

**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

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**REGULAR BOARD MEETING**  
**Monday, May 6, 2024 6:30 PM**  
**Hickman County High School Library**

I. Call To Order

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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. 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. Regular Meeting Minutes for April 8, 2024

VI. Budget Committee Meeting Minutes for April 25, 2024

VII. Agenda for May 6, 2024

VIII. Special Recognition

A. Employee of the Month

B. Student Recognition

C. Building Teachers of the Year

1. CES Teacher of the Year

2. CIS Teacher of the Year

3. EHES Teacher of the Year

4. EHIS Teacher of the Year

5. EHMS Teacher of the Year

6. HCMS Teacher of the Year

7. EHHS Teacher of the Year

8. HCHS Teacher of the Year

D. District Teachers and Leaders of the Year

1. Grades PK-4 Teacher of the Year

2. Grades 5-8 Teacher of the Year

3. Grades 9-12 Teacher of the Year

4. Principal of the Year

5. Supervisor of the Year

- IX. Consent Agenda Items
  - A. Board Chair's Report
    - 1. Chair's Countersigned Warrants
  - B. Director's Report
  - C. Financial Report
  - D. ESSER Updates
  - E. Director's Monthly Attendance Report
  - F. TSBA OPEB Quarterly Statement
- X. Items Requiring Board Action
  - A. Trip Request
    - 1. HCHS JROTC
    - 2. HCHS JROTC
    - 3. EHHS Girls Basketball
    - 4. EHHS Boys Basketball
    - 5. HCHS Girls Basketball
    - 6. EHHS FBLA
    - 7. EHHS Football
  - B. Bid for Desktop Computers & Monitors
  - C. Bid for School Security Camera Cabling & Installation Configuration
  - D. EHES Job Share Request for 2024-2025
  - E. CIS Job Share Request for 2024-2025
  - F. MOU - JAG (Jobs for America's Graduates)
  - G. 2024-2025 Out of County Tuition Rates
  - H. Authorize Director of Schools to submit grants, applications, reports, amendments, and addenda
  - I. Budget Ammendments
  - J. Budget for 2024 -2025 (141, 143) - Budgets will be attached to the board agenda on Friday, May 3 - after the budget committee meeting on Thursday, May 2.
  - K. Board Policies
    - 1. Revised Board Policy 6.204 (1st Reading)
    - 2. Revised Board Policy 4.502 (2nd Reading)
    - 3. Board Policy Review - 3.212--3.404
- XI. Announcements
  - A. Budget Committee Meetings in May (if needed)
  - B. Reminder - Hickman County Legislative Body Work Session Budget Meeting Schools - Tuesday, May 14th, 2024 5:30 p.m.
  - C. Regular Board Meeting for June 3, 2024
- XII. Closing Comments
  - A. Tim Hobbs-Legislative Representative
- XIII. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

The Hickman county Board of Education met on April 8, 2024, at 6:30 PM in Central Office - Room 203.

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

Jack Morgon  
Izzy Naragon  
John Mullins

I. Call To Order

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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. 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. Regular Meeting Minutes for March 11, 2024

Motion to approve the March 11th minutes.

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VI. Budget Committee Meeting Minutes for March 20, 2024

Motion to accept budget committee meeting minutes for March 20, 2024.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VII. Agenda for April 8, 2024

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Motion to approve the Agenda for April 8, 2024.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

B. Certificate Presentation to TSBA SCOPE Conference Delegates

IX. Consent Agenda Items

Motion to accept the consent agenda items.

Motion made by Vance Willis.

Motion seconded by Christy Mays.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. Student Negative Balance for School Nutrition

X. Items Requiring Board Action

A. 2024-2025 Attendance Zones

Motion to approve 2024-25 Attendance Zones. There are no changes since 2007.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

B. TSBA 2025 Membership Dues

Motion to continue with TSBA Membership dues through 2025.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

C. Approve Purchase and Installation of New Gym Split Systems for CES

Motion to approve purchase and installation of new gym split system for CES.

This is through ESSER monies up to \$21,000.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

D. Approve Purchase and Installation of New Make-Up Air Unit at CIS

Motion to approve purchase and install new make-up air unit at CIS.

Motion made by Tim Hobbs.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

E. Bid - Electric Boilerless Convection Steamer  
Motion to approve electric boilerless convection steamer. This is for 3 of them. Dykes Food Service Solutions is the best solution at \$48000.49.  
Motion made by Jim Hudgins.  
Motion seconded by Christy Mays.  
Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

F. Budget Ammendments  
Motion for action on budget amendments #29 and #30.  
Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 7, Nay: 0

G. Board Policies

1. Revised Board Policies 1.805, 6.200, 2.403 (2nd Reading)  
Motion to accept revised board policies 1.805. 1.805 should be clarified by adding 'to send' to the statement in the 2nd reading.  
Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Passed

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Motion was made to accept the 2nd reading 2.403 if it states 'stored at a secure location'.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

6.200 was approved on 2nd Reading.

Motion made by Sherri Baker.

Motion seconded by Christy Mays.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

2. Board Policy Review 2.700--3.211

Motion to approve 2.700--3.211.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

3. Consider Policy Revision 4.502 (1st Reading)

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Motion to approve 4.502 to send it forward on the first reading. The language could change to 'which may include but are not limited to'. Principal input would be appreciated.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

H. Education Freedom Act Resolution

XI. Budget 24-25 Update

XII. Announcements

Budget meetings on April 25 and May 2 at 6:30pm

A. Regular Board Meeting for May 6, 2024

Motion to.

Motion made by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

XIII. Closing Comments

XIV. Adjourn

Motion to Adjourn.

Motion made by Christy Mays.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---April 8, 2024

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION  
BUDGET COMMITTEE MEETING---April 25, 2024

The Hickman county Board of Education met on April 25, 2024, at 6:30 PM in Central Office - Room 203.

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

Director John Mullins

Mike Elkins, CFO

I. Call To Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Budget Discussion for FY 24-25

A. Budget action items

Motion to appropriate funds from 2.2 million to 2.5 million.

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

V. Adjourn

Motion to adjourn.

Motion made by Jim Hudgins.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0



**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., Nunnally, TN 37137

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

The Hickman County Board of Education will meet in regular session on Monday, May 6, 2024 at 6:30 p.m. in the Library of Hickman County High School.

- I. Call To Order
- 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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification.  
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. Regular Meeting Minutes for April 8, 2024
- VI. Budget Committee Meeting Minutes for April 25, 2024
- VII. Agenda for May 6, 2024
- VIII. Special Recognition
  - A. Employee of the Month—Jim Hudgins
  - B. Student Recognition—Tim Hobbs
  - C. Building Teachers of the Year
    1. CES Teacher of the Year—Christy Mays
    2. CIS Teacher of the Year—Sherri Baker
    3. EHES Teacher of the Year—Ron Gammons
    4. EHIS Teacher of the Year—Tim Hobbs
    5. EHMS Teacher of the Year—Doug Lane
    6. HCMS Teacher of the Year—Christy Mays
    7. EHHS Teacher of the Year—Vance Willis
    8. HCHS Teacher of the Year—Jim Hudgins

- D. District Teachers and Leaders of the Year
  - 1. Grades PK-4 Teacher of the Year—Sherri Baker
  - 2. Grades 5-8 Teacher of the Year—Ron Gammons
  - 3. Grades 9-12 Teacher of the Year—Tim Hobbs
  - 4. Principal of the Year—Doug Lane
  - 5. Supervisor of the Year—Christy Mays

