be defective under warranty, 3M will replace such quantity of the film proved to be defective and will additionally provide the removal and reapplication labor free of charge at current industry labor rates.

8.2 3M also warrants against glass failure due to thermal shock fracture of the glass window unit (maximum value \$500 per window) provided the film is applied to recommended types of glass and the failure occurs within sixty (60) months from the date of application. Any glass failure must be reviewed and approved by 3M prior to replacement and payment.

8.3 Additional warranty and limited remedy terms are contained in the Warranty, Limited Remedy, and Disclaimer and the Limitation of Liability provisions below.

Technical Information: The technical information, guidance, and other statements contained in this document or otherwise provided by 3M are based upon records, tests, or experience that 3M believes to be reliable, but the accuracy, completeness, and representative nature of such information is not guaranteed. Such information is intended for people with knowledge and technical skills sufficient to assess and apply their own informed judgment to the information. No license under any 3M or third party intellectual property rights is granted or implied with this information.

Product Selection and Use: Many factors beyond 3M's control and uniquely within user's knowledge and control can affect the use and performance of a 3M product in a particular application. Customer is solely responsible for evaluating the product and determining whether it is appropriate and suitable for customer's application, including conducting a workplace hazard assessment, reviewing all applicable regulations and standards, and reviewing the product label and use instructions. Failure to properly evaluate, select, and use a 3M product in accordance with instructions or to meet all applicable safety regulations may result in injury, sickness, death, and/or harm to property.

Warranty, Limited Remedy, and Disclaimer: Unless a different warranty is specifically stated on the applicable 3M product packaging or product literature (in which case such warranty governs), 3M warrants that each 3M product meets the applicable 3M product specification at the time 3M ships the product. 3M MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING OUT OF A COURSE OF DEALING, CUSTOM, OR USAGE OF TRADE. If a 3M product does not conform to this warranty, the sole and exclusive remedy is, at 3M's option, replacement of the 3M product or refund of the purchase price.

Limitation of Liability: Except for the limited remedy stated above, and except to the extent prohibited by law, 3M will not be liable for any loss or damage arising from or related to the 3M product, whether direct, indirect, special, incidental, or consequential (including, but not limited to, lost profits or business opportunity), regardless of the legal or equitable theory asserted, including, but not limited to, warranty, contract, negligence, or strict liability.

IMPORTANT NOTICE:

This product is **not approved** in the State of Florida for use as hurricane, windstorm, or impact protection from wind-borne debris from a hurricane or windstorm. In compliance with Florida Statute 553.842, this product may not be advertised, sold, offered, provided, distributed, or marketed in the State of Florida as hurricane, windstorm, or impact protection from wind-borne debris from a hurricane or windstorm.

The information provided in this report is believed to be reliable; however, due to the wide variety of intervening factors, 3M does not warrant that the results will necessarily be obtained. All details concerning product specifications and terms of sale are available from 3M.

Commercial Solutions Division

3M Center, Building 220-12E-04 St. Paul, MN 55144

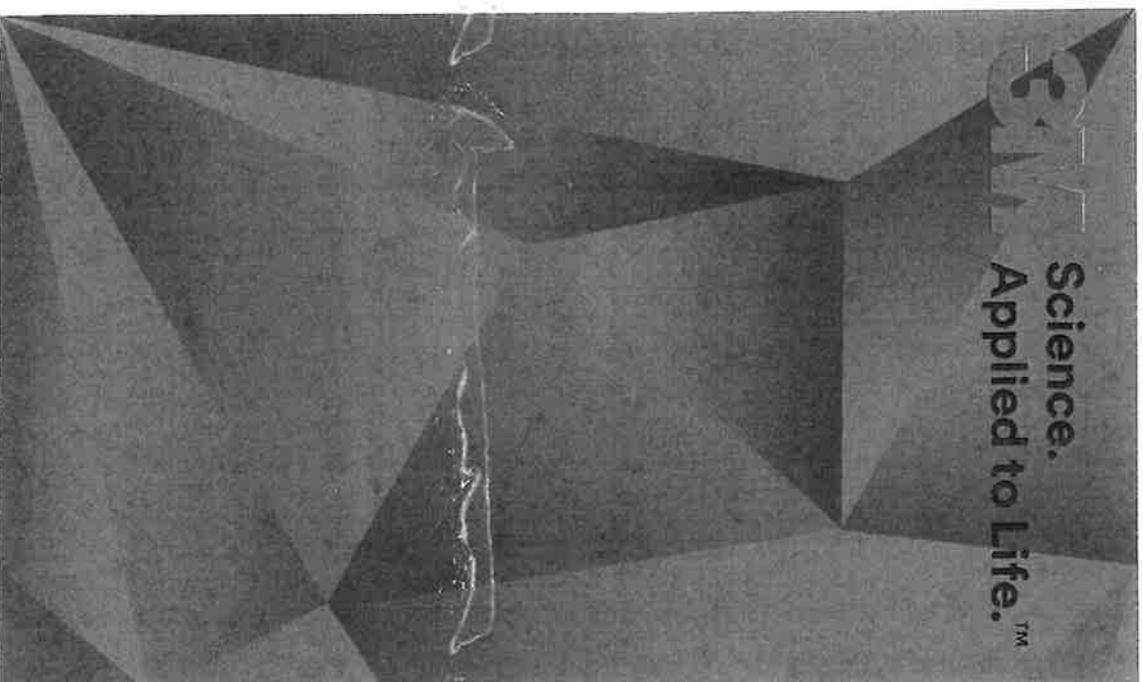
3M.com/windowfilm

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2019

3M™ Window Films

Large Commercial Certification

Demonstrated the ability to navigate and manage large commercial projects and has completed the required training to receive this certification from 3M™

National Glazing Solutions dba

NGS Films and Graphics



Authorized 3M™ Prestige Window Film Dealer

Platinum Level

NATIONAL GLAZING SOLUTIONS, LLC

2023 Certificate

The recipient listed above has been certified by 3M as a 3M Authorized Window Film Dealer at the level designated in this certificate, with access to our 3M Sun Control Window Film Prestige Series and 3M Scratch Shield Safety & Security Window Film Ultra Prestige Series. The Dealer has completed 3M Window Film Product Installation Training and has demonstrated the highest level of 3M Window Film knowledge and service. In addition, this Dealer has demonstrated competency in executing national accounts in the United States. When you purchase 3M Window Film from this 3M Authorized Window Film Dealer, you receive an end-customer warranty that reflects a joint commitment from both 3M and the Dealer. For details of warranty coverage, please refer to 3M.com/WindowFilm.



Authorized Window Film Dealer
Prestige Dealer Network



NGS

This certificate is valid for one year from the date of issuance. The recipient of this certificate is not responsible for the accuracy of the information provided. For more information, please contact 3M at 1-800-451-3535 or visit 3M.com/WindowFilm. © 2023 3M. All rights reserved. 3M and the 3M logo are trademarks of 3M. Other marks may be trademarks of their respective owners.



June 22, 2022

To Whom It May Concern,

RE: National Glazing Solutions

James Beale, owner of National Glazing Solutions, is an authorized dealer / applicator of 3M Brand Window Films since May 2011. NGS is certified to install all 3M brands including Prestige, Sun Control, Decorative and all of our Safety and Security window film families. National Glazing Solutions 3M Dealer Number is #0080295877. National Glazing Solutions is a Large Commercial Certified Dealer in the United States for 3M branded films.

If you should require additional information, please contact me at your earliest convenience.

Regards,

**Rick Knight
3M Facilities Care Solutions
Engineered Films
Territory Manager
713-376-9675
rknight@mmm.com**

RFP & INSTRUCTIONS

NGS

GENERAL SPECIFICATIONS

SCOPE OF WORK

Hickman County Schools (HCS) desire to enter into a contractual relationship with a qualified licensed vendor for the installation of entry resistant film to identified school entries, BID ITEM 1, and newly remodeled doors and windows, BID ITEM 2.

Bid Item 1 - School Entries

East Hickman Elementary School - 1st vestibule, ~135 sq ft
East Hickman Intermediate School - 1st vestibule, ~125 sq ft
East Hickman Middle School - 1st vestibule, ~80 sq ft
East Hickman High School - 1st vestibule, ~150 sq ft
Centerville Elementary School - 1st vestibule, ~105 sq ft
Centerville Intermediate School - 2nd vestibule, ~50 sq ft
Hickman County Middle School - 1st vestibule, ~50 sq ft
Hickman County High School - 1st vestibule, ~190 sqft

Bid Item 2 - Newly installed doors and windows (pdf prints available from maintenance dept.)

East Hickman County Middle School 1100 sqft
Centerville Elementary School 2033 sqft
Hickman County Middle School 1200 sqft

REQUIREMENTS

For both bid items:

Film must be clear

At least 8 mil in thickness

Reach at least 7 ft above grade level

Estimated amount of time to complete must be provided

* Attachment System Included to achieve forced entry standard.

MATERIAL
3M S800 ULTRA Clear 8 mil security film with 3M IPA - 16 year
warranty

BID ITEM 1 SUMMARY

SQUARE FOOT PRICE	\$ <u>14.75</u>	
East Hickman Elementary School	\$ <u>1990.00</u>	
East Hickman Intermediate School	\$ <u>1800.00</u>	
East Hickman Middle School	\$ <u>1180.00</u>	
East Hickman High School	\$ <u>2200.00</u>	
Centerville Elementary School	\$ <u>1500.00</u>	
Centerville Intermediate School	\$ <u>730.00</u>	
Hickman County Middle School	\$ <u>730.00</u>	
Hickman County High School	\$ <u>2800.00</u>	
Estimated time to complete	<u>12 Days</u>	

BID ITEM 2 SUMMARY

SQUARE FOOT PRICE	\$ <u>14.50</u>	
East Hickman Middle School	\$ <u>15950.00</u>	1100sqft
Centerville Elementary School	\$ <u>29400.00</u>	2033sqft
Hickman County Middle School	\$ <u>17400.00</u>	1200sqft
Estimated time to complete	<u>16 Days</u>	

MATERIAL
Solarard Armorcoat 8mil Clear - Dow Corning 995 attachment

BID ITEM 1 SUMMARY

SQUARE FOOT PRICE	\$ <u>12.50</u>	
East Hickman Elementary School	\$ <u>1650.00</u>	
East Hickman Intermediate School	\$ <u>1560.00</u>	
East Hickman Middle School	\$ <u>1000.00</u>	
East Hickman High School	\$ <u>1850.00</u>	
Centerville Elementary School	\$ <u>1300.00</u>	
Centerville Intermediate School	\$ <u>625.00</u>	
Hickman County Middle School	\$ <u>625.00</u>	
Hickman County High School	\$ <u>2300.00</u>	
Estimated time to complete	<u>12 Days</u>	

BID ITEM 2 SUMMARY

SQUARE FOOT PRICE	\$ <u>12.50</u>	
East Hickman Middle School	\$ <u>13750.00</u>	1100sqft
Centerville Elementary School	\$ <u>25400.00</u>	2033sqft
Hickman County Middle School	\$ <u>15000.00</u>	1200sqft
Estimated time to complete	<u>16 Days</u>	

CONTRACTOR/BIDDER INFORMATION SHEET

Full Name of Bidder: National Glazing Solutions, LLC DBA NGS Films And Graphics

Legal Identity Corporation
(Corporation, Partnership, Individual, etc.)

Address 140 Mountain Brook Drive
Canton, GA 30115

Telephone 866-925-2083

Fax 866-966-2456

Taxpayer Identification Number 27-0651914

Contact Person Jamie Hamilton

Phone 404-360-7866

Email jamie@filmsandgraphics.com

CUSTOMER REFERENCE LISTING

Contractor shall furnish the names, addresses, contract, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently furnishing or has in the past furnished service for.

Company Name Carrollton-Farmer's Branch ISD
Address 1445 North Perry Drive, Carrollton, Texas 75006
Contact Rachal Freeman
Telephone number 972-968-6421

Company Name Cheatham County School District
Address 102 Elizabeth Street, Ashland City, Tennessee 37015
Contact Shelley Duke
Telephone number 615-792-5664

Company Name Bartlett City Schools
Address 5705 Stage Road, Memphis, Tennessee 38134
Contact Gary Rikard
Telephone number grikard@bartlettschools.org

AFFIDAVIT ACKNOWLEDGEMENT

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

DRUG FREE WORKPLACE REQUIREMENTS

Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

IRAN DIVESTMENT ACT

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void ab initio under § 12-12-110.

On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under penalties of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12- 12-106."

COLLUSION AMONG BIDDERS

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. Bidder is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISRAEL

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

ACKNOWLEDGEMENT

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT Becky Bradley

Subscribed and sworn to before me this 29th day of November, 2023.

Signature of Notary Public Alexam Mclelland

My Commission Expires 7/26/2027

<p>ALEXA M MCLELLAND NOTARY PUBLIC Cherokee County State of Georgia My Comm. Expires July 26, 2027</p>
--

The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF Georgia
COUNTY OF Cherokee

The undersigned, principal officer of National Glazing Solutions, LLC, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as follows:

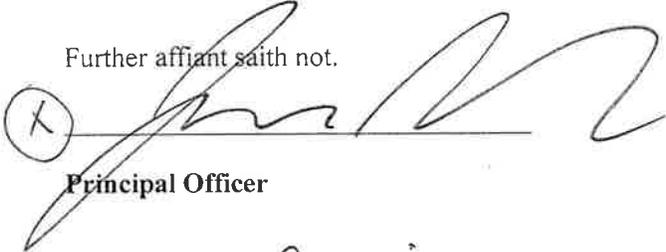
1. The under signed is a principal officer of National Glazing Solutions, LLC (hereinafter referred to as the "Company"), and is duly authorized to execute this

Affidavit on behalf of the Company.

2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.

3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

(X) 
Principal Officer

STATE OF Georgia
COUNTY OF Cherokee

Before me personally appeared James Beate with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 29 day of November, 2023
Notary Public Alexa M Mclelland

My commission expires: 7/26/2027

ALEXA M MCLELLAND
NOTARY PUBLIC
Cherokee County
State of Georgia
My Comm. Expires July 26, 2027

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF Georgia
COUNTY OF Cherokee

The undersigned, principal officer of National Glazing Solutions, LLC, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of National Glazing Solutions, LLC (hereafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.

3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer (X) [Signature]

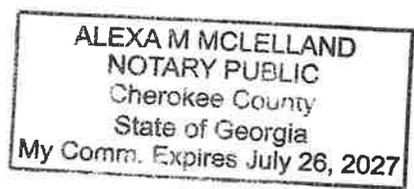
STATE OF Georgia
COUNTY OF Cherokee

Before me personally appeared James Beabe with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the CEO of National Glazing Solutions, LLC and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this 29 day of November, 20 23.

Notary Public AlexamcClelland

My commission expires: 4/26/2027



NON-BOYCOTT OF ISRAEL
CERTIFICATION

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees. A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements. Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION: The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

James Beale, CEO
Printed Name and Title of Authorized Official

[Signature]
Signature of Authorized Official

11/27/2023
Date

STATE OF Georgia

COUNTY OF Cherokee

Before me personally appeared James Beale, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 29 day of November 2023

Notary Public My commission expires:

AlexamcLelland 7/26/2027

ALEXA M MCLELLAND
NOTARY PUBLIC
Cherokee County
State of Georgia
My Comm. Expires July 26, 2027

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.

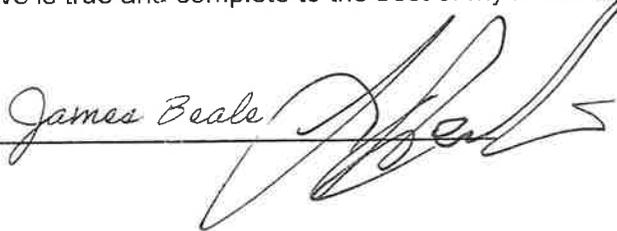
Date: 11/29/2023 Name: James Beale, CEO

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

Date: 11/29/2023 Signature: James Beale 

**Invitation for Sealed Bids
Hickman County Schools**

INSTALLATION OF ENTRY RESISTANT WINDOW FILM

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gm
11-10-23

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED

1. Sealed bids must be mailed or hand delivered to the Hickman County Finance Office at 114 North Central Ave, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Entry Resistant Film Project" by 10 AM on December 1, 2023 . Sealed bids will be opened shortly after 10 AM on December 1, 2023 at the Hickman County Board of Education located at 115 Murphree Ave, Centerville, TN 37033. For projects that exceed \$25,000, Tennessee State Contractor's License number should be listed on the outside of the envelope and a copy provided with the bid proposal. Sealed bids must be received by 10:00 AM on December 1, 2023. Hickman County Schools (HCS) will not accept bid responses after 10:00 AM. Proposals submitted by fax or electronic mail will not be accepted.
2. No bidder may withdraw their proposal for a period of sixty (60) days after the date and hour set for the opening of bids.
3. The bidder shall show in each bid item(1 & 2) a square foot price and total for each school. In the event of error or discrepancy in the calculation, the square foot price shall prevail.
4. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form. (See "Specifications" sheet for additional detail.)
5. Affidavit Acknowledgement must be signed and notarized, and returned with the bid.
6. HCS reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder.
7. Direct purchase of certain items of equipment or material by HCS is exempt from Federal Excise Tax and Tennessee Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Tennessee Sales Tax. HCS will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
8. The successful bidder shall execute a written contract with HCS and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the HCS. If the project exceeds \$100,000.00, the successful bidder will furnish a Performance Bond covering the full amount of the contract.



NARRATIVE

PURPOSE

Hickman County Schools (HCS) desire to enter into a contractual relationship with a qualified licensed vendor for the installation of entry resistant film to identified school entries and newly remodeled doors and windows.

INTENT

It is the intent of this bid to set forth the terms, conditions and requirements necessary for a contractual basis and in a competitive manner. It is further intended that the services covered by this bid shall be furnished by the successful bidder subject to all the terms and conditions set forth in this bid. No other terms and conditions shall be binding upon the parties unless hereafter accepted by them in writing. Written acceptance of the performance of all or any portion of the services covered by this bid shall constitute unqualified acceptance of all its terms and conditions and shall serve as the agreement between parties.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Hickman County does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any other unlawful area in the operation of its educational programs and in personnel administration.

CONTRACT

HCS and the successful bidder agree to enter into a contract within ten (10) days after notification of award of bid. The successful bidder agrees to submit and deliver to the HCS all bonds and certificates of insurance which are required by this bid or by law.

CHANGES

HCS may make changes within the general scope of the services to be performed by giving notice to the bidder and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of the services, equitable adjustment in the price shall be made.

TERMINATION OF CONTRACT

HCS may, by written notice, terminate the contract for bidder's default, in whole or in part, at any time if bidder refuses or fails to comply with the provisions of this bid, maintain a consistently high quality of work or so fails to make progress as to endanger performance, and does not cure such failure after written notice within a reasonable period of time, or fails to perform the services within the time specified or any written extension thereof.



CONTRACTOR'S LIABILITY

General Liability

HCS shall not be liable or responsible for any accident, loss, assault, battery, defamation, false arrest, false imprisonment, invasion of privacy, intentional or negligent infliction of emotional distress, injury (including death), or damages happening or occurring during the term of the performance of the work to persons and/or property, and the Contractor shall fully indemnify and protect HCS from and against the same. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of negligence of the Contractor or his agents, with liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save HCS harmless and indemnify him for every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or any of his subcontractors or anyone directly or indirectly employed by premises while in control of the Contractor or any of his subcontractors or anyone directly or indirectly employed by either of them or arising in any way from the work called for in this bid.

Liens - Contractor agrees to indemnify and hold HCS harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon which the work is located or any property of HCS.

Premiums - Premiums on all insurance policies shall be paid by the Contractor and shall be deemed included in the service agreement unless otherwise specified.

Insurance - The Contractor and any subcontractors shall carry liability insurance, workers compensation insurance, and provide documentation along with bid.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

IRAN DIVESTMENT

Political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void *ab initio* under § 12-12-110. The list is published on the Department of General Services' Public Information Library page.

Non-Boycott of Israel

Tenn. Code Ann. § 12-4-119 prohibits public entities (including counties) from entering into a contract for services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in, and will not be engaged in for the duration of the contract, a boycott of Israel. Any contract entered into on or after July 1, 2022 that fails to comply with the law is void. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

CONFLICT OF INTEREST

Hickman County Government requires that a "Conflict of Interest" form be signed and included in bid documents.

OTHER APPLICABLE LAWS

Any provisions required to be included in a contract of this type by any applicable and valid Federal, State or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present. The enclosed COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007 MUST be signed and returned with the bid.

IDENTIFICATION

The Contractor, Subcontractors and their employees are required to have visible, personal identification and the vendor's company name displayed on their shirts. They will also be required to wear attire appropriate for a school environment, i.e., shirt, pants and shoes. Clothing displaying nudity, obscene symbols or pro-drug slogans are prohibited. The Contractor, Subcontractors and their employees must check in and out at the main office before starting work during normal school hours.

DISCIPLINE

The bidder acknowledges and understands that the job is being performed on public property owned by HCS, which may at various times during the completion of the job be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, and otherwise comply



with applicable law, the bidder agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this contract:

1. The bidder shall immediately remove from the job site, for the duration of the job, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual.
2. The Contractor, Subcontractor and their employees will refrain from using foul, abusive or profane language on school district property. Smoking, firearms/weapons, illegal drugs are prohibited on school district property, including all buildings and grounds.
3. The Bidder shall enforce strict discipline and good order among their employees at all times. Bidder's personnel or designated representatives, with the exception of emergency situations,
4. No radios or amplified music from phones (earbuds are acceptable) are allowed on the job site.

BIDDER'S AFFIDAVIT

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached Affidavit Acknowledgement. Failure to do so may be cause for rejection of the bid.

ASSIGNMENT

Successful bidder shall not sell, sublet or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the Assistant Superintendent of Operations.

CONTACTS

All questions and inquiries relating to and to clarify any part of these bid requirements, terms, conditions or contractual obligations shall be directed to:

HCS Maintenance Department 931-729-3391 ext 2240

ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. HCS is not bound by any oral representations, clarifications or changes made in the written specifications by HCS employees unless such clarification or change is provided to bidders in written addendum form from HCS.

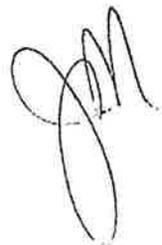


WARRANTY

Supplier will furnish a warranty for products and installation for products and installation of at least one year from final acceptance of the project. Manufacturers standard product warranties for computer hardware and software will apply, if they normally exceed the one year time period.

REFERENCES

Please provide a list of references to include company, address, telephone number and contact person.

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a smaller 'M'.

GENERAL SPECIFICATIONS

SCOPE OF WORK

Hickman County Schools (HCS) desire to enter into a contractual relationship with a qualified licensed vendor for the installation of entry resistant film to identified school entries, BID ITEM 1, and newly remodeled doors and windows, BID ITEM 2.

Bid Item 1 - School Entries

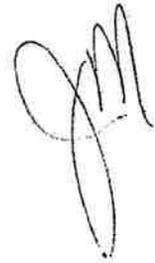
East Hickman Elementary School - 1st vestibule, ~135 sq ft
East Hickman Intermediate School - 1st vestibule, ~125 sq ft
East Hickman Middle School - 1st vestibule, ~80 sq ft
East Hickman High School - 1st vestibule, ~150 sq ft
Centerville Elementary School - 1st vestibule, ~105 sq ft
Centerville Intermediate School - 2nd vestibule, ~50 sq ft
Hickman County Middle School - 1st vestibule, ~50 sq ft
Hickman County High School - 1st vestibule, ~190 sqft

Bid Item 2 - Newly installed doors and windows (pdf prints available from maintenance dept.)

East Hickman County Middle School
Centerville Elementary School
Hickman County Middle School

REQUIREMENTS

For both bid items:
Film must be clear
At least 8 mil in thickness
Reach at least 7 ft above grade level
Estimated amount of time to complete must be provided

A handwritten signature in black ink, appearing to be the initials 'JM' or similar, located in the lower right quadrant of the page.

BID ITEM 1 SUMMARY

SQUARE FOOT PRICE	\$ 10.50
East Hickman Elementary School	\$ 1,412.69
East Hickman Intermediate School	\$ 1,308.31
East Hickman Middle School	\$ 1,106.50
East Hickman High School	\$ 1,565.79
Centerville Elementary School	\$ 1,106.50
Centerville Intermediate School	\$ 1,106.50
Hickman County Middle School	\$ 1,106.50
Hickman County High School	\$ 1,983.35
Estimated time to complete	6 WEEKS

BID ITEM 2 SUMMARY

SQUARE FOOT PRICE	\$ 10.50
East Hickman Middle School	\$ 1,106.50
Centerville Elementary School	\$ 2,352.18
Hickman County Middle School	\$ 2,220.58
Estimated time to complete	4 WEEKS



CONTRACTOR/BIDDER INFORMATION SHEET

Full Name of Bidder: ADT COMMERICAL, LLC.