IX. Consent Agenda Items

- A. Board Chair's Report
  - 1. Chair's Countersigned Warrants
- B. Director's Report
- C. Financial Report
- D. ESSER Updates
- E. Director's Monthly Attendance Report
- F. TSBA OPEB Quarterly Statement

X. Items Requiring Board Action

- A. Trip Request
  - 1. HCHS JROTC—Instructor and Cadets
  - 2. HCHS JROTC—Instructor and Cadets
  - 3. EHHS Girls Basketball—Coach and Players
  - 4. EHHS Boys Basketball—Coach and Players
  - 5. HCHS Girls Basketball—Coach and Players
  - 6. EHHS FBLA—Sponsor and Students
  - 7. EHHS Football—Coach and Players
- B. Bid for Desktop Computers & Monitors—Technology Coordinator
- C. Bid for School Security Camera Cabling & Installation Configuration—Technology Coordinator
- D. EHES Job Share Request for 2024-2025—Director of Schools
- E. CIS Job Share Request for 2024-2025—Director of Schools
- F. MOU – JAG (Jobs for America's Graduates)—Director of Schools
- G. 2024-2025 Out of County Tuition Rates—Director of Schools
- H. Authorize Director of Schools to submit grants, applications, reports, amendments, and addenda—Director of Schools
- I. Budget Amendments—Business Officer
- J. Budget for 2024 -2025 (141,143)—Business Officer
- K. Board Policies
  - 1. Revised Board Policy 6.204 (1st Reading)—Misty Shelton
  - 2. Revised Board Policy 4.502 (2nd Reading)—Vance Willis
  - 3. Board Policy Review - 3.212--3.404—Misty Shelton

XI. Announcements

- A. Budget Committee Meetings in May (if needed)
- B. Reminder - Hickman County Legislative Body Work Session  
Budget Meeting Schools - Tuesday, May 14th, 2024 5:30 p.m.

C. Regular Board Meeting for June 3, 2024

XII. Closing Comments

A. Tim Hobbs-Legislative Representative

XIII. Adjourn

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>
41000980	County Of Hickman Misc Acct	1633	03/25/2024	141- -11140	\$43,327.57
41000981	Hickman Co Trustee	2722	03/25/2024	141- -11140	\$1,790.05
<b>141 Total:</b>					\$45,117.62
<b>Bank Total:</b>					\$45,117.62
<b>Bank Payment Count:</b>					2

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000293	County Of Hickman Misc Acct	1633	03/25/2024	142-901-11140		\$159.79
					<b>142-901 Total:</b>	\$159.79
42000293	County Of Hickman Misc Acct	1633	03/25/2024	142-933-11140		\$200.00
					<b>142-933 Total:</b>	\$200.00
42000293	County Of Hickman Misc Acct	1633	03/25/2024	142-937-11140		\$9.75
					<b>142-937 Total:</b>	\$9.75
					<b>Bank Total:</b>	\$369.54
					<b>Bank Payment Count:</b>	1

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<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>
43000191	County Of Hickman Misc Acct	1633	03/27/2024	143- -11140	\$8,934.34
<b>143 Total:</b>					\$8,934.34
<b>Bank Total:</b>					\$8,934.34
<b>Bank Payment Count:</b>					1

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<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>
41000982	County Of Hickman Misc Acct	1633	03/27/2024	141- -11140	\$181,482.04
<b>141 Total:</b>					\$181,482.04
<b>Bank Total:</b>					\$181,482.04
<b>Bank Payment Count:</b>					1

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-010-11140		\$337.78
					<b>142-010 Total:</b>	\$337.78
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-101-11140		\$2,295.80
					<b>142-101 Total:</b>	\$2,295.80
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-201-11140		\$389.92
					<b>142-201 Total:</b>	\$389.92
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-401-11140		\$20.83
					<b>142-401 Total:</b>	\$20.83
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-601-11140		\$104.36
					<b>142-601 Total:</b>	\$104.36
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-901-11140		\$911.95
					<b>142-901 Total:</b>	\$911.95
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-933-11140		\$2,057.03
					<b>142-933 Total:</b>	\$2,057.03
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-937-11140		\$491.59
					<b>142-937 Total:</b>	\$491.59
42000294	County Of Hickman Misc Acct	1633	03/27/2024	142-964-11140		\$868.99
					<b>142-964 Total:</b>	\$868.99
					<b>Bank Total:</b>	\$7,478.25
					<b>Bank Payment Count:</b>	1

Hickman County Finance  
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>				<u>Amount</u>
Federal	142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	
42000300	Jesus, Mary De	8289	04/04/2024	142-901-11140	\$100.50
42000303	The King's Daughter's School	7928	04/04/2024	142-901-11140	\$938.00
				<b>142-901 Total:</b>	\$1,038.50
42000301	East Hickman Elementary School	2212	04/04/2024	142-933-11140	\$1,508.04
				<b>142-933 Total:</b>	\$1,508.04
42000302	SchoolKit, LLC	7615	04/04/2024	142-936-11140	\$35,625.00
				<b>142-936 Total:</b>	\$35,625.00
				<b>Bank Total:</b>	\$38,171.54
				<b>Bank Payment Count:</b>	4

<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>
41001015	American Fidelity Administrative Services, LLC	802	04/04/2024	141- -11140		\$520.20
41001016	Bentley, Lori	6877	04/04/2024	141- -11140		\$37.15
41001017	Duley, L.C.S.W., Joe	1814	04/04/2024	141- -11140		\$1,625.00
41001018	Gammons, Ronald D.	2612	04/04/2024	141- -11140		\$296.14
41001019	Harvill, Nancy	2758	04/04/2024	141- -11140		\$6,499.00
41001020	Hibbs, Polly	3038	04/04/2024	141- -11140		\$48.24
41001021	Hickman County High School	2917	04/04/2024	141- -11140		\$3,160.00
41001022	Atchison, Kristen J.	8294	04/04/2024	141- -11140		\$37.15
41001023	Livengood, Melanie	3605	04/04/2024	141- -11140		\$37.15
41001024	Lumen/Centurylink	4577	04/04/2024	141- -11140		\$268.43
41001025	Rietveid, Stephanie	993	04/04/2024	141- -11140		\$1,780.00
41001026	Rj Young Company	4691	04/04/2024	141- -11140		\$195.25
41001027	Shelton, Misty L.	375	04/04/2024	141- -11140		\$174.20
41001028	SSC Service Solutions Compass Group USA, Inc.	4832	04/04/2024	141- -11140		\$59,518.35
41001029	The Dreaded Lawncare	7933	04/04/2024	141- -11140		\$6,900.00
41001030	Trane U.S. Inc	5383	04/04/2024	141- -11140		\$25,477.00
					<b>141 Total:</b>	\$106,573.26
					<b>Bank Total:</b>	\$106,573.26
					<b>Bank Payment Count:</b>	16