Legal Identity
(Corporation, Partnership, Individual, etc.) CORPORATION

Address 1501 YAMATO RD.
BOCA RATON, FL. 33431

Telephone 615.743.0179

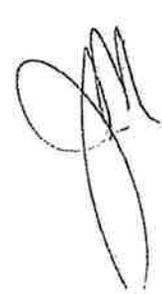
Fax _____

Taxpayer Identification Number 45-4517261

Contact Person L. Wayne Kelley

Phone 615.720.7988

Email LKELLEY@ADT.COM



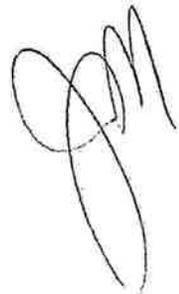
CUSTOMER REFERENCE LISTING

Contractor shall furnish the names, addresses, contract, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently furnishing or has in the past furnished service for.

Company Name Dyersburg City Schools
Address 509 Lake Rd Dyersburg, TN 38024
Contact Sherry Ray
Telephone number 731-286-3600

Company Name Central Christian Academy
Address 801 Harrison Rd Martin, TN 38237
Contact Letitia Smith
Telephone number 731-587-9877

Company Name First Apostolic Church of Maryville
Address 1331 William Blount Dr Maryville, TN 37801
Contact Penny Carpenter
Telephone number 865-982-4678

A handwritten signature in blue ink, appearing to be 'JM', is located in the lower right quadrant of the page.

AFFIDAVIT ACKNOWLEDGEMENT

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

DRUG FREE WORKPLACE REQUIREMENTS

Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

IRAN DIVESTMENT ACT

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void ab initio under § 12-12-110.

On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under penalties of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12- 12-106."

COLLUSION AMONG BIDDERS

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. Bidder is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISRAEL

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

ACKNOWLEDGEMENT

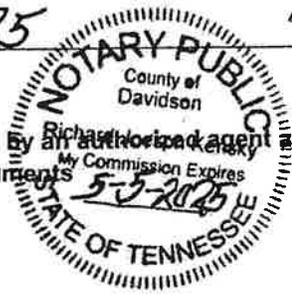
The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT *[Handwritten Signature]*

Subscribed and sworn to before me this 30th day of NOVEMBER, 2023.

Signature of Notary Public *[Handwritten Signature: Richard J. Keable]*

My Commission Expires 5-5-2025



The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents

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: 11/30/23 Name: L. Wayne Kelley

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

Date: 11/30/23 Signature:

CONTRACTOR/BIDDER INFORMATION SHEET

Full Name of Bidder: Dickson Graphics

Legal Identity
(Corporation, Partnership, Individual, etc.) Dickson Graphics, LLC

Address 531 Hwy 46 South
Dickson, TN 37055

Telephone 615-375-1267

Fax _____

Taxpayer Identification Number 82-5358314

Contact Person Cory Martin

Phone 931-994-9200

Email cory.martin@dicksongraphics.com



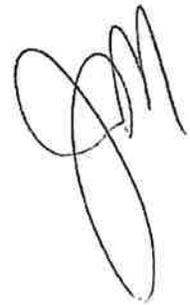
CUSTOMER REFERENCE LISTING

Contractor shall furnish the names, addresses, contract, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently furnishing or has in the past furnished service for.

Company Name St. Patrick School
Address 175 St. Patrick St.
Contact Sister Veronica Marie
Telephone number 615 - 815 - 5336

Company Name Powell Nashville
Address 5 South 9th St. Nashville, TN 37206
Contact Marco Peters
Telephone number 615 - 946 - 9800

Company Name Columbia State Community College
Address 11065 Hampshire Pike
Contact Tim Hallmark
Telephone number 931-540-2712



BID ITEM 1 SUMMARY

SQUARE FOOT PRICE \$ 18

East Hickman Elementary School \$ 2,430

East Hickman Intermediate School \$ 2,250

East Hickman Middle School \$ 1,440

East Hickman High School \$ 2,700

Centerville Elementary School \$ 1,890

Centerville Intermediate School \$ 900

Hickman County Middle School \$ 900

Hickman County High School \$ 3,420

Estimated time to complete 2-5 weeks including the IPA install after film cures.

BID ITEM 2 SUMMARY

SQUARE FOOT PRICE \$ _____

East Hickman Middle School \$ _____

Centerville Elementary School \$ _____

Hickman County Middle School \$ _____

Estimated time to complete _____



Hickman County Government

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(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: 11/30/23 Name: Cory 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.



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

Date: 11/30/23 Signature: Cory Martin

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISRAEL

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

ACKNOWLEDGEMENT

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT *Cory Marks*

Subscribed and sworn to before me this 30th day of November, 2023.

Signature of Notary Public *Bradley Hinson*

My Commission Expires 01-29-2025



The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents

Invitation for Sealed Bids Hickman County Schools

INSTALLATION OF ENTRY RESISTANT WINDOW FILM

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Bid Summary Sheet	9
Contractor/Bidder Information Sheet	10
Customer Reference Listing	11
Affidavit Acknowledgement	12-13
Conflict of Interest Form	14

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED

1. Sealed bids must be mailed or hand delivered to the Hickman County Finance Office at 114 North Central Ave, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope **“Entry Resistant Film Project”** by 10 AM on December 1, 2023 . Sealed bids will be opened shortly after 10 AM on December 1, 2023 at the Hickman County Board of Education located at 115 Murphree Ave, Centerville, TN 37033. For projects that exceed \$25,000, Tennessee State Contractor’s License number should be listed on the outside of the envelope and a copy provided with the bid proposal. Sealed bids must be received by 10:00 AM on December 1, 2023. Hickman County Schools (HCS) will not accept bid responses after 10:00 AM. Proposals submitted by fax or electronic mail will not be accepted.
2. No bidder may withdraw their proposal for a period of sixty (60) days after the date and hour set for the opening of bids.
3. The bidder shall show in each bid item(1 & 2) a square foot price and total for each school. In the event of error or discrepancy in the calculation, the square foot price shall prevail.
4. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form. (See “Specifications” sheet for additional detail.)
5. Affidavit Acknowledgement must be signed and notarized, and returned with the bid.
6. HCS reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder.
7. Direct purchase of certain items of equipment or material by HCS is exempt from Federal Excise Tax and Tennessee Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Tennessee Sales Tax. HCS will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
8. The successful bidder shall execute a written contract with HCS and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the HCS. If the project exceeds \$100,000.00, the successful bidder will furnish a Performance Bond covering the full amount of the contract.

NARRATIVE

PURPOSE

Hickman County Schools (HCS) desire to enter into a contractual relationship with a qualified licensed vendor for the installation of entry resistant film to identified school entries and newly remodeled doors and windows.

INTENT

It is the intent of this bid to set forth the terms, conditions and requirements necessary for a contractual basis and in a competitive manner. It is further intended that the services covered by this bid shall be furnished by the successful bidder subject to all the terms and conditions set forth in this bid. No other terms and conditions shall be binding upon the parties unless hereafter accepted by them in writing. Written acceptance of the performance of all or any portion of the services covered by this bid shall constitute unqualified acceptance of all its terms and conditions and shall serve as the agreement between parties.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Hickman County does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any other unlawful area in the operation of its educational programs and in personnel administration.

CONTRACT

HCS and the successful bidder agree to enter into a contract within ten (10) days after notification of award of bid. The successful bidder agrees to submit and deliver to the HCS all bonds and certificates of insurance which are required by this bid or by law.

CHANGES

HCS may make changes within the general scope of the services to be performed by giving notice to the bidder and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of the services, equitable adjustment in the price shall be made.

TERMINATION OF CONTRACT

HCS may, by written notice, terminate the contract for bidder's default, in whole or in part, at any time if bidder refuses or fails to comply with the provisions of this bid, maintain a consistently high quality of work or so fails to make progress as to endanger performance, and does not cure such failure after written notice within a reasonable period of time, or fails to perform the services within the time specified or any written extension thereof.

CONTRACTOR'S LIABILITY

General Liability

HCS shall not be liable or responsible for any accident, loss, assault, battery, defamation, false arrest, false imprisonment, invasion of privacy, intentional or negligent infliction of emotional distress, injury (including death), or damages happening or occurring during the term of the performance of the work to persons and/or property, and the Contractor shall fully indemnify and protect HCS from and against the same. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of negligence of the Contractor or his agents, with liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save HCS harmless and indemnify him for every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or any of his subcontractors or anyone directly or indirectly employed by premises while in control of the Contractor or any of his subcontractors or anyone directly or indirectly employed by either of them or arising in any way from the work called for in this bid.

Liens - Contractor agrees to indemnify and hold HCS harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon which the work is located or any property of HCS.

Premiums - Premiums on all insurance policies shall be paid by the Contractor and shall be deemed included in the service agreement unless otherwise specified.

Insurance - The Contractor and any subcontractors shall carry liability insurance, workers compensation insurance, and provide documentation along with bid.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

IRAN DIVESTMENT

Political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void *ab initio* under § 12-12-110. The list is published on the Department of General Services' Public Information Library page.

Non-Boycott of Israel

Tenn. Code Ann. § 12-4-119 prohibits public entities (including counties) from entering into a contract for services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in, and will not be engaged in for the duration of the contract, a boycott of Israel. Any contract entered into on or after July 1, 2022 that fails to comply with the law is void. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

CONFLICT OF INTEREST

Hickman County Government requires that a "Conflict of Interest" form be signed and included in bid documents.

OTHER APPLICABLE LAWS

Any provisions required to be included in a contract of this type by any applicable and valid Federal, State or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present. The enclosed COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007 MUST be signed and returned with the bid.

IDENTIFICATION

The Contractor, Subcontractors and their employees are required to have visible, personal identification and the vendor's company name displayed on their shirts. They will also be required to wear attire appropriate for a school environment, i.e., shirt, pants and shoes. Clothing displaying nudity, obscene symbols or pro-drug slogans are prohibited. The Contractor, Subcontractors and their employees must check in and out at the main office before starting work during normal school hours.

DISCIPLINE

The bidder acknowledges and understands that the job is being performed on public property owned by HCS, which may at various times during the completion of the job be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, and otherwise comply

with applicable law, the bidder agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this contract:

1. The bidder shall immediately remove from the job site, for the duration of the job, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual.
2. The Contractor, Subcontractor and their employees will refrain from using foul, abusive or profane language on school district property. Smoking, firearms/weapons, illegal drugs are prohibited on school district property, including all buildings and grounds.
3. The Bidder shall enforce strict discipline and good order among their employees at all times. Bidder's personnel or designated representatives, with the exception of emergency situations.
4. No radios or amplified music from phones (earbuds are acceptable) are allowed on the job site.

BIDDER'S AFFIDAVIT

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached Affidavit Acknowledgement. Failure to do so may be cause for rejection of the bid.

ASSIGNMENT

Successful bidder shall not sell, sublet or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the Assistant Superintendent of Operations.

CONTACTS

All questions and inquiries relating to and to clarify any part of these bid requirements, terms, conditions or contractual obligations shall be directed to:

HCS Maintenance Department 931-729-3391 ext 2240

ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. HCS is not bound by any oral representations, clarifications or changes made in the written specifications by HCS employees unless such clarification or change is provided to bidders in written addendum form from HCS.

WARRANTY

Supplier will furnish a warranty for products and installation for products and installation of at least one year from final acceptance of the project. Manufacturers standard product warranties for computer hardware and software will apply, if they normally exceed the one year time period.

REFERENCES

Please provide a list of references to include company, address, telephone number and contact person.

GENERAL SPECIFICATIONS

SCOPE OF WORK

Hickman County Schools (HCS) desire to enter into a contractual relationship with a qualified licensed vendor for the installation of entry resistant film to identified school entries, BID ITEM 1, and newly remodeled doors and windows, BID ITEM 2.

Bid Item 1 - School Entries

East Hickman Elementary School - 1st vestibule, ~135 sq ft
East Hickman Intermediate School - 1st vestibule, ~125 sq ft
East Hickman Middle School - 1st vestibule, ~80 sq ft
East Hickman High School - 1st vestibule, ~150 sq ft
Centerville Elementary School - 1st vestibule, ~105 sq ft
Centerville Intermediate School - 2nd vestibule, ~50 sq ft
Hickman County Middle School - 1st vestibule, ~50 sq ft
Hickman County High School - 1st vestibule, ~190 sqft

Bid Item 2 - Newly installed doors and windows (pdf prints available from maintenance dept.)

East Hickman County Middle School
Centerville Elementary School
Hickman County Middle School

REQUIREMENTS

For both bid items:
Film must be clear
At least 8 mil in thickness
Reach at least 7 ft above grade level
Estimated amount of time to complete must be provided

	Square Feet	<u>BID ITEM 1 SUMMARY</u>	Est Time (Hours)
SQUARE FOOT PRICE		\$23.50 Per SF	
East Hickman Elementary School	135	\$3,173	3.75
East Hickman Intermediate School	125	\$2,938	3.50
East Hickman Middle School	80	\$1,880	2.25
East Hickman High School	150	\$3,525	4.25
Centerville Elementary School	105	\$2,468	3.00
Centerville Intermediate School	50	\$1,175	1.50
Hickman County Middle School	50	\$1,175	1.50
Hickman County High School	190	\$4,465	5.25
Total Square Feet	885	\$20,798	
Estimated time to complete			*25

	Square Feet	<u>BID ITEM 2 SUMMARY</u>	Est Time (Hours)
SQUARE FOOT PRICE		\$23.50 Per SF	
East Hickman Middle School	778	\$18,356	*20
Centerville Elementary School	2098	\$50,728	*53
Hickman County Middle School	808	\$19,048	*20
Total Square Feet	3684		
Estimated time to complete			

*Total Estimated Hours to be divided between a 3 to 4 man crew. Not to include IPA (Impact Protection Adhesive) Silicone Caulking time, as Film must "cure" for 10 days before applying IPA.

*1 Year Warranty on Labor & Installation. Manufacturer Warranty on all Parts, & Materials

Not to include any film removal. To include 3M IPA Silicone Caulking.

Film to be applied to interior side of glass during Regular Business hours Mon - Fri 8am to 3pm

CONTRACTOR/BIDDER INFORMATION SHEET

Full Name of Bidder: Budget Holdings Inc, dba Solar Art

Legal Identity
(Corporation, Partnership, Individual, etc.) S-Corp

Address 23042 Mill Creek Dr
Laguna Hills CA 92653

Telephone 949-825-7940

Fax _____

Taxpayer Identification Number 36-4915817

Contact Person Faith Andrews

Phone 615-329-2500

Email Faith Andrews

CUSTOMER REFERENCE LISTING

Contractor shall furnish the names, addresses, contract, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently furnishing or has in the past furnished service for.

Company Name Rudolph and Sletten
Address 120 Constitution Dr, Menlo Park CA 94025
Contact Baily Brooks
Telephone number 916-788-7007

Company Name Herzog Glass
Address 4344 S 104th Pl, Seattle, WA 98178
Contact Dan Walters
Telephone number 206-851-6745

Company Name Signals Defense LLC
Address 3 Easter Ct, Suite L, Owings Mills, MD 21117
Contact Eric Kuczynski
Telephone number 443-220-4906

AFFIDAVIT ACKNOWLEDGEMENT

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

DRUG FREE WORKPLACE REQUIREMENTS

Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

IRAN DIVESTMENT ACT

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void ab initio under § 12-12-110.

On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under penalties of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12- 12-106."

COLLUSION AMONG BIDDERS

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. Bidder is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISRAEL

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

DAVIS BACON

Federal funds are being used for this project, therefore Davis Bacon requirements apply. Davis-Bacon Act By submitting a signed proposal, vendors certify their compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In addition, vendors certify their compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

ACKNOWLEDGEMENT

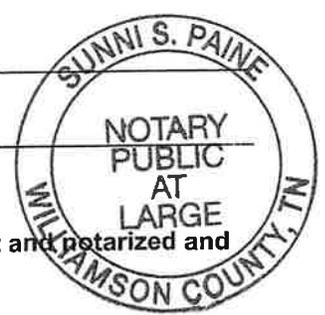
The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT *[Handwritten Signature]*

Subscribed and sworn to before me this 1 day of December, 2023.

Signature of Notary Public *[Handwritten Signature: Sunni S. Paine]*

My Commission Expires 01/20/2025



The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents

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: 11/30/23 Name: Juan Biehl

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

Date: 11/30/23 Signature: 

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Budget Holdings, Inc		
	2 Business name/disregarded entity name, if different from above Solar Art, Solar Insulation		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 23042 Mill Creek Drive		Requester's name and address (optional)
6 City, state, and ZIP code Laguna Hills, CA 92653			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
3 6 - 4 9 1 5 8 1 7	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 3/14/23
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Window Film Bid Recommendation

1 message

Derek Newsom <derek.newsom@hickmank12.org>

Mon, Dec 4, 2023 at 11:49 AM

To: Ronald Gammons <ronald.gammons@hickmank12.org>

Cc: Mike Elkins <mike.elkins@hickmank12.org>, John Mullins <john.mullins@hickmank12.org>

Good morning

I have reviewed the bids from Friday. I have also talked with Centerville Police Chief Irwin, Tennessee Highway Patrolman McCauley, and our district Homeland Security Officer Bryant. They all recommend 3M for the entry resistant film for Hickman County Schools.

I would recommend the following:

The lowest 3M bid received was from National Glazing Solutions.

	Bid Item 1		Bid Item 2	
	\$14.75		\$14.50	
	Sq ft		Sq ft	
EES	135	\$1,990.00		
EIS	125	\$1,800.00		
EHMS	80	\$1,180.00	1100	\$15,950.00
EHHS	150	\$2,200.00		
CES	105	\$1,500.00	2033	\$29,400.00
CIS	50	\$730.00		
HCMS	50	\$730.00	1200	\$17,400.00
HCHS	190	\$2,800.00		
		\$12,930.00		\$62,750.00

The above amounts are based on estimates of measurements and actual measurements could differ. To account for any differences in measurements I would recommend having a not to exceed amount of \$15,000 on bid item 1 and \$75,000 on bid item 2.

--

Derek Newsom
Hickman County Schools
ESSER Grants Manager
931-729-3391 ext. 2525

Hickman County Board of Education

Budget Amendment No. 19

Federal Programs (Fund 142)

December 4, 2023

Account	Description	Debit	Credit	Justification	
47131 - - 801	Revenue	7,254.24		To bring CTE Perkins into agreement with ePlan with additional Funding	
71300 - 163 - 801	Educational Assistants	26.00			
71300 - 201 - 801	Social Security	94.00			
71300 - 204 - 801	State Retirement	607.00			
71300 - 207 - 801	Medical Insurance		5,276.70		
71300 - 499 - 801	Other Supplies		209.24		
72130 - 355 C - 801	Travel (CTSO)		1,000.00		
72130 - 524 PD - 801	InService/Staff Dev		1,000.00		
72230 - 162 - 801	Clerical Personnel	3.00			
72230 - 201 - 801	Social Security	4.00			
72230 - 204 - 801	State Retirement	84.00			
72230 - 207 - 801	Medical Insurance		586.30		
	TOTALS	\$ 8,072.24	\$ 8,072.24		

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education

Budget Amendment 20

General Purpose (Fund 141)

December 4, 2023

Account	Description	Debit	Credit	Justification
73300 - 499 - 73300 - 499 - FRC 73300 - 499 - FRE		5,000.00	2,500.00 2,500.00	To record Family Resource Expenditures by location
	TOTALS	\$ 5,000.00	\$ 5,000.00	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education
Budget Amendment 21
General Purpose (Fund 141)
December 4, 2023

Account	Description	Debit	Credit	Justification
46980 - - 72210 - 701 - 72210 - 790 -	Other State Grants Administration Equip Other Equipment	\$ 124,846.74	\$ 54,846.74 70,000.00	Public School Security Grant Funds
	TOTALS	\$ 124,846.74	\$ 124,846.74	

Approved:

Attest:

Ronald Gammons

John Mullins

**CONTRACT TO AUDIT ACCOUNTS
OF
Hickman County Schools - Internal School Funds**

FROM July 01, 2023 TO June 30, 2024

This agreement made this 3rd day of October 2023, by and between Blankenship CPA Group, PLLC, 2672 N. Mount Juliet Road, Mt. Juliet, TN 37122, hereinafter referred to as the "auditor" and Hickman County Schools - Internal School Funds, of 115 Murphree Avenue, Centerville, TN 37033, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2023, and ending June 30, 2024 with the exceptions listed below:
2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.
3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:
 - a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
 - b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.
4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Tennessee Code Annotated § 9-3-407, and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.
5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **25** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed no later than **December 31, 2024**, or **six (6) months following the period to be audited, whichever is earlier, without explanation to the Comptroller of the Treasury, State of Tennessee, and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30 following the fiscal year being audited.)** Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:
6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.
7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in Tennessee Code Annotated § 39-16-402, involving

public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8 relate exclusively to contracts to audit components of a group under AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g., a fund, component unit, or other component) **of a county government that is audited by the Division of Local Government Audit (LGA)**. Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 10 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e., group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 10-14 of this contract are also applicable to the component auditor during the performance of the component audit.

9. **Municipal Chart of Accounts Crosswalk.** The provisions of Section 9 relate exclusively to contracts to audit of a municipality, municipality's fund(s), and municipality's school board of education. The auditor shall convert respective municipal audited financial data into a condensed chart of accounts by use of a Microsoft Excel crosswalk tool prescribed by the Comptroller of the Treasury, State of Tennessee, or if a respective municipality, municipality's fund(s), or municipality's school board of education chooses to convert their own audited financial data by use of the crosswalk, the auditor shall verify the accuracy of their conversion. The completed condensed chart of accounts crosswalk in Microsoft Excel format shall be filed with the Comptroller of the Treasury, State of Tennessee, by the auditor when the audited financial report is submitted.

10. (Special Provisions)

11. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor the fee(s) listed below. (Fees may be fixed amounts or estimated.)

Fixed Contract Fee:

Audit \$35,000.00

Municipal Chart of Accounts Crosswalk \$0.00

Total Fixed Contract Fee \$35,000.00

or

Estimated Contract Fee:

Audit

Municipal Chart of Accounts Crosswalk

Total Estimated Contract Fee

(If not a fixed amount, an estimated contract fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

12. As the authorized representative of the firm, I do hereby affirm that:
- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
 - our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
 - all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
 - all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

13. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 10 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

14. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

Audit firm

Governmental Unit or Organization

By

By

Signature

Signature

Title/Position:

Title/Position:

E-mail address

E-mail address

Date:

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:



Misty Shelton
Pre-K Supervisor
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: December 2023

1st reading:

1.407- School District Records- Line 9 of page 1 remove name and replace with the student data base administrator and on page 3 line 2 remove name and replace with Student Data Base Administor

6.402 Physical Examinations- remove the following sentence **This applies to kindergarten, first grade and other students for whom there is no health record;** from lines 3-4 to lessen confusion on who should have a complete physical exam.

2nd reading:

4.202 Special Education- updated to the current language listed in rules and regulations (changes highlighted on the policy)

6.319 Alternative Education- remove Grade 6 Zero Tolerance only from line 4 of page 1

4.401 Textbooks- proposed changes in red

1.105 School Board Legislative Involvement TSBA has updated their model policy to reflect a change in the title of the individual charged with keeping the Board informed of legislative changes. The title was previously "legislative representative". For clarity, TSBA has revised this to "legislative liaison" (changes highlighted on the policy)

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2.400 Revenues-Based on updated guidance from the Comptroller's office, TSBA has added a provision on collection of funds through online payment. Boards are not required to utilize this method of collecting funds. If the board chooses to do so, however, the Comptroller recommends including specific provisions in board policy. Because utilizing this method is at the Board's discretion, TSBA has created two versions of this policy. One version permits this, while the other prohibits it. (both policies attached and changes are highlighted on the policy)

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4.603 Promotion and Retention-A recent change to state law created another pathway for third grade students to be promoted to fourth grade. If a student scores within the fiftieth percentile on the most recently administered state-provided benchmark assessment, the student may be promoted to fourth grade so long as

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they also receive tutoring services for that year. This statutory change also requires the State Board of Education to develop rules on an appeals process. TSBA is waiting for further information on this aspect and may update the policy further pending State Board action. (addition highlighted on the policy)

1.404 Appeals to and Appearances Before the Board- recommendation from TSBA to add the following language to policy to align with the law- Add- **There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings.** Remove at the end of line 7-Comments shall be limited to topics listed on the agenda.

Up for Review:

1.503 News Releases, News Conferences and Interviews

1.600 Policy Development and Adoption

1.601 Administrative Procedures

1.603 Administrative Reports

1.700 School District Goals

1.703 School Attendance Areas

1.800 School Calendar

1.801 School Day

1.8011 Emergency Closings

1.802 Section 504 and ADA grievance procedures

Thank you for your careful consideration of these policies.

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Hickman County Board of Education			
	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 11/06/23
		Rescinds: 1.407	Issued: 11/01/21

The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.^{1,2,3,4}

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.⁵

All requests to inspect or receive copies of records shall be submitted to **the student data base administrator**, the district's public records request coordinator and records custodian.⁶

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION²

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, in writing, by telephone, fax, or electronic mail (email). The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES²

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, money order or cashier's check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

RECORDS RETENTION

The director of schools and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines:^{2,4}

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;^{8,9}
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;^{10,11}
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;^{10, 11, 12}

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;^{9,11} and
5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.¹³

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

Student Data Base Administrator
Office of Information and Services
931-729-3391 Ext 2225

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Public Inspection Records of the District, except those specifically exempted by statute, are open to public inspection at the office of the superintendent of schools and other offices where records are stored throughout the District.