**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>
41001031	Apple, Inc.	774	04/08/2024	141- -11140	\$3,896.00
41001032	AT & T	7542	04/08/2024	141- -11140	\$2,085.18
41001033	Wilson, Crystal B.	8297	04/08/2024	141- -11140	\$37.15
41001034	Baker, Sherri	7798	04/08/2024	141- -11140	\$86.43
41001035	Big G Metal Works	7864	04/08/2024	141- -11140	\$105.00
41001036	Brewer Chemicals & Equip, LLC	861	04/08/2024	141- -11140	\$420.00
41001037	Central States Bus Sales, Inc.	1326	04/08/2024	141- -11140	\$443.14
41001038	Cumberland International Trucks, Inc.	3366	04/08/2024	141- -11140	\$788.75
41001039	Elan Financial Services	6816	04/08/2024	141- -11140	\$273.28
41001040	Everett Glass Company, LLC	8092	04/08/2024	141- -11140	\$319.00
41001041	Main Street Emporium	7541	04/08/2024	141- -11140	\$20.75
41001042	Mccaleb, Charles	4033	04/08/2024	141- -11140	\$125.00
41001043	MFI Medical Equipment, Inc.	8263	04/08/2024	141- -11140	\$646.00
41001044	MG Crafts	8281	04/08/2024	141- -11140	\$220.00
41001045	Napa Auto Parts	4125	04/08/2024	141- -11140	\$37.20
41001046	O'Reilly Auto Parts	4265	04/08/2024	141- -11140	\$721.83
41001047	Owen's Oil Co., Inc.	4257	04/08/2024	141- -11140	\$507.93
41001048	Primm Transmission	4342	04/08/2024	141- -11140	\$2,400.00
41001049	Roman A/V, LLC.	7045	04/08/2024	141- -11140	\$300.00
41001050	Southern Duplicating of Clarksdale, Inc.	7343	04/08/2024	141- -11140	\$169.67
41001051	Southern Tire Mart	6979	04/08/2024	141- -11140	\$945.38
41001052	The King's Daughter's School	7928	04/08/2024	141- -11140	\$4,500.00
41001053	Tn Attendance Supervisors Steering Committee	8296	04/08/2024	141- -11140	\$290.00
41001054	Unifirst Corp.	5758	04/08/2024	141- -11140	\$1,200.21
<b>141 Total:</b>					\$20,537.90
<b>Bank Total:</b>					\$20,537.90
<b>Bank Payment Count:</b>					24

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000305	Postmaster	4334	04/08/2024	142-010-11140		\$408.00
					<b>142-010 Total:</b>	\$408.00
42000304	Amazon	727	04/08/2024	142-101-11140		\$198.28
42000306	Rochester 100 Inc.	4736	04/08/2024	142-101-11140		\$835.00
42000307	Scholastic, Inc.	4871	04/08/2024	142-101-11140		\$2,648.79
					<b>142-101 Total:</b>	\$3,682.07
42000308	Wilson, Anita	7954	04/08/2024	142-901-11140		\$938.00
					<b>142-901 Total:</b>	\$938.00
					<b>Bank Total:</b>	\$5,028.07
					<b>Bank Payment Count:</b>	5

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>
41001055	Hickman Co Trustee	2722	04/09/2024	141- -11140	\$240,377.91
41001056	Hickman County Trustee	2937	04/09/2024	141- -11140	\$3,162.76
<b>141 Total:</b>					\$243,540.67
<b>Bank Total:</b>					\$243,540.67
<b>Bank Payment Count:</b>					2

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>	
42000309	Hickman Co Trustee	2722	04/09/2024	142-010-11140	\$56.60	
					<b>142-010 Total:</b>	\$56.60
42000309	Hickman Co Trustee	2722	04/09/2024	142-101-11140	\$107.93	
					<b>142-101 Total:</b>	\$107.93
42000309	Hickman Co Trustee	2722	04/09/2024	142-201-11140	\$113.20	
					<b>142-201 Total:</b>	\$113.20
42000309	Hickman Co Trustee	2722	04/09/2024	142-901-11140	\$683.40	
					<b>142-901 Total:</b>	\$683.40
42000309	Hickman Co Trustee	2722	04/09/2024	142-911-11140	\$56.60	
					<b>142-911 Total:</b>	\$56.60
42000309	Hickman Co Trustee	2722	04/09/2024	142-933-11140	\$850.63	
					<b>142-933 Total:</b>	\$850.63
42000309	Hickman Co Trustee	2722	04/09/2024	142-937-11140	\$48.42	
					<b>142-937 Total:</b>	\$48.42
42000309	Hickman Co Trustee	2722	04/09/2024	142-964-11140	\$445.58	
					<b>142-964 Total:</b>	\$445.58
					<b>Bank Total:</b>	\$2,362.36
					<b>Bank Payment Count:</b>	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>
43000194	Wood, Angela	8266	04/09/2024	143- -11140	\$42.88
43000195	AT & T	7542	04/09/2024	143- -11140	\$195.98
43000196	Bottoms, Kestie M.	8109	04/09/2024	143- -11140	\$17.42
43000197	Fitts, Connie S.	185	04/09/2024	143- -11140	\$104.52
43000198	Gordon Food Service, Inc.	2488	04/09/2024	143- -11140	\$101,181.76
43000199	Murfreesboro Pure Milk Co, Inc.	7552	04/09/2024	143- -11140	\$4,002.00
43000200	Optimus Pest Solutions	47	04/09/2024	143- -11140	\$240.00
43000201	Palmer Foodservice	3230	04/09/2024	143- -11140	\$401.00
43000202	Pepsi Cola	6726	04/09/2024	143- -11140	\$1,643.40
43000203	Powers, Lauren	8184	04/09/2024	143- -11140	\$68.34
43000204	Prairie Farms Dairy	18	04/09/2024	143- -11140	\$14,713.95
43000205	Prince Hardware, LLC	4321	04/09/2024	143- -11140	\$145.03
<b>143 Total:</b>					\$122,756.28
<b>Bank Total:</b>					\$122,756.28
<b>Bank Payment Count:</b>					12

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>
41001057	American Fidelity Assurance	637	04/11/2024	141- -11140	\$15,298.21
41001058	American Fidelity Assurance Co	652	04/11/2024	141- -11140	\$8,117.00
41001059	AT & T	7542	04/11/2024	141- -11140	\$313.73
41001060	Atkinson, Audrey Michelle	837	04/11/2024	141- -11140	\$37.15
41001061	Bruhn & Bruhn Fire Protection, Inc.	885	04/11/2024	141- -11140	\$980.50
41001062	Ed's Supply, Inc.	2103	04/11/2024	141- -11140	\$467.43
41001063	Gammons, Ronald D.	2612	04/11/2024	141- -11140	\$296.14
41001064	Jenkins, Michelle OTR/L	7423	04/11/2024	141- -11140	\$4,320.00
41001065	Karco Parts	3364	04/11/2024	141- -11140	\$11.98
41001066	Lakeshore Learning Materials	3463	04/11/2024	141- -11140	\$3,996.00
41001067	National Glazing Solutions	8189	04/11/2024	141- -11140	\$10,680.19
41001068	Optimus Pest Solutions	47	04/11/2024	141- -11140	\$750.00
41001069	Prince Hardware, LLC	4321	04/11/2024	141- -11140	\$402.14
41001070	Quill Corp.	4574	04/11/2024	141- -11140	\$135.86
41001071	Town Of Centerville	5315	04/11/2024	141- -11140	\$7,102.65
41001072	UPS	8274	04/11/2024	141- -11140	\$62.62
41001073	Verizon Wireless	5823	04/11/2024	141- -11140	\$68.04
41001074	Visa	8268	04/11/2024	141- -11140	\$1,561.88
<b>141 Total:</b>					<b>\$54,601.52</b>
<b>Bank Total:</b>					<b>\$54,601.52</b>
<b>Bank Payment Count:</b>					<b>18</b>