Examine/Obtain Copies:

Requests to inspect or receive copies of records shall be submitted to the student data base administrator, the district's public records request coordinator. Citizens requesting to inspect public records shall submit a records request form, along with a government issued photo identification card with the citizen's address. The records request form can be submitted in person or through email.

A fee of \$0.15 per page will be assessed to copy records and an invoice will be provided to the citizen detailing the charges.

Records Request Form

Hickman County Board of Education

Descriptor Term:

Physical Examinations and Immunizations

Descriptor Code:
6.402

Issued Date:
08/07/23

Rescinds:
6.402

Issued:
06/05/23

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering school for the first time ~~This applies to kindergarten, first grade and other~~
4 ~~students for whom there is no health record;~~ and
5
6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.

8 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
9 on file in the principal's office.

10
11 Screening tests as recommended by the Tennessee Department of Education and the Department of
12 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that
13 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse
14 their student from participating in health screenings that are part of a coordinated school health
15 program by submitting a request in writing to the school nurse, instructor, school counselor, or
16 principal.³

17
18 In general, the school district will not conduct physical examinations of a student without parental
19 consent to do so or by court order, unless the health or safety of the student or others is in question.³

20 IMMUNIZATIONS

21 No students entering school, including those entering kindergarten or first grade, those from out-of-
22 state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of
23 immunization, as determined by the Commissioner of Public Health. It is the responsibility of the
24 parents or guardians to have their children immunized and to provide such proof to the principal of the
25 school which the student is to attend.⁴

26
27 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
28 written statement that such measures conflict with the one of the following:

- 29
30 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
31 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
32 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
him/her from the immunization.⁶

- 1 Proof of exceptions will be in writing and filed in the same manner as other immunization records.
2 The Director of Schools shall ensure that appropriate immunization records are maintained for each
3 student.
- 4 A list of transfer students shall be kept at each school throughout the school year in order that their
5 records can be monitored by the Department of Health and Environment.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400



Misty Shelton
Pre-K Supervisor
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: December 2023

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Hickman County Board of Education

Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 05/02/22
	Rescinds: 4.202	Issued: 02/03/20

1 The Board shall provide access to a free appropriate public education to all students with disabilities
2 ages 3- 21, inclusive, residing within the jurisdiction of the school system. The plan for
3 implementation of appropriate instruction and special education services shall be in accordance with
4 the current Rules, Regulations, and Minimum Standards of the State Board of Education,¹ and state²
5 and federal³ law.

6 The Board shall develop and periodically update a local plan for providing special education services
7 for students with disabilities. Specifically, the Board assures that:

- 8 1. All students with disabilities living within the school system have available to them a free,
9 appropriate public education which emphasizes special education and related services to meet
10 their unique needs; and
- 11 2. The rights of students with disabilities and their parents are protected.
12

The plan shall aim toward meeting the following objectives:

- 14 1. To carry out a comprehensive screening and assessment plan emphasizing the early
15 identification and evaluation of students with disabilities.
- 16 2. To use the Individual Educational Program (IEP-Team) for reviewing assessment, formulating
17 programming, and determining placement for every student with a disability, including review
18 of proposed suspensions when appropriate, in accordance with the State Board of Education
19 Rules, Regulations, and Minimum Standards;
- 20 3. To ensure that placements are made which educate students with disabilities with non-students
21 with disabilities to the maximum extent appropriate in the schools these children would
22 normally attend if they did not have a disability and with age-appropriate peers;
- 23 4. To provide each student with a disability with an individual educational program (IEP)
24 specifically designed to meet his unique needs;
- 25 5. To provide continuing evaluation of each student with a disability's progress, including at least
26 annual review of his IEP and complete re-evaluation at least every three (3) years;
- 27 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
28
- 29 7. To involve parents of students with disabilities in a meaningful dialogue with school personnel
30 which will begin with initial referral and continue throughout the student's educational career.
31
32
33
34

Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101 *et seq.*
3. 20 USCA §§ 1400-1485; 29 USCA § 794; 34 CFR § 300.504

Cross References

Compulsory Attendance Ages 6.201
Alternative Education 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Hickman County Board of Education

Special Education

The Hickman County Board of Education recognizes and supports the need to provide special education services within the school district and offers programs across the county.

Students with disabilities must be taught in the framework of the general education curriculum. General education, vocational education and special education staff shall strive to coordinate their services as designated in each student's Individualized Education Plan (IEP), in order to meet the needs of each student who is eligible for special education supports and services.

The policy of the Hickman County School District is to ensure that students with disabilities are provided a free appropriate public education (FAPE). The state's BEP formula will be used to determine class size for all classrooms. Monitoring class size will occur periodically to ensure compliance with our district's policy and state guidelines.

To ensure the provisions of a free appropriate public education (FAPE) according to state law and the Individuals with Disabilities Education Act (IDEA) are being met, our district proposes the following:

- Education placement decisions for all students, including students with disabilities, shall be made based on the instructional needs of the students;
- Staff development and training shall be made available for general education and special education teachers (models, strategies, and interventions) for teachers working in an inclusive classroom.
- Interactive planning sessions shall be facilitated with special education and general education teachers regarding each student's IEP;
- General education teachers shall receive information on modifications and accommodations included in their students IEPs;
- All students in the general education classroom shall have access to instructional materials used in the class with alternative or supplemental materials provided as needed;
- Resources, supports, supplemental aid and materials shall be provided to help students progress in the general curriculum and be successful in the general education classroom (e.g., assistive technology devices and services, paraprofessional support, adaptations in the classrooms, etc.);

The Hickman County School System adopts the state and federal regulations in order to implement the provision of special education and related services. This is to ensure compliance with state and federal regulations in providing special education supports and services.

Hickman County Board of Education			
	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/07/23
		Rescinds: 6.319	Issued: 08/02/21

1 *General*¹

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

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

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
 11 Board of Education and instruction shall proceed as nearly as practicable in accordance with the
 12 instructional programs at the student’s home school.²

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

18 Annually, the director of schools/designee shall submit the following information to the Department of
 19 Education:

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

24 **ASSIGNMENT**³

25 The Director of Schools/designee is not required to assign a student to the alternative school or
 26 program if the student committed one of the following:

- 27 1. A zero tolerance offense;⁴ or

1 2. An offense of violence or threatened violence, or an offense that threatened the safety of
2 other students at the school if the location of the alternative school or program is on the
3 same grounds as the school from which the student was disciplined or assigning the student
4 to that location would endanger the safety of the students or staff.⁵

5 Prior to the assignment of the student to an alternative school program, the director of schools/designee
6 shall provide written notice to the student's parent/guardian stating the reason for the student's
7 placement.⁶

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

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

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

18 **REMOVAL**⁸

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

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

23 **ADDITIONAL OFFENSES**⁹

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

27 **TRANSITION PLANS**¹⁰

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

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Virtual Education Program 4.212
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Hickman County Board of Education

Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date: 06/05/22
	Rescinds: 4.401	Issued: 11/01/21

1 SELECTION ¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board. Use of textbooks and
5 instructional materials not on the list approved by the State Textbook Commission is permissible if the
6 Board submits a waiver to the State Board of Education and such waiver is approved. The director of
7 schools shall establish a procedure for providing citizens of the community with an opportunity to
8 examine proposed textbooks prior to their final adoption,² including public notice of time and location
9 at which textbooks may be examined. Once the proposed textbooks have been approved by the Board,
10 the director of schools shall post the list of all approved textbooks and instructional materials adopted
11 for use across the school system on the school system's website and send a copy of the list to the
12 commissioner of education.¹

13 When proposing procurement of new textbooks, the director of schools shall provide the Board with a
14 signed document from the textbook publisher(s) stating they have confirmed the subject textbook(s)
15 comply with TCA 49-6-1019 (also known as "Prohibited Concepts in Instruction")⁵. If a signed
16 statement from the publisher is unavailable, a thorough review of the textbook(s) shall be performed by
17 a qualified person familiar with the subject law and provide a signed statement.

18 COMPLAINTS & RECONSIDERATION

19 The director of schools shall develop forms and procedures to enable citizens to file complaints regarding
20 the selection or content of approved textbooks. Following the conclusion of this administrative process,
21 a complainant may appeal an outcome to the Board.

22 DISTRIBUTION

23 The director of schools shall designate an employee to be responsible for the purchase and distribution
24 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
25 required textbooks at no cost to the student.

26 CERTIFICATION⁶

27 Annually, before the director of schools and the chair of the Board certifies compliance of textbooks to
28 the commissioner (due by October 15 of each year), each principal shall provide a signed document
29 stating they have confirmed each student in their school has the correct textbook for each class and that
30 teachers are utilizing the textbook as part of their teaching process.

CARE OF TEXTBOOKS³

1 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion
 2 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they
 3 shall be responsible for the textbooks received and used by their children.

4 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
 5 books:

6	Age of Book	Amount Collected
7	1 - 2 years	100% of replacement cost
8	3 - 4 years	75% of replacement cost
9	5 or more years	50% of replacement cost

10 CARE OF DEVICES

11 Electronic devices used for instruction are property of the Board and shall be returned at the end of the
 12 year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement
 13 stating they will be responsible for the electronic devices received and used by their students. The signed
 14 agreement will include a reimbursement schedule for damages to electronic devices up to 100%
 15 replacement cost.

16 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
 17 the book is damaged to the extent it is no longer useable, the amount collected shall conform to the
 18 reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent
 19 damages, loses or defaces the textbook either through willful intent or neglect.⁴

20 Following an interview with parties and an investigation, if needed, the principal may assess the
 21 appropriate fine and notify the parents in writing.

22 The principal may include with the notice a provision stating that failure to pay the fine imposed
 23 within a reasonable time may result in the imposition of one of the following sanctions:³

- 24 1. Refusal to issue any additional textbooks until restitution is made;
- 25 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
 26 is made;
- 27 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the
 28 course for which the textbook is prescribed until restitution is made; or
- 29 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter
 30 grade or ten (10) percentage points until restitution is made.

31 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
 32 uncontrollable circumstances and not responsible for the damages.

33 INSPECTION²

- 1 A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the director of schools. Textbooks shall be available for inspection by parents/guardians
- 3 upon request, and the director of schools shall develop procedures for the inspection of materials and
- 4 distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)
4. TCA 49-3-310(1)(C)
5. TCA 49-6-1019
6. TCA 49-3-310(1)(A)

Cross References

- Surplus Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Hickman County Board of Education

	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 09/19/23
		Rescinds: 1.105	Issued: 08/01/22

- 1 The Board will work for the passage of new laws designed to advance the cause of improving
2 education and for the repeal or modification of existing laws and the defeat of proposed laws that
3 impede this cause. To accomplish this:
- 4 1. The Board shall stay informed of pending legislation and actively communicate its concerns
5 and make its position known to the elected representatives at both the state and national level;
6
 - 7 2. The Board shall work with other school boards in the state, local citizen groups, and other local
8 officials in acquainting them with the board's legislative priorities and seek their support;
9
 - 10 3. The Board shall annually select one (1) of its members to serve as its legislative liaison to the
11 Tennessee Legislative Network (TLN). The representative shall be a level one or greater board
12 member and have been a delegate to the TSBA convention.
13
 - 14 4. The Board shall work with its TLN representative, with TSBA, and other concerned groups in
15 developing an annual legislative program; and
 - 17 5. The Board shall include in its budget appropriate resources, including travel expense, necessary
18 for its TLN representative and other board members to accomplish its desired legislative goals.

Cross References

Board Member Development Opportunities 1.204

Hickman County Board of Education

Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 12/07/21
	Rescinds: 1.701	Issued: 08/05/19

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. This will be incorporated
4 into the TISA accountability report that must be approved by the Board and filed with the Department
5 of Education each November 1st.² The plan shall be updated every two (2) years and shall align with
6 requirements of the State Board of Education.¹

7 The Director of Schools shall develop necessary procedures, forms, or other measures to implement
8 this policy.

9 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

10 The Board shall develop annual plans with specific goals for improving student performance and that
11 operationalize the district's five (5) year strategic plan.

12 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
13 of the retreat shall be to:

- 14 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 15 2. Determine which goals have been achieved and whether any new efforts are needed;
- 16 3. Review major issues that may affect the school system in the future; and
- 17 4. Create an annual plan for district improvement.