<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>	
42000311	Amazon	727	04/11/2024	142-909-11140	\$113.91	
					<b>142-909 Total:</b>	\$113.91
42000310	ADT Commercial	7196	04/11/2024	142-933-11140	\$6,873.91	
42000311	Amazon	727	04/11/2024	142-933-11140	\$321.70	
42000313	Government Goods	8170	04/11/2024	142-933-11140	\$37,668.75	
42000314	Howard Industries, Inc.	3053	04/11/2024	142-933-11140	\$16,338.00	
42000315	National Glazing Solutions	8189	04/11/2024	142-933-11140	\$49,180.25	
					<b>142-933 Total:</b>	\$110,382.61
42000312	Bulk Bookstore	8165	04/11/2024	142-959-11140	\$1,179.60	
					<b>142-959 Total:</b>	\$1,179.60
					<b>Bank Total:</b>	\$111,676.12
					<b>Bank Payment Count:</b>	6

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<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>
43000206	Matrix Mechanical Solutions, LLC	7974	04/11/2024	143- -11140	\$3,039.74
43000207	Volco	5841	04/11/2024	143- -11140	\$1,156.75
<b>143 Total:</b>					<b>\$4,196.49</b>
<b>Bank Total:</b>					<b>\$4,196.49</b>
<b>Bank Payment Count:</b>					<b>2</b>

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>
41001075	Amazon	727	04/15/2024	141- -11140	\$383.50
41001076	American Fidelity Assurance Co	636	04/15/2024	141- -11140	\$71,929.36
41001077	AT & T	7542	04/15/2024	141- -11140	\$2,214.27
41001078	Beam Insurance Administrators LLC	7435	04/15/2024	141- -11140	\$11,177.58
41001079	Ferrellgas	7446	04/15/2024	141- -11140	\$4,049.92
41001080	MG Visuals	7888	04/15/2024	141- -11140	\$400.00
41001081	MTSU Business Office	8285	04/15/2024	141- -11140	\$360.00
41001082	Oriental Trading Co., Inc.	6258	04/15/2024	141- -11140	\$183.00
41001083	Owen's Oil Co., Inc.	4257	04/15/2024	141- -11140	\$28,853.53
41001084	Pace Analytical National	2230	04/15/2024	141- -11140	\$658.60
41001085	Tennessee B&E Unit	144	04/15/2024	141- -11140	\$120.00
41001086	Town Of Centerville	5315	04/15/2024	141- -11140	\$3,310.93
<b>141 Total:</b>					\$123,640.69
<b>Bank Total:</b>					\$123,640.69
<b>Bank Payment Count:</b>					12

Hickman County Finance  
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<u>Bank Name</u>		<u>Bank Number</u>				<u>Amount</u>
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000316	American Fidelity Assurance Co	636	04/15/2024	142-010-11140		\$145.14
<b>142-010 Total:</b>						\$145.14
42000316	American Fidelity Assurance Co	636	04/15/2024	142-101-11140		\$279.71
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-101-11140		\$60.55
<b>142-101 Total:</b>						\$340.26
42000316	American Fidelity Assurance Co	636	04/15/2024	142-201-11140		\$370.44
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-201-11140		\$63.49
<b>142-201 Total:</b>						\$433.93
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-801-11140		\$31.75
<b>142-801 Total:</b>						\$31.75
42000316	American Fidelity Assurance Co	636	04/15/2024	142-901-11140		\$1,096.18
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-901-11140		\$162.86
<b>142-901 Total:</b>						\$1,259.04
42000316	American Fidelity Assurance Co	636	04/15/2024	142-911-11140		\$81.60
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-911-11140		\$31.75
<b>142-911 Total:</b>						\$113.35
42000316	American Fidelity Assurance Co	636	04/15/2024	142-933-11140		\$563.21
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-933-11140		\$262.49
<b>142-933 Total:</b>						\$825.70
42000316	American Fidelity Assurance Co	636	04/15/2024	142-937-11140		\$23.42
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-937-11140		\$2.95
<b>142-937 Total:</b>						\$26.37
42000316	American Fidelity Assurance Co	636	04/15/2024	142-964-11140		\$294.72
42000317	Beam Insurance Administrators LLC	7435	04/15/2024	142-964-11140		\$112.79
<b>142-964 Total:</b>						\$407.51
<b>Bank Total:</b>						\$3,583.05
<b>Bank Payment Count:</b>						2

Date/Time: 4/15/2024 9:11 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
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<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>
43000208	Tidwell, Whitney	8186	04/15/2024	143- -11140	\$37.15
<b>143 Total:</b>					\$37.15
<b>Bank Total:</b>					\$37.15
<b>Bank Payment Count:</b>					1

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<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>
41001087	Southern Rock Restaurants	8175	04/16/2024	141- -11140	\$310.00

**141 Total:** \$310.00

**Bank Total:** \$310.00

**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>
41001089	American Fidelity Administrative Services, LLC	802	04/18/2024	141- -11140	\$520.20
41001090	AT & T	7542	04/18/2024	141- -11140	\$55.25
41001091	Daniel, Yvonne	37	04/18/2024	141- -11140	\$37.15
41001092	Interpreters Unlimited, Inc.	6501	04/18/2024	141- -11140	\$157.50
41001093	Interquest Detection Canines, LLC	6718	04/18/2024	141- -11140	\$600.00
41001094	Lakeshore Learning	3463	04/18/2024	141- -11140	\$81.61
41001095	Matrix Mechanical Solutions, LLC	7974	04/18/2024	141- -11140	\$23,898.00
41001096	Mayberry, Kimberly D.	4108	04/18/2024	141- -11140	\$37.15
41001097	Mayberry, Ron	216	04/18/2024	141- -11140	\$37.15
41001098	Monica Ogles PT	7756	04/18/2024	141- -11140	\$2,886.33
41001099	Quill Corp.	4574	04/18/2024	141- -11140	\$649.43
41001100	Monroe, Cynthia W.	8306	04/18/2024	141- -11140	\$37.15
41001101	Amazon	727	04/18/2024	141- -11140	\$2,295.99
<b>141 Total:</b>					\$31,292.91
<b>Bank Total:</b>					\$31,292.91
<b>Bank Payment Count:</b>					13

**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>
42000318	Amazon	727	04/18/2024	142-010-11140	\$1,257.31
<b>142-010 Total:</b>					\$1,257.31
42000318	Amazon	727	04/18/2024	142-101-11140	\$6,571.95
42000320	Lakeshore Learning	3463	04/18/2024	142-101-11140	\$2,527.33
42000321	Marenem, Inc.	8293	04/18/2024	142-101-11140	\$366.30
42000322	Quill Corp.	4574	04/18/2024	142-101-11140	\$3,608.38
42000323	Rochester 100 Inc.	4736	04/18/2024	142-101-11140	\$1,312.50
42000325	School Mate	5217	04/18/2024	142-101-11140	\$1,396.80
<b>142-101 Total:</b>					\$15,783.26
42000324	Scholastic, Inc.	4871	04/18/2024	142-601-11140	\$54.89
<b>142-601 Total:</b>					\$54.89
42000319	East Hickman Elementary School	2098	04/18/2024	142-933-11140	\$2,999.20
42000326	Trane U.S. Inc	5383	04/18/2024	142-933-11140	\$36,027.00
<b>142-933 Total:</b>					\$39,026.20
42000318	Amazon	727	04/18/2024	142-937-11140	\$17,555.00
<b>142-937 Total:</b>					\$17,555.00
<b>Bank Total:</b>					\$73,676.66
<b>Bank Payment Count:</b>					9

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<b>Bank Name</b>	<b>Bank Number</b>
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>
43000209	Brown, Alana	8305	04/18/2024	143- -11140	\$11.87
43000210	AT & T	7542	04/18/2024	143- -11140	\$50.53
<b>143 Total:</b>					\$62.40
<b>Bank Total:</b>					\$62.40
<b>Bank Payment Count:</b>					2

<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>
41001102	Ameritas Life Insurance Corp.	7442	04/22/2024	141- -11140			\$6,309.52
41001103	Apple, Inc.	774	04/22/2024	141- -11140			\$2,245.00
41001104	Dickson Electric System	1806	04/22/2024	141- -11140			\$27,991.83
41001105	Interquest Detection Canines, LLC	6718	04/22/2024	141- -11140			\$600.00
41001106	Lewis, Todd	8147	04/22/2024	141- -11140			\$1,500.00
41001107	Oriental Trading Co., Inc.	6258	04/22/2024	141- -11140			\$462.16
41001108	Polk, Kenda	4485	04/22/2024	141- -11140			\$37.15
41001109	State Systems, LLC	5242	04/22/2024	141- -11140			\$1,800.00
41001110	Tennessee B&E Unit	144	04/22/2024	141- -11140			\$60.00
41001111	Water Authority Of Dickson Co.	5874	04/22/2024	141- -11140			\$1,569.55
<b>141 Total:</b>							\$42,575.21
<b>Bank Total:</b>							\$42,575.21
<b>Bank Payment Count:</b>							10

**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>
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-101-11140	\$44.84
42000329	Jones, Natalie	8308	04/22/2024	142-101-11140	\$234.50
<b>142-101 Total:</b>					\$279.34
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-201-11140	\$36.00
<b>142-201 Total:</b>					\$36.00
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-901-11140	\$99.40
<b>142-901 Total:</b>					\$99.40
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-911-11140	\$19.88
<b>142-911 Total:</b>					\$19.88
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-933-11140	\$126.84
<b>142-933 Total:</b>					\$126.84
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-937-11140	\$2.98
<b>142-937 Total:</b>					\$2.98
42000327	Amazon	727	04/22/2024	142-964-11140	\$2,939.85
42000328	Ameritas Life Insurance Corp.	7442	04/22/2024	142-964-11140	\$53.48
<b>142-964 Total:</b>					\$2,993.33
<b>Bank Total:</b>					\$3,557.77
<b>Bank Payment Count:</b>					3

**Bank Name**  
General Purpose

**Bank Number**  
141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001112	A Dirty Job	665	04/25/2024	141- -11140	\$6,500.00
41001113	Allegra Print & Imaging	650	04/25/2024	141- -11140	\$164.44
41001114	Amazon	727	04/25/2024	141- -11140	\$1,443.62
41001115	Cdw-G	1375	04/25/2024	141- -11140	\$64.27
41001116	Central States Bus Sales, Inc.	1326	04/25/2024	141- -11140	\$299,500.00
41001117	Cumberland International Trucks, Inc.	3366	04/25/2024	141- -11140	\$576.00
41001118	FinalForms	8194	04/25/2024	141- -11140	\$760.00
41001119	Gallaher & Associates, Inc.	7285	04/25/2024	141- -11140	\$810.00
41001120	Hickman Co Board Of Ed.	2734	04/25/2024	141- -11140	\$45,000.00
41001121	Hickman Co Trustee	2722	04/25/2024	141- -11140	\$1,790.05
41001122	Hickman County Trustee	2937	04/25/2024	141- -11140	\$6,335.00
41001123	K-12 School Supplies Llc	3394	04/25/2024	141- -11140	\$452.74
41001124	Lakeshore Learning	3463	04/25/2024	141- -11140	\$4,238.98
41001125	Lumen/Centurylink	4577	04/25/2024	141- -11140	\$491.98
41001126	Oriental Trading Co., Inc.	6258	04/25/2024	141- -11140	\$17.98
41001127	Qualls, Meredith Stacey	4589	04/25/2024	141- -11140	\$37.15
41001128	Quill, LLC	4574	04/25/2024	141- -11140	\$492.36
41001129	Rj Young Company	4691	04/25/2024	141- -11140	\$3,747.73
41001130	Roman A/V, LLC.	7045	04/25/2024	141- -11140	\$1,000.00
41001131	Southern Duplicating of Clarksdale, Inc.	7343	04/25/2024	141- -11140	\$86.74

**141 Total:** \$373,509.04

**Bank Total:** \$373,509.04

**Bank Payment Count:** 20

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>
42000331	Rj Young Company	4691	04/25/2024	142-010-11140	\$250.00
<b>142-010 Total:</b>					\$250.00
42000331	Rj Young Company	4691	04/25/2024	142-101-11140	\$186.41
<b>142-101 Total:</b>					\$186.41
42000330	Ragsdale, Christine	7949	04/25/2024	142-964-11140	\$50.92
42000331	Rj Young Company	4691	04/25/2024	142-964-11140	\$336.20
<b>142-964 Total:</b>					\$387.12
<b>Bank Total:</b>					\$823.53
<b>Bank Payment Count:</b>					2

**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>
43000211	American Fidelity Assurance Co	636	04/25/2024	143- -11140	\$1,248.06
43000212	Ameritas Life Insurance Corp.	7442	04/25/2024	143- -11140	\$84.50
43000213	Beam Insurance Administrators LLC	7435	04/25/2024	143- -11140	\$311.51
43000214	Hickman Co Trustee	2722	04/25/2024	143- -11140	\$1,089.95
43000215	Hickman County Trustee	2937	04/25/2024	143- -11140	\$16,892.18
43000216	Rj Young Company	4691	04/25/2024	143- -11140	\$331.37
43000217	Tennessee Farmers Life Insurance	5297	04/25/2024	143- -11140	\$25.00
<b>143 Total:</b>					<u>\$19,982.57</u>
<b>Bank Total:</b>					<u>\$19,982.57</u>
<b>Bank Payment Count:</b>					7

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>
42000335	County Of Hickman Misc Acct	1633	04/29/2024	142-901-11140	\$159.79
<b>142-901 Total:</b>					\$159.79
42000335	County Of Hickman Misc Acct	1633	04/29/2024	142-933-11140	\$245.50
<b>142-933 Total:</b>					\$245.50
42000335	County Of Hickman Misc Acct	1633	04/29/2024	142-937-11140	\$11.25
<b>142-937 Total:</b>					\$11.25
<b>Bank Total:</b>					\$416.54
<b>Bank Payment Count:</b>					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>
41001140	Amazon	727	04/29/2024	141- -11140	\$391.63
41001141	American Paper & Twine Company	797	04/29/2024	141- -11140	\$239.40
41001142	Becker's School Supplies	951	04/29/2024	141- -11140	\$242.04
41001143	Book Systems, Inc	873	04/29/2024	141- -11140	\$6,360.00
41001144	Carson Dellosa Publishing LLC	1327	04/29/2024	141- -11140	\$120.00
41001145	Central Technologies, Inc.	1668	04/29/2024	141- -11140	\$27,605.00
41001146	CNB Computers USA, Inc.	6586	04/29/2024	141- -11140	\$218.00
41001147	County Of Hickman Misc Acct	1633	04/29/2024	141- -11140	\$45,905.07
41001148	Lakeshore Learning	3463	04/29/2024	141- -11140	\$74.96
41001149	Matrix Mechanical Solutions, LLC	7974	04/29/2024	141- -11140	\$12,749.00
41001150	Mi Cosina Mexican Restaurant	6216	04/29/2024	141- -11140	\$629.00
41001151	ODP Business Solutions, LLC	4261	04/29/2024	141- -11140	\$205.39
41001152	Oriental Trading Co., Inc.	6258	04/29/2024	141- -11140	\$246.19
41001153	Oscar Enterprises Inc	4263	04/29/2024	141- -11140	\$362.50
41001154	Quill, LLC	4574	04/29/2024	141- -11140	\$2,369.28
41001155	Really Good Stuff, LLC	4606	04/29/2024	141- -11140	\$1,456.30
41001156	Warren, Linda W.	8316	04/29/2024	141- -11140	\$37.15
<b>141 Total:</b>					\$99,210.91
<b>Bank Total:</b>					\$99,210.91
<b>Bank Payment Count:</b>					17