21 **SCHOOL IMPROVEMENT PLAN¹**

22 The principal of each school shall work with the Director of Schools to develop and implement a
23 school improvement plan that is student focused and in support of the board improvement plan. The
24 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

1. State Board of Education Policy 2.101; TCA 49-1-613
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications and Duties of the Director of Schools 5.802

Hickman County Board of Education

Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/07/22
	Rescinds: 2.400	Issued: 10/07/19

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with
4 the school, including contracts with other schools for interschool events. To be included in this
5 accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees,
6 concessions and all fundraising activities. Each principal shall determine the reconciliation method to
7 be used for all events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax
9 based on the purchase price to the vendor providing the service or item. Resale items not intended to
10 generate a profit shall be determined by the principal.

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they
13 were collected. The school shall not require any student to pay a fee to the school for any purpose,
14 except as authorized by the Board. No fees shall be required of any student as a condition to attend the
15 school or use its equipment.² School fees shall be waived for students who receive free or reduced-
16 price lunches.³ No student will be penalized for non-payment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁴

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁵ including textbooks, library books, equipment and buildings. All money collected
23 as fines shall be placed in the systemwide school fund.

24 **TUITION INCOME**

25 Tuition collected from non-resident students shall be placed in the systemwide school fund.

1 RENTAL INCOME

2 The principal will collect and remit to the central office all money received for use of a particular
3 school facility or other school property.

4 GRANTS

5 Grants for educational purposes made available by the state and/or federal government may be sought
6 by the school system but only when the conditions of their availability are in harmony with the
7 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
8 receive grants, but funds must be recorded in a separate restricted fund account.⁴

9 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

10 Approved district staff may utilize Linqconnect.com for electronic transactions. The Director of
11 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
12 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
13 includes the following:

- 14 1. Adequate supporting documentation for the electronic collection method including a plan to
15 provide a total daily receipt summary;
- 16 2. Methods of providing receipts to payers;
- 17 3. Information on maintaining and inspecting any voided receipts; and
- 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
19 who will be assigned to complete this task.

20 Processing fees for these transactions shall be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with
22 the Tennessee Internal School Funds Manual.

Legal References

1. TCA 49-2-110(a)
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-40;4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Hickman County Board of Education

Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 02/07/22
	Rescinds: 2.601	Issued: 10/07/19

1 *Individual Schools*

2 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or
3 services, soliciting funds or information, or securing participation in non-school related activities and
4 functions. At the same time, schools shall inform and assist students in learning about programs,
5 activities or information which may be of help or service to them. To attempt a fair balance, the
6 following general guidelines will apply:¹

- 7 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
8 supplementing funds for established school programs and not for supplanting funds which are
9 the responsibility of the public.
- 10
11 2. Fundraising companies and other salespersons shall obtain permission in writing from the
12 director of schools' office to visit the schools.
- 13
14 3. Any commission payable by companies will be paid in the form of reduced prices to the
15 students, or paid into the activity fund of the school for use by the school. No school employee
16 shall personally benefit from any fundraising activity.
- 17
18 4. The principal must obtain written approval from the director of schools or designee for all
19 fundraising activities that involve the participation of the general student population in the
20 marketing process of the fundraising effort. All other fundraising activities must have written
21 approval from the principal and comply with all administrative procedures issued by the
22 director of schools. The authorization request shall contain the following information:²
23
 - 24 a. A list of the proposed fundraising activities;
 - 25 b. Purpose of the fundraising activity;
 - 26 c. Proposed uses of funds raised;
 - 27 d. Expected student involvement in fundraising activity (school-wide or individual class or
28 club); and
 - 29 e. Margin of profit and how it is to be paid to the school.
- 30
31 5. The director of schools shall determine whether or not the activity will benefit the school,
32 contribute to the welfare of the student body and supplement, not replace, funds necessary to
33 fulfill the board's required contributions.
- 34
35 6. The director of schools will inform the Board of any approved fundraising activity.
36 Authorization requests and the director's letter of approval shall be provided to the Board
before the fundraising activity is implemented.

- 1 7. Students will not be excused from a regular class to participate in a fundraising activity. No
2 grade in a subject or course will be affected by a student's participation in a fundraising
3 activity.
4
- 5 8. No quotas will be imposed on students involved and their efforts will be voluntary. Students
6 who do not participate in fundraising activities will not be punished or discriminated against in
7 any way.
8
- 9 9. Principals shall submit an annual report on fundraising activity to the director of schools and to
10 the Board which will indicate the gross amount of funds raised and the net profit realized.

11 This policy shall not be construed as preventing a teacher from using instructional or informational
12 materials even though the materials might include reference to a brand, product or a service.

13 **LOTTERIES**

14 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
15 among purchasers of chances by means of tickets or otherwise through a random drawing or other
16 random selection process.³

17 **ONLINE FUNDRAISING**

18 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
19 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*
20 *Manual*. The principal/designee of each school shall have access to the established fundraising account
21 to ensure all funds are properly accounted for, and the information is recorded in the school's
22 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for
23 the benefit of an outside party.

24 Employees shall not engage in online fundraising in their official capacity as district employees nor
25 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
26 to believe such activity is an approved school fundraiser.

27 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

28 On approval of the principal, an employee may be authorized to raise and use funds for the following
29 noneducational purposes:

- 30 1. Bereavement support;
31
32 2. Award recognition;
33
34 3. Employee morale;
35
36 4. Banquets; or
37
38 5. Other situations at the principal's discretion.

- 1 These funds shall be derived from vending machine revenue, donations, or charitable organizations.
- 2 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
- 3 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
- 4 procedures are consistent with board policy and state law and disseminate them to all employees.

5 **RECORDKEEPING¹**

- 6 The Director of Schools/designee shall ensure that the appropriate records are maintained for each
- 7 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents
- 8 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710

Fundraising Activities

Fundraisers serve the purpose of supplementing programs and not supplanting what is required of the Board of Education. Fundraising activities must be requested and approved by the Principal and the Director of Schools. Fundraiser requests must be approved and submitted in the packet for the Board of Education prior to the monthly board meeting. Fundraisers must be approved and submitted to the board of education prior to commencing in the fundraising activity.

In May of each year, principals shall submit an account of fundraising for the school for the year to the Director of Schools.

NEW!

Hickman County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through
3 procedures developed and maintained in the district office for the purchase of appropriate goods and
4 services for district or school related purposes only.¹ The debit and credit cards will be kept in a secure
5 location, and account numbers will remain confidential. Principals shall be the only employees
6 authorized to apply for a credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
8 approved by the Director of Schools or the Director of Finance will be reimbursed to the district within
9 ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit card use shall be limited to small incidental purchases and may not be used for normal operating
12 expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of
17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of
18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line
20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
24 be turned in;
- 25 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
26 that is purchased;
- 27
- 28

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4. All purchases shall be district or school related purchases;
5. If there is any incurred finance or late charges, the responsibility will belong to the person or program associated with said charges; and
6. Under no circumstances will the debit card, credit card, or credit line be used to make personal purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808

Hickman County Board of Education

Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 11/07/22
	Rescinds: 4.603	Issued: 07/11/22

1 **PROMOTION**¹

2 The director of schools/designee shall promote students to the next grade level based on the successful
3 completion of required academic work and on the satisfactory progress in each of the relevant
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the
6 subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion may be considered for
11 retention. Schools shall identify these students by February 1st. Factors used to identify students for
12 retention shall include:¹

- 14 1. The student's ability to perform at the current grade level;
- 15 2. The results of local assessments, if applicable;
- 16 3. State assessments, as applicable;
- 17 4. Home Literacy Reports;³
- 18 5. The overall academic achievement of the student;
- 19 6. The student's chance for success with more difficult material if promoted to the next grade;
- 20 7. Attendance; and
- 21 8. Social and emotional maturity.

22
23
24
25
26
27
28 Students may be identified for retention after the February 1st deadline if the delay in identifying a
29 student is due to:⁴

- 30 1. Date of enrollment;
- 31

- 1 2. Additional information acquired after results of local assessment, screening, or monitoring are
2 released; or
- 3
- 4 3. Decisions made by a student's IEP team or extenuating medical or psychological information
5 on a case by case basis.

6 **PROMOTION PLANS**⁵

7 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
8 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
9 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
10 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
11 counselor, or other appropriate school personnel.

12 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
13 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
14 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
15 will include additional requirements for promoting students in these grades. A copy of the plan will be
16 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
17 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
18 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
19 promotion plan.

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁶

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁷

30 **RETENTION**⁶

31 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
32 team, such retention is in the best interest of the student or when retention is required per additional
33 requirements for students in third and fourth grade. However, a student shall not be retained more than
34 once in any grade.

35 *Decision of Retention*⁸

36 If a student is retained, the director of schools/designee shall develop an individualized academic
37 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
38 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.
This plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring outside of school hours;
- 6
- 7 4. Modification to the student's classroom assignment to ensure the student receives
- 8 instruction from a highly effective teacher; or
- 9
- 10 5. Attendance or truancy interventions.

11 The director of schools shall develop procedures to ensure proper monitoring of students who are
12 retained and appropriate recordkeeping.

13 For the purpose of determining the effectiveness of retention toward improving student achievement,
14 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
15 least three (3) times during the school year in which the student is retained.

16 *Decision of Retention – Third Grade⁹*

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of “Met” or “Exceeded”) in English language arts
19 (ELA) based on the student's most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student's most recent TCAP test may be promoted if:
 - 23 a. The student is an English language learner and has received less than two (2) full years
24 of ELA instruction;
 - 25 b. The student was previously retained in grades K-3;
 - 26 c. The student is retested before the next school year and scores proficient in ELA;
 - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a
28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
29 test at the end of the camp; or
 - 30 e. The student receives tutoring for the entirety of the next school year in accordance with
31 state law.
 - 32 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
33 ELA standards by scoring within the fiftieth percentile on the most recently
34 administered state-provided benchmark assessment and the district provides tutoring
35 services to the student during the entire fourth grade school year and notifies the

1 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
2 programming.

3 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
4 the student's most recent TCAP test may be promoted if:

- 5 a. The student is an English language learner and has received less than two (2) full years
6 of ELA instruction;
- 7 b. The student was previously retained in grades K-3;
- 8 c. The student is retested before the next school year and scores proficient in ELA; or
- 9 d. The student attends a learning loss bridge camp before the next school year, maintains a
10 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
11 school year in accordance with state law.

12 *Decision of Retention – Fourth Grade*⁹

13 Students in the following categories shall show adequate growth in the following ways before being
14 promoted to the fifth grade:

- 15 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
16 next school year in accordance with state law or because of attending a learning loss bridge
17 camp must maintain a ninety percent (90%) attendance rate; and
- 18
- 19 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
20 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
21 student may be promoted to fifth grade.

22 A student shall not be retained more than once in fourth grade.

23 *Decision of Retention – Students with Disabilities*¹⁰

24 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
25 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
26 TCAP was due to the student's disability. The school district shall not retain a student with a disability
27 or a suspected disability that impacts their ability to read.

28 **APPEALS**^{7,11}

29 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
30 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
31 made to the assistant principal or principal of the school within (5) business days. The student and
32 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall
33 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing

- 1 within (5) business days to determine if the student will be promoted and issue such decision within (5)
2 business days. Upon notification of the committee decision, the principal shall send written notification
3 to the Director of Schools/designee and the parent(s)/guardian(s).
- 4 For students where retention is required per the additional requirements for students in third and fourth
5 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
6 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Promotion and Retention

1. Parents and students are to be made aware of the retention policy at the beginning of the school year.
2. Close contact should be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. Parents should be contacted by February to be made aware of the risk for retention.
4. Within the last nine weeks, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, principals will review and approve the decision regarding retention.
5. No later than two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. This conference should be positive oriented, permitting parent reaction. Letters are to be sent through and signed by the principal.
6. Copies of retention letters should be maintained in the student's permanent record. Teachers should be aware that parents may appeal a retention. The proper chain of command starts with the principal, then the supervisor, next the director of schools, and last the board of education.
7. An appropriate instructional program should be developed for students who are retained. Alternate staff, materials, and instructional strategies should be used when possible and warranted.
8. At the end of each year, the principal will submit to the director a list of students who have been retained, grade level, and reasons for retention. Progress of these students will be monitored by the instructional staff for at least 3 yrs.
9. The following retention criteria should be considered:
 - a. More than two F's (final grade) in the major subjects.
 - b. Excessive absenteeism
 - c. Previous retentions
 - d. Age and maturity
 - e. Socialization
 - f. Psychological effect of retention on student
 - g. Teacher judgment as to benefit of retention

Hickman County Board of Education

Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 01/09/23
	Rescinds: 1.404	Issued: 11/01/21

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility

4 APPEARING BEFORE THE BOARD AND PUBLIC COMMENT PERIOD²

5 The Board will add 15 minutes of public comment time to the beginning of each board meeting. There shall be
6 a public comment period for each meeting with actionable items on the agenda, with the
7 exception of teacher disciplinary hearings. ~~Comments shall be limited to topics listed on the agenda.~~
8 Individuals desiring to speak during public comment period should sign up to speak prior to the
9 meeting. The sign-up sheet for public comment will be available at the meeting location 1 hour prior
10 to the meeting. The sign-up sheet will include (1.) Name (2.) address.

11 Use respect when presenting your concern, be prepared, and end timely. Stick to facts as you know
them.

13 Recognition of individuals who are not citizens of Hickman County is to be determined by a majority
14 vote of the Board.

15 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she
16 determines that such is in the public interest. A majority vote of members present can overrule the
17 decision of the chairman.

18 Individuals speaking to the Board shall address remarks to the Board and may direct questions to
19 individual board members or staff members only upon approval of the chairman. Each person
20 speaking shall state his name, address, and subject of presentation. Remarks may be limited to five (3)
21 minutes unless time is extended by the Board. The chairman shall have the authority to terminate the
22 remarks of any individual who is disruptive, violates state law or doesn't adhere to board rules.¹
23 Members of the Board and the director of schools have the privilege of asking questions of any person
24 who addresses the Board.

25 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
26 the Board.

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

Hickman County Board of Education

	Descriptor Term: News Releases, News Conferences, and Interviews	Descriptor Code: 1.503	Issued Date: 11/01/21
		Rescinds: 1.503	Issued: 07/01/19

- 1 The release of official news from the system and schools shall be coordinated as follows:
- 2 1. The board chairman will be the official spokesman for the Board, except as this duty is
3 delegated to others;
 - 4
5 2. News releases which are of a systemwide nature or pertain to established system policy are
6 the responsibility of the director of schools or a designated member of the administrative
7 staff; and
 - 8
9 3. News releases which are of concern to only one school or to an organization of one school
10 are the responsibility of the principal of that particular school.
- 11 When individual board members or the director of schools express their views on any issue which is in
12 opposition to a view expressed in board policy, they have the duty to make clear that the view
expressed is not the official view of the Board or school system.

Cross References

Board-Community Relations 1.500
Board Meeting News Coverage 1.502
Crisis Management 3.203

The Director of Schools is the coordinator of the public information program in the district.

The following procedures shall be followed by the principals and other Board employees in communicating the district's program to the public:

1. Information given shall be in terms readily understood by most persons.
2. Information must be honest and factual.
3. Information shall be comprehensive and balanced.
4. Information shall be continuous and express clearly the immediate and long range goals, achievements and needs of the district.
5. The program shall provide for a flow of information from the community to the schools and shall reflect the community's expectations and concerns for its schools.
6. The program shall be evaluated as needed to determine its effectiveness.

Hickman County Board of Education

Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 11/01/21
	Rescinds: 1.600	Issued: 08/05/19

1 It is the intent of the Board to develop policies which serve as guidelines and goals for the successful
2 and efficient functioning of the schools.

3 The Board considers policy development its chief function, along with the provision of personnel,
4 buildings, materials and equipment for the successful administration, application and execution of its
5 policies.

6 It is the Board's intention that its policies serve as sources of information and guidance for all people
7 who are interested in or connected with the schools.

8 The policies of the Board are framed and are meant to be interpreted in terms of Tennessee laws, rules
9 and regulations of the State Board of Education, and all other regulatory agencies within our local,
10 county, state and federal levels of government. The policies are also framed and are meant to be
11 interpreted in terms of those educational objectives, procedures, and practices which are broadly
12 accepted by leaders and authorities in the public education field.

13 Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to
14 the policies of present and future boards.¹ The Board shall review its policies at least biennially, and
15 update if necessary.¹

16 The adoption and revision of policy is a continuous process. Proposals for new policy or changes in
17 existing policy may be initiated in writing by any board member, any citizen or any employee of the
18 Board.

19 The development of school board policy will generally follow the steps of:

- 20 • Identification of need for a new or a change in existing policy;
- 21
- 22 • Discussion of the issues and suggestion of possible approaches;
- 23
- 24 • Preparation of a draft proposed policy;
- 25
- 26 • Referral to the Policy Committee;
- 27
- 28 • Board reaction to the draft with suggested changes noted;
- 29
- 30 • Proposed policy distributed for community reaction;
- 31
- Board adoption of policy, with or without revision, at second reading; and
- Distribution of policy by director of schools.

1 DRAFTING

2 Written board policies will be drafted and periodically revised by cooperative action reflecting the
3 efforts of board members, school administrators and staff, students, the public and legal counsel.

4 A member of the staff is to be delegated the responsibility to maintain the board policy reference files,
5 to draft policy proposals as instructed by the board and director of schools to maintain the Board
6 Policy Manual and to serve as liaison between the Board and the Tennessee Schools Boards
7 Association.

8 ATTORNEY INVOLVEMENT

9 The director of schools shall seek the counsel of the board's attorney when there may be a question of
10 legality or proper legal procedure in the development of a proposed policy.

11 STAFF INVOLVEMENT

12 Staff members may initiate policy proposals.

13 Contract provisions are not board policy. The intent of this provision is to assure that a clear
14 distinction be made and maintained between a contract and school board policy.

15 The Board of Education will make the final determination on all school board policies.

16 STUDENT INVOLVEMENT

17 Any student within the district may submit proposals for new policies or changes in existing policies.
18 All such policy proposals shall be given serious consideration. Students may also voice opinions on
19 proposed policies submitted by others.

20 POLICY COMMITTEE INVOLVEMENT

21 All policy proposals shall be referred to the Policy Committee prior to submittal to the Board, for
22 titling, coding and review.

23 A proposed new policy or policy change shall be submitted to the Board as part of the agenda.

24 At the presentation meeting, the Policy Committee chairman shall present the proposed policy or
25 policy change with a recommendation. Any interested person or group shall be given an opportunity
26 to be heard on the proposal. Following the presentation, which shall constitute the first reading, the
27 Board may approve the proposal or refer it back to the committee for study and revision.

28 The approved or revised policy or policy amendment proposal shall be considered at the next board
29 meeting. The draft shall be included as part of the meeting agenda and the Policy Committee chairman
30 shall present the approved or revised proposal for second reading with a recommendation.

31 The final vote to adopt or not to adopt shall follow the second reading of the original or amended
32 version of the proposed board policy. Adoption shall require an affirmative vote by a majority of the
33 board members.

- 1 1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and
3 in conformance with the codification system used in the Board Policy Manual by the Policy
4 Committee.
- 5 2. Insofar as possible, each policy statement shall be limited to one subject.
- 6 3. Policies and amendments adopted by the Board shall be attached to and made a part of the
7 minutes of the meeting at which they are adopted and shall also be included in the policy
8 manual of the system.
- 9 4. Policies and amendments to policies shall be effective immediately upon adoption unless a
10 specific effective date is provided in the adopted resolution.
- 11 5. It will be the duty of the director of schools periodically to review policies to determine if any
12 need revision.
13
14
15

16 **EMERGENCY PROCEDURE**

17 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
18 Board may waive the second reading-second meeting limitation and take immediate action to adopt
19 new or review existing policies.

20 **DISSEMINATION**

21 The director of schools is directed to establish and maintain an orderly plan for preserving and making
22 accessible the policies and revisions thereto adopted by the Board of Education. Policy manuals shall
23 be maintained in the front office at each school, central office, and with each system administrator.

24 Policies shall be accessible at least to all employees of the school system, to members of the Board,
25 and to citizens of the community by way of publication on the school system website.

26 All policy manuals distributed to anyone shall remain the property of the Hickman County Board of
27 Education and shall be considered as "on loan" to anyone, or any organization in whose possession
28 they might be at any time. They are subject to recall at any time deemed necessary by the director of
29 schools.

30 **REVIEW AND EVALUATION**

31 In an effort to keep its policies up-to-date so that they may be used consistently as a basis for board
32 action and administrative decision, the Board shall review its policies on a continuing basis.

33 The Board shall evaluate how the policies have been executed by the school staff and weigh the
34 results. It encourages the school staff, students, and the community to provide evidence of the policies
35 which it has adopted.

36 The director of schools is given the continuing commission of calling to the Board's attention all
37 policies that are out-of-date or for other reasons appear to need revision.

ADMINISTRATION IN POLICY ABSENCE

- 1 In cases where action must be taken within the school system where the Board has provided no guides
- 2 for administrative action, the Director of Schools shall have the power to act.
- 3 Such decisions, however, shall be subject to review by action of the Board at its next regular meeting.
- 4 It shall be the duty of the director of schools to inform the Board promptly of such action and of the
- 5 need for policy.

6 **SUSPENSION OF POLICIES**

- 7 Any board policy or part thereof not established by law or contract may be temporarily suspended or
- 8 specific exemptions provided by an affirmative vote by a majority of the members of the Board.

Legal References

1. TCA 49-2-207(a)

Cross References

- Role of the Board of Education 1.101
Agendas 1.403

Board Policy Adoption or Review Request

Policy Number _____

Review of Present Policy _____ Development of New Policy _____

Person making request _____

Reason for request _____

Description to action requested: _____

FOR OFFICE USE ONLY:

DATE REQUEST RECEIVED: _____

BOARD CONSIDERATION DATE: _____

BOARD ACTION TAKEN: _____

Hickman County Board of Education

	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date: 11/01/21
		Rescinds: 1.601	Issued: 08/05/19

1 The director of schools is responsible for implementing board policies and for interpreting them to
2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
4 appropriate to the topic, will develop administrative procedures as necessary to implement board
5 policies.²

6 Within the policies and regulations of the Board and the director of schools, principals are authorized
7 to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The director of schools is directed to establish and maintain an orderly plan for preserving and making
10 accessible to all employees the administrative rules and regulations needed to put board policies into
11 effect.

12 Accessibility to administrative rules is extended to all employees of the school district and interested
13 citizens by way of publication on the school system website.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Role of the Board of Education 1.101
Board-Director Relations 1.205
Policy Development and Adoption 1.600
Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date: 11/01/21
		Rescinds: 1.603	Issued: 08/05/19

1 At each board meeting, the director of schools shall report the names of new personnel employed since
2 the last meeting of the board of education.

3 The director shall make annual reports concerning conditions of efficiency and needs of the school
4 system. Included in this report shall be information regarding employment of instructional staff as
5 follows:

- 6 1. Number of applicants interviewed and the number employed;
- 7 2. Procedures being used to ensure that the best applicants are being selected;
- 8 3. Evidence that all non-tenured teachers were evaluated;
- 9 4. Number of non-tenured teachers;
- 10 5. Number of teachers non-renewed;
- 11 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
- 12 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 13 8. Percent of principals who scored at each level on the evaluation scale;
- 14 9. Evidence of high correlation between evaluation and productivity;
- 15 10. Percent of supervisory personnel (other than principals) who scored at each level on the
16 evaluation scale;
- 17 11. Summary and explanation of how our school system fared on the Report Card distributed by
18 the State Department of Education.

19 Board members shall be made aware of all reports prepared by the superintendent's office for
20 transmittal to the local legislative body, the State Department of Education, or any federal agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 12/07/21
		Rescinds: 1.700	Issued: 04/05/21

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
2 goals of the school system. In discharging that responsibility, the Board has addressed four primary
3 areas: education, teachers and administrators, school environment, and operations.

4 It is the commitment of the Board to develop policies to implement the goals within each area. It is
5 further the commitment of the Board to review annually and restate as necessary the goals within each
6 area so that our programs will at all times speak directly to the stated goals.

7 INSTRUCTION GOALS

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,
9 listening, speaking, mathematical operations and problem solving;
- 10
11 2. To assure that each student's interest, capacities and objectives are considered in his learning
12 program;
- 13
14 3. To promote a plan for the organized improvement of school curriculum, including the
15 articulation between elementary and secondary schools;
- 16
17 4. To structure the overall instructional program to provide sufficient alternatives to meet the
18 variety of individual needs, capacities and aspirations, particularly including: individualized
19 offerings and offering that extend the learning environment into the community;
- 20
21 5. To provide offerings which explore a wide range of career and service opportunities;
- 22
23 6. To provide an integration of academic, physical, social and emotional growth experiences for
24 each student;
- 25
26 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 27
28 8. To develop a comprehensive and articulated program for handicapped students involving
29 maximum inclusion in regular school programs;
- 30
31 9. To help student's gain understanding of themselves, as well as skills and techniques in living
32 and working with others;
- 33
34 10. To promote a relevant and challenging secondary school curriculum which will adequately
35 prepare the student for his vocational goals or post-secondary education;
- 36

- 1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);
- 2
- 3 12. To provide an appropriate standard of achievement for graduating seniors;
- 4
- 5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and
- 6
- 7 14. To provide opportunities that help students form attitudes and acquire habits needed for
- 8 responsible citizenship.