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>
42000332	Chapter 13 Trustee	1265	04/29/2024	142-901-11140	\$180.00
42000333	Dickson Co. General Sessions Court	1861	04/29/2024	142-901-11140	\$369.67
42000334	Tennessee Farmers Life Insurance	5297	04/29/2024	142-901-11140	\$30.00
<b>142-901 Total:</b>					<u>\$579.67</u>
<b>Bank Total:</b>					<u>\$579.67</u>
<b>Bank Payment Count:</b>					3

<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>		
41001132	Cornerstone Financial Credit Union	2100	04/29/2024	141- -11140		\$200.00
41001133	Hickman Co Board Of Ed	2729	04/29/2024	141- -11140		\$35,625.00
41001134	Hickman Co Trustee	2722	04/29/2024	141- -11140		\$930.00
41001135	Hickman County Trustee	2937	04/29/2024	141- -11140		\$463,789.81
41001136	Metropolitan Life	3677	04/29/2024	141- -11140		\$120.00
41001137	Perry Co. General Sessions Clerk	8291	04/29/2024	141- -11140		\$1,055.99
41001138	Tennessee Credit Union	5296	04/29/2024	141- -11140		\$825.00
41001139	Tennessee Farmers Life Insurance	5297	04/29/2024	141- -11140		\$675.00
					<b>141 Total:</b>	\$503,220.80
					<b>Bank Total:</b>	\$503,220.80
					<b>Bank Payment Count:</b>	8



**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., Nunnally, TN 37137

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

Memorandum

To: Board Members  
From: John Mullins  
Date: 4/29/2024  
Re: May Director's Report

**Leave of Absence**

Professional  
Angela Petty

FMLA 5/6/2024--8/1/2024

Support Staff  
Raymond Amos

4/15/2024--6/30/2024

**Hiring**

Professional

Support Staff  
Crystal Adcock  
Summer Scott

EHIS Sp Ed Assistant  
CES Sp Ed Assistant

**Resignation**

Professional

Support Staff

**Retirement**

**Professional**

**Support Staff**

**Transfers**

**Professional**

**Support Staff**

**Appointment**

**Professional**

**Support Staff**

**Open Positons**

Bus Drivers

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

Hickman County Finance  
 Summary Financial Statement  
 April 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	2,974,879.00	(3,074,944.46)	103.36%	247,906.58	(25,798.24)	10.41%
40120	Trustee's Collections - Prior Year	65,000.00	(79,136.79)	121.75%	5,416.67	(9,352.82)	172.67%
40125	Trustee's Collections - Bankruptcy	500.00	(115.13)	23.03%	41.67	(5.59)	13.42%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(18,927.09)	40.27%	3,916.67	(1,651.65)	42.17%
40140	Interest And Penalty	15,000.00	(11,790.91)	78.61%	1,250.00	(1,451.17)	116.09%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,601.26)	65.03%	333.33	(259.21)	77.76%
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,455,008.00	(2,277,967.17)	92.79%	204,584.00	(238,358.31)	116.51%
40270	Business Tax	35,000.00	(13,690.24)	39.11%	2,916.67	(3,545.19)	121.55%
41110	Marriage Licenses	1,300.00	(1,035.50)	79.65%	108.33	(104.50)	96.46%
43517	Tuition - Other	2,000.00	(2,400.00)	120.00%	166.67	(100.00)	60.00%
43570	Receipts From Individual Schools	30,000.00	(10,307.26)	34.36%	2,500.00	(3,922.57)	156.90%
43582	Community Service Fees - Adults	200.00	(37.54)	18.77%	16.67	(10.04)	60.24%
44120	Lease/Rentals/PPP	10,000.00	(2,960.42)	29.60%	833.33	(1,425.00)	171.00%
44170	Miscellaneous Refunds	30,000.00	(35,080.93)	116.94%	2,500.00	(100.00)	4.00%
44530	Sale Of Equipment	15,000.00	(8,747.88)	58.32%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(7,196.84)	239.89%	250.00	(1,292.00)	516.80%
44570	Contributions & Gifts	15,000.00	(20,690.54)	137.94%	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	(22,132,114.93)	92.66%	1,990,546.83	(2,427,949.00)	121.97%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46515	Early Childhood Education	493,047.45	(203,874.03)	41.35%	41,087.29	(69,720.63)	169.69%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	(3,860.46)	77.21%	416.67	(3,860.46)	926.51%
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	(39,538.54)	87.86%	3,750.00	(16,115.13)	429.74%
46790	Other Vocational	3,000,000.00	(405,678.39)	13.52%	250,000.00	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	(167,656.50)	72.89%	19,166.67	(55,885.50)	291.58%
46980	Other State Grants	124,846.74	0.00	0.00%	10,403.90	0.00	0.00%
46981	Safe Schools	0.00	(41,190.00)	0.00%	0.00	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(44,580.20)	63.69%	5,833.33	(7,368.50)	126.32%
48990	Other	278,304.00	(168,674.85)	60.61%	23,192.00	(16,000.00)	68.99%
49700	Insurance Recovery	10,000.00	(6,854.87)	68.55%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	(8,571.05)	34.28%	2,083.33	0.00	0.00%
	<b>Total Revenues</b>	<b>34,173,647.19</b>	<b>(28,796,283.78)</b>	<b>84.26%</b>	<b>2,847,803.93</b>	<b>(2,884,275.51)</b>	<b>101.28%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,377,394.00)	12,782,388.87	78.05%	(1,364,782.83)	1,552,524.91	113.76%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71150	Alternative Instruction Program	(288,810.00)	130,421.26	45.16%	(24,067.50)	14,813.78	61.55%
71200	Special Education Program	(3,796,162.45)	2,298,964.20	60.56%	(316,346.87)	264,630.87	83.65%
71300	Career and Technical Education	(2,981,573.50)	1,846,375.81	61.93%	(248,464.46)	78,044.18	31.41%
72110	Attendance	(189,631.00)	107,990.69	56.95%	(15,802.58)	10,752.92	68.05%
72120	Health Services	(660,690.00)	433,197.10	65.57%	(55,057.50)	48,130.49	87.42%
72130	Other Student Support	(1,153,235.85)	638,891.77	55.40%	(96,102.99)	82,793.09	86.15%
72210	Regular Instruction Program	(1,601,056.74)	978,440.10	61.11%	(133,421.40)	103,466.65	77.55%
72220	Special Education Program	(133,398.00)	36,848.35	27.62%	(11,116.50)	1,143.27	10.28%
72230	Career and Technical Education	(507,115.00)	252,592.87	49.81%	(42,259.58)	18,928.55	44.79%
72250	Technology	(451,592.00)	350,337.32	77.58%	(37,632.67)	12,771.56	33.94%
72290	Other Programs	(35,000.00)	23,647.30	67.56%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	510,387.61	71.26%	(59,683.58)	10,022.10	16.79%
72320	Director Of Schools	(328,338.00)	225,831.69	68.78%	(27,361.50)	24,058.28	87.93%
72410	Office Of The Principal	(2,014,392.00)	1,158,904.89	57.53%	(167,866.00)	119,804.88	71.37%
72510	Fiscal Services	(50,000.00)	45,000.00	90.00%	(4,166.67)	45,000.00	1,080.00%
72610	Operation Of Plant	(2,567,000.00)	1,928,698.60	75.13%	(213,916.67)	163,608.31	76.48%
72620	Maintenance Of Plant	(1,333,258.00)	824,935.80	61.87%	(111,104.83)	144,501.68	130.06%
72710	Transportation	(2,631,068.50)	1,799,860.12	68.41%	(219,255.71)	129,732.33	59.17%
72810	Central And Other	(406,863.00)	58,798.59	14.45%	(33,905.25)	10,433.00	30.77%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	65,115.16	51.85%	(10,465.68)	6,439.34	61.53%
73400	Early Childhood Education	(525,088.00)	283,250.53	53.94%	(43,757.33)	36,640.45	83.74%
76100	Regular Capital Outlay	(3,102,000.00)	75,326.00	2.43%	(258,500.00)	41,869.00	16.20%
	<b>Total Expenditures</b>	<b>(42,018,473.19)</b>	<b>26,856,204.63</b>	<b>63.92%</b>	<b>(3,501,539.43)</b>	<b>2,920,109.64</b>	<b>83.40%</b>
<b>Total</b>	<b>141</b> General Purpose School	<b>(7,844,826.00)</b>	<b>(1,940,079.15)</b>	<b>-24.73%</b>	<b>(653,735.50)</b>	<b>35,834.13</b>	<b>5.48%</b>