9 GOALS FOR TEACHERS AND ADMINISTRATION

- 10 1. To provide high quality system-wide performance in the teaching of reading, writing and
- 11 mathematical skills;
- 12
- 13 2. To establish minimum acceptable professional performance standards for all teachers and
- 14 administrators;
- 15
- 16 3. To provide in-service training and professional growth experience for teachers and
- 17 administrators;
- 18
- 19 4. To set goals for educator diversity that take into consideration the diversity of the student
- 20 population;¹
- 21
- 22 5. To enforce procedure that foster an orderly, positive school environment; and
- 23
- 24 6. To establish and maintain an accountability system for the improvement of the instructional
- 25 system.

26 GOALS FOR THE SCHOOL ENVIRONMENT

- 27 1. To ensure each individual a physically and emotionally safe teaching-learning environment;
- 28
- 29 2. To assure that each individual is treated with respect by all members of the school community;
- 30 and
- 31
- 32 3. To have each individual in the school community know and fulfill his responsibilities with
- 33 regard to safety and respect to others.

34 OPERATIONAL GOALS

- 35 1. To ensure every effort to secure adequate funding for the educational program in support of the
- 36 goals stated above;
- 37
- 38 2. To operate within a balanced budget during the school year;
- 39
- 40 3. To develop and maintain in each school an up-to-date inventory of the furniture and equipment
- 41 in the schools;
- 42 4. To develop and maintain plans for efficient utilization of all system personnel;

- 1 5. To have reported monthly to the Board of Education and the community, the status of school
3 system operations;
 - 4 6. To develop long-range plans for the efficient use of school facilities; and
 - 5
 - 6 7. To assure immediate communication between the superintendent or his designee and the Board
7 of Education on critical occurrences within the school system.
- 8 In establishing these goals for the school system, the Board of Education does not intend to diminish
9 the importance of other issues that may face the schools in the years ahead.

Legal References

1. State Board of Education Policy 5.700;
TCA 49-1-302(g)

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Hickman County Board of Education

Descriptor Term:

School Attendance Areas

Descriptor Code:

1.703

Issued Date:

10/02/23

Rescinds:

1.703

Issued:

12/07/21

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹

3 The primary considerations governing the establishment of a school attendance area are:

4 1. The educational opportunity afforded students;

5

6 2. The capacity of each school; and

7

8 3. The geographic location of each school in relationship to the surrounding student population.

9 Students who use transportation other than the school bus service shall be permitted to attend any
10 school which is appropriate for their level, provided there is space, and the receiving principal
11 approves.

12 Parents or guardians of a student who attends school in the zone in which the family does not reside,
13 may request bus transportation within the zone in which the student attends.

14 The request must be safe and cost effective. The Transportation Director and the Director of Schools
15 will evaluate these requests on a case by case basis.

Legal References

1. TCA 49-6-403(c)

Hickman County Board of Education

Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 12/07/21
	Rescinds: 1.800	Issued: 08/05/19

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.

12 Extended contracts shall include twenty (20) days for each additional month employed.

13 The director of schools shall plan each year's program accounting for a 200-day year and shall
14 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
15 opening of the school term.

16 STUDENT ATTENDANCE DAYS

17 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.

20 IN-SERVICE EDUCATION

21 Each day of in-service education included in the school calendar shall be equivalent to not less than six
22 (6) hours of planned activities.²

23 DISCRETIONARY DAYS

24 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
25 student attendance days, in-service days or administrative days, which may be used by administrators,
26 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
27 parent-teacher conferences and other classroom functions.¹

28 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date: 12/07/21
		Rescinds: 1.801	Issued: 08/05/19

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least eight (8) hours and such additional time as the administrative
- 3 organization requires.²

Legal References

1. TRR/MS 0520-01-02-.31(1)
2. TRR/MS 0520-01-02-.31(5)

Cross References

Staff Time Schedules 5.602
Staff Meetings 5.603

Hickman County Board of Education

	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 12/07/21
		Rescinds: 1.8011	Issued: 08/02/21

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public
3 health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members, or school property.¹

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools
8 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities
9 in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not
14 exceed the number of days budgeted for each employee.

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); TCA 58-2-101; Public Acts of 2021, Chapter No. 96

Cross References

- Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Hickman County Board of Education

Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 12/07/21
	Rescinds: 1.802	Issued: 08/05/19

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

COORDINATOR³

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any
15 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE⁴**

18 The Board shall make available the name, office address and telephone number of the ADA/Section
19 504 coordinator.

20 Methods of initial and continuing notification may include the posting of notices, publication in
21 newspapers and student and employee handbooks and distribution of memoranda or other written
22 communications.

23 **COMPLAINT PROCEDURE⁵**

24 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
25 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
26 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator
27 will respond to all complaints within twenty (20) days with a written response as well as information
28 on further grievance procedures that may be followed if the complaining party is not satisfied with the
coordinator's proposed resolution.

1 DUE PROCESS HEARING PROCEDURES⁶

2 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
3 parent wishes to contest any action of the school system with regard to a child's identification,
4 evaluation, and placement under Section 504. If a parent/guardian requests a Section 504 hearing, the
5 parent/guardian has the right to personally participate and to be represented at the hearing by an
6 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
7 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
8 who has or is believed to have a disability.

9 *Request for Hearing*

10 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
11 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
12 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.
13 The request shall be submitted on or reduced to writing on a form provided through the Central Office.

14 *Impartial Hearing Officer*

15 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the
16 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
17 receipt of a request for a due process hearing. The hearing officer will be hired as an independent
18 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current
19 employee of the school system and shall not be related to any member of the Board of Education. The
20 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and
21 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may
22 not be presented as an issue at the due process hearing since such an issue would not relate to the
23 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
24 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
25 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
26 Rights.

27 Office for Civil Rights

28 U.S. Department of Education

29 61 Forsyth St. S.W., Suite 19T10

30 Atlanta, GA 30303-8927

31 Telephone: 404-974-9406; TDD: 877-521-2172

32 Email: OCR.Atlanta@ed.gov

33 *Scheduling of Hearing*

34 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
35 appointment and provide this information in writing to the parent/guardian and the Section 504
36 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons of relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing

1 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the
2 hearing to be offered to the court as an exhibit.

3 *Witnesses*

4 Witnesses will present their information in narrative form, without the traditional question and answer
5 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request
6 that the hearing officer, at his/her discretion, ask a witness a certain question.

7 *Format of Presentation*

8 Each side will have an equal amount of time to present their positions as determined by the hearing
9 officer. The parent/guardian will present his/her case first by making an opening statement outlining the
10 issues, calling witnesses, and making a closing argument. The school system will present its side next.
11 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
12 side may present personally or through their representatives.

13 *Submission of Exhibits*

14 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
15 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
16 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
17 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
18 review, as well as the number of witnesses and the length and/or scope of their presentations or
19 statements.

20 *Closing Arguments*

21 The hearing officer may allow or request written closing arguments summarizing and characterizing the
22 information presented at the hearing.

23 *Decision*

24 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
25 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
26 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim
27 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be
28 deemed to have been denied. The decision must be issued within forty-five (45) days after the date the

- 1 Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.
- 3 *Review Procedure/Appeal*
- 4 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
- 5 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36; 34 CFR § 104.7

Cross References

School Board Meetings 1.400
Visitors to the Schools 1.501
Reporting Student Progress 4.601
Graduation Activities 4.606
Equal Opportunity Employment 5.104
Personnel Health Examinations/Communicable Diseases 5.400
Acquired Immune Deficiency Syndrome 5.401
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Acquired Immune Deficiency Syndrome 6.404

Section 504 Due Process Hearing Request

Student's Name: _____ Date of Birth: _____

Student's Address: _____

School: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address: _____

Parent/Guardian's Phone Number: _____

I am requesting that a Section 504 Due Process Hearing be scheduled regarding the following issues:

Section 504 Identification:

Section 504 placement:

Parent/Guardian/Authorized Representative Signature Return this form by FAX or MAIL to:

Shelda Qualls
Hickman County Board of Education 115 Murphree Avenue
Centerville, TN 37033
Phone (931) 729-7730
Fax (931) 729-3834

Date: _____

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General fund - East Hickman Intermediate School

Proposed fundraising activities: Christmas Bazaar (ticketed food, bake sale, gingerbread voting, etc.)

Purposed Uses of funds raised: Staff incentive (sunshine committee), instructional supplies, student incentives.

Expected student involvement (school-wide or specific school organization) N/A

Method by which school will receive profit sales and donations

Requested by Dereck Hale Date 11/7/2023
Name/Title

Approved by Marcy Howell Date 11-7-23
Principal

Approved by John Mullins Date 11-7-23
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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library

Proposed fundraising activities: Fall & Spring Book Fairs
(Dec '23 & Mar '24)

Purposed Uses of funds raised Books and Instructional
Materials, student incentives

Expected student involvement (school-wide or specific school organization) _____
N/A

Method by which school will receive profit percentage sold
from fairs (Fall-Literati, Spring-Scholastic)

Requested by Derek Hale Date 11-1-2023
Name/Title

Approved by Mary Truwell Date 11-1-23
Principal

Approved by John Mullins Date 11-1-23
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: East Middle School Baseball

Proposed Fundraising Activities: Tug of War Tournament

Proposed Uses of Funds Raised: Raise Money for baseball Jersey, Equipment, and facilities

Expected Student Involvement (school-wide or specific school organization):

They will be in charge of signing up Teams of 5 players. Will help run the tournament

Method by which school will receive profit: Each Team will pay entry by cash or check for 100 dollars.

Requested by (Name/Title): Cullen Homolka/HC Baseball Date: 10/31/23

Approved by (Principal): Lorretta A. To Hy Date: 11/8/23

Approved by (Director of Schools): John Muller Date: 11-8-23

PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School
7700 Hwy 7, Lyles, TN 37098
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name East Hickman High School Class of 2024

Account Number 702

Proposed fundraising activities: Online Popcorn sales Through Double Good
5 days

Purposed Uses of funds raised: Funds will be used for the Class of 2024
senior trip activities: transportation, admission costs, lodging (if
approved), substitute pay (if needed), and food.

Expected Student involvement (school-wide or specific school organization): Students and sponsors
for the Class of 2024 will share the site with potential
buyers. Students will not have to collect money or deliver products.

Method by which school will receive profit: A check from Double Good will
be sent in approximately 2-4 weeks for 50% of the sales.

Requested by: Amy Matney / Class of 2024 sponsor Name/Title JJ Nordke Date 11-6-23

Approved by: Cayl Moul Principal Date 11-8-23

Approved by: John Mullens Director of Schools* Date 11-8-23

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Student Council

Proposed fundraising activities: Basketball Tailgate
HCMS v EAMS Monday, Dec. 4th, 2023

Purposed Uses of funds raised
Teacher Appreciation gifts

Expected student involvement (school-wide or specific school organization) _____

School-wide

Method by which school will receive profit Currency

Requested by Abigail L. Capps / Student Council Sponsor Date 11/15/23
Name/Title

Approved by Julia S. Huggins Date 11-15-23
Principal

Approved by John Mullins Date 11-15-23
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

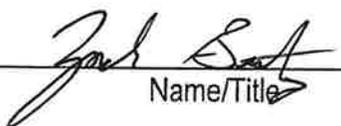
Fund/account name Rewards

Proposed fundraising activities: Christmas Social Dec. 15, 2023
"Ho, Ho, Ho Down"

Purposed Uses of funds raised Reward account for
teachers + students

Expected student involvement (school-wide or specific school organization) _____
Schoolwide (those that want to attend)

Method by which school will receive profit Currency

Requested by  Date 11-16-23
Name/Title

Approved by  Date 11-16-23
Principal

Approved by  Date 11-16-23
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 Baseball

Proposed fundraising activities: selling chocolate candy bars (ASAP to 12/19/23)

Purposed Uses of funds raised baseball field maintenance, baseball equipment

Expected student involvement (school-wide or specific school organization) sell candy bars to friends, family and public.

Method by which school will receive profit get \$36 out of every \$60 box of candy

Requested by Chris M. Panke, Head Baseball Coach
Name/Title

Date 11/1/23

Approved by [Signature]
Principal

Date 11/7/23

Approved by John Mullens
Director of Schools*

Date 11/7/23

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Baseball

Proposed fundraising activities: selling signs for
OF fence (ASAP to 5/1/24)

Purposed Uses of funds raised baseball equipment, uniforms, and
field maintenance

Expected student involvement (school-wide or specific school organization) Coach(es)
and players sell signs for OF fence to
business owners in community

Method by which school will receive profit receive \$ per sign and
sign is "removed" @ end of each year.

Requested by Chris M. Parker, ^{Head} Baseball
Name/Title Coach

Date 11/1/23

Approved by [Signature]
Principal

Date 11/7/23

Approved by John Mullins
Director of Schools*

Date 11/7/23

* 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.