Hickman County Finance  
 Summary Financial Statement  
 April 2024

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	(35,625.00)	0.00%	0.00	(35,625.00)	0.00%
47131	Vocational Educ - Basic Grants To	72,450.56	(47,962.90)	66.20%	6,037.55	(9,058.12)	150.03%
47141	Title 1 Grants To Local Educ Agencies	1,097,988.39	(610,330.30)	55.59%	91,499.03	(79,956.97)	87.39%
47143	Special Education - Grants To States	1,164,691.24	(624,218.73)	53.60%	97,057.60	(61,052.76)	62.90%
47145	Special Education Preschool Grants	45,797.98	(12,149.83)	26.53%	3,816.50	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(94,760.32)	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	(68,981.72)	31.38%	18,318.39	(64,488.10)	352.04%
47189	Eisenhower Prof Development State	160,181.05	(54,688.18)	34.14%	13,348.42	0.00	0.00%
47307	COVID-19 Grant B	1,041,785.69	(970,535.69)	93.16%	86,815.47	0.00	0.00%
47309	COVID-19 Grant D	123,000.00	(1,000.00)	0.81%	10,250.00	0.00	0.00%
47401	American Rescue Plan Act Grant #1	6,011,423.41	(3,025,635.15)	50.33%	500,951.95	(103,192.45)	20.60%
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	(4,997.85)	27.14%	1,534.83	0.00	0.00%
47590	Other Federal Through State	321,295.29	(198,199.26)	61.69%	26,774.61	0.00	0.00%
	<b>Total Revenues</b>	<b>10,510,119.05</b>	<b>(5,762,814.93)</b>	<b>54.83%</b>	<b>875,843.25</b>	<b>(353,373.40)</b>	<b>40.35%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(3,008,377.29)	1,551,421.62	51.57%	(250,698.11)	131,289.06	52.37%
71150	Alternative Instruction Program	(35,524.50)	29,466.22	82.95%	(2,960.38)	4,075.12	137.66%
71200	Special Education Program	(978,761.84)	528,256.22	53.97%	(81,563.49)	51,274.55	62.86%
71300	Career and Technical Education	(84,017.04)	35,642.93	42.42%	(7,001.42)	3,921.97	56.02%
72110	Attendance	(18,971.00)	13,816.36	72.83%	(1,580.92)	0.00	0.00%
72120	Health Services	(27,345.50)	0.00	0.00%	(2,278.79)	0.00	0.00%
72130	Other Student Support	(451,320.83)	296,765.54	65.75%	(37,610.07)	38,254.84	101.71%
72210	Regular Instruction Program	(1,394,437.86)	775,916.75	55.64%	(116,203.16)	105,455.39	90.75%
72220	Special Education Program	(407,002.73)	251,733.65	61.85%	(33,916.89)	24,004.38	70.77%
72230	Career and Technical Education	(8,045.30)	0.00	0.00%	(670.44)	0.00	0.00%
72250	Technology	(198,090.00)	50,777.38	25.63%	(16,507.50)	5,072.44	30.73%
72610	Operation Of Plant	(595,027.75)	482,036.75	81.01%	(49,585.65)	0.00	0.00%
72710	Transportation	(28,000.00)	10,011.38	35.75%	(2,333.33)	1,629.44	69.83%
73100	Food Service	0.00	0.00	0.00%	0.00	0.00	0.00%
76100	Regular Capital Outlay	(3,255,909.07)	2,851,493.42	87.58%	(271,325.76)	3,597.00	1.33%
99100	Transfers Out	(19,288.34)	8,571.05	44.44%	(1,607.36)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(10,510,119.05)</b>	<b>6,885,909.27</b>	<b>65.52%</b>	<b>(875,843.25)</b>	<b>368,574.19</b>	<b>42.08%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>1,123,094.34</b>	<b>100.00%</b>	<b>0.00</b>	<b>15,200.79</b>	<b>0.00%</b>

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	540,000.00	(155,821.87)	28.86%	45,000.00	0.00	0.00%
43522	Lunch Payments - Adults	75,000.00	(19,043.00)	25.39%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(43,845.75)	51.58%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(174,747.25)	99.86%	14,583.33	11.87	-0.08%
43570	Receipts From Individual Schools	0.00	(29,118.18)	0.00%	0.00	(29,118.18)	0.00%
44110	Investment Income	1,000.00	(1,616.58)	161.66%	83.33	(27.84)	33.41%
44530	Sale Of Equipment	0.00	(161.04)	0.00%	0.00	0.00	0.00%
46520	School Food Service	0.00	(15,618.57)	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,035,000.00	(1,079,472.75)	104.30%	86,250.00	(131,012.80)	151.90%
47113	Breakfast	540,000.00	(401,051.67)	74.27%	45,000.00	(48,414.84)	107.59%
47114	USDA - Other	112,415.29	(90,601.01)	80.59%	9,367.94	(1,660.23)	17.72%
47115	USDA Food Service Equipment Grant -	0.00	(19,200.00)	0.00%	0.00	0.00	0.00%
	<b>Total Revenues</b>	<b>2,563,415.29</b>	<b>(2,030,297.67)</b>	<b>79.20%</b>	<b>213,617.94</b>	<b>(210,222.02)</b>	<b>98.41%</b>
<b>Expenditures</b>							
73100	Food Service	(2,975,939.29)	2,623,177.79	88.15%	(247,994.94)	402,106.07	162.14%
	<b>Total Expenditures</b>	<b>(2,975,939.29)</b>	<b>2,623,177.79</b>	<b>88.15%</b>	<b>(247,994.94)</b>	<b>402,106.07</b>	<b>162.14%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(412,524.00)</b>	<b>592,880.12</b>	<b>143.72%</b>	<b>(34,377.00)</b>	<b>191,884.05</b>	<b>558.18%</b>

## HCBOE ESSER Report May 2024

### Allocation Summary

	Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 1.0	\$879,730.25	June 30, 2022	\$879,730.25	\$0.00
ESSER 2.0	\$3,497,160.67	September 30, 2023	\$3,497,160.67	\$0.00
ESSER 3.0	\$7,897,567.75	September 30, 2024	\$5,099,427.89	\$2,798,139.86
Total:	\$11,394,728.42		\$8,596,588.56	\$2,798,139.86

### ESSER Recent Developments

ENA VOIP proposal  
 Computer bid  
 Received \$43,441.67 additional funds in ESSER 3 - recalculation from state

### 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	





















*Account Activity Summary*  
*Hickman*  
01/01/2024 - 03/31/2024

<i>Beginning Value - Investment Account</i>	\$	2,604,507.96
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	258,749.21
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>2,863,257.17</b>
<b><i>Additions</i></b> <sup>2</sup>		
<i>Contributions</i> <sup>3</sup>	\$	-
<i>Dividends &amp; Interest</i> <sup>4</sup>	\$	15,575.06
<b><i>Withdrawals</i></b> <sup>5</sup>		
<i>TSBA Fee</i> <sup>6</sup>	\$	(1,789.54)
<i>MS Fees</i> <sup>7</sup>	\$	(1,172.09)
<i>System Distributions</i> <sup>8</sup>	\$	-
<b><i>Unadjusted Investment Earnings</i></b> <sup>9</sup>	<b>\$</b>	<b>131,266.51</b>
<i>Ending Value - Investment Account</i>	\$	2,765,906.66
<i>Ending Value - Alternative Invest. Acct.</i>	\$	241,230.45
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>3,007,137.11</b>

**Definitions:**

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

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

*Account Contribution Summary  
Hickman  
01/01/2024 - 03/31/2024*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		<b>Total Deposits</b>	<b>0.00</b>	

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*Account Dividend & Interest Summary*  
*Hickman*  
*01/01/2024 - 03/31/2024*

<b>ACTIVITY DATE</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>		<b>TYPE</b>
01/02/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	800.82	Cash
01/02/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,828.59	Cash
01/02/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	939.52	Cash
01/03/2024	Dividend	PACER US SML CAP CASH COWS ETF	466.71	Cash
01/17/2024	Dividend	PERFORMANCE TRUST STRAT BD I	556.84	Cash
01/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	14.00	Cash
01/31/2024	Interest Income	MORGAN STANLEY BANK N.A.	4.35	Cash
02/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	805.34	Cash
02/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,870.23	Cash
02/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	842.76	Cash
02/16/2024	Dividend	PERFORMANCE TRUST STRAT BD I	1,427.03	Cash
02/20/2024	Interest Income	MORGAN STANLEY BANK N.A.	5.40	Cash
02/29/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	26.53	Cash
03/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	755.76	Cash
03/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,745.06	Cash
03/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,072.17	Cash
03/18/2024	Dividend	PERFORMANCE TRUST STRAT BD I	1,645.42	Cash
03/27/2024	Dividend	PACER US SML CAP CASH COWS ETF	235.73	Cash
03/27/2024	Dividend	ISHARES CORE S&P U.S. GROWTH	118.49	Cash
03/27/2024	Dividend	ISHARES CORE S&P U.S. VALUE	406.31	Cash
03/28/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	8.00	Cash
		<b>Total Dividends and Interest</b>	<b>15,575.06</b>	

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*Account Fee Summary  
Hickman  
01/01/2024 - 03/31/2024*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
01/04/2024	CASH TRANSFER	FUNDS TRANSFERRED	-1,789.54	Cash
01/08/2024	Service Fee	ADV FEE 01/01-01/31	-391.92	Cash
01/18/2024	Service Fee Adj	NET PLATFORM CREDIT	0.20	Cash
02/07/2024	Service Fee	ADV FEE 02/01-02/29	-373.20	Cash
03/07/2024	Service Fee	ADV FEE 03/01-03/31	-407.17	Cash
		<b>Total Withdrawals</b>	<b>-2,961.63</b>	

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

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can choose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested.

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Hickman County Schools Board Agenda Item Request

Date: April 8 2024

Name of School: HCHS

Item Request: Overnight Trip(s) (Adventure Camp)

Explanation:

JROTC is requesting to host their annual  
adventure camp. (see attached slides).

Attachments (if necessary and appropriate):

Slide presentation, Trip request, transport request

Signature of Person requesting to be placed on the agenda:

Mary Scott

Signature of Building Principal:

R. P.

JP  
4-10-24



### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JMOTC

Trip Requested: Adventure Camp (Overnight)

Purpose: \_\_\_\_\_

Date and Time frame: 19-25 MAY 24 Number of students: 45

Number of Chaperones: Male 1 Female 3

Costs associated: \$ 75

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

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

How will the students travel? BUS

Is a transportation request attached if system transportation is needed? Yes (4 trips)

Signature of person requesting the trip Mary Scott Kelly

Signature of Principal [Signature]

Signature of Instructional Supervisor [Signature]

Signature of Director of Schools [Signature]

4-10-24

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



Hickman County High School  
Adventure Camp  
19 -25 May 2024

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

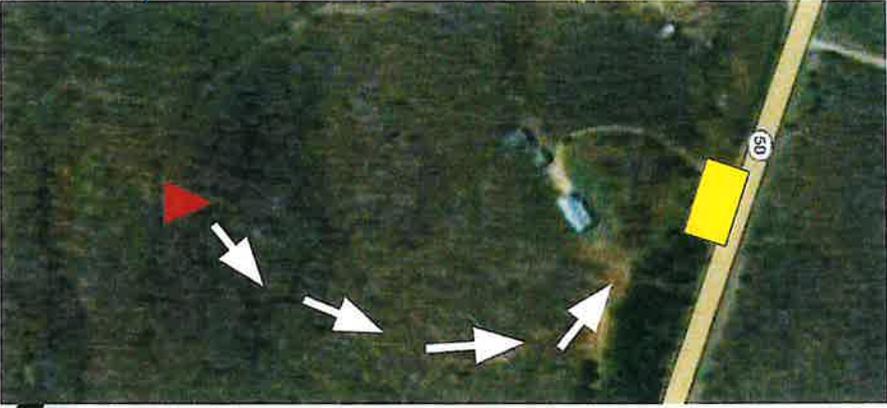
**Purpose:** To promote Esprit de Corps and build teams within teams.

**Justification:** Create a team building experience and put the knowledge and skills obtained during the academic year into practical use.

*JM*  
4-10-24



Day 1 (Sun)  
Camp Setup



Day 2 (Mon)  
Canoe Red River



Day 3 -5 (Tuesday & Thursday)  
Survival Training



JM  
4-10-24



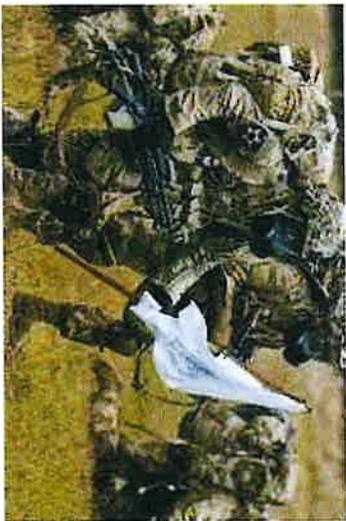
Day 5 (Wednesday)  
Week of the Eagles

Warrior Adventure Quest  
Clarksville Base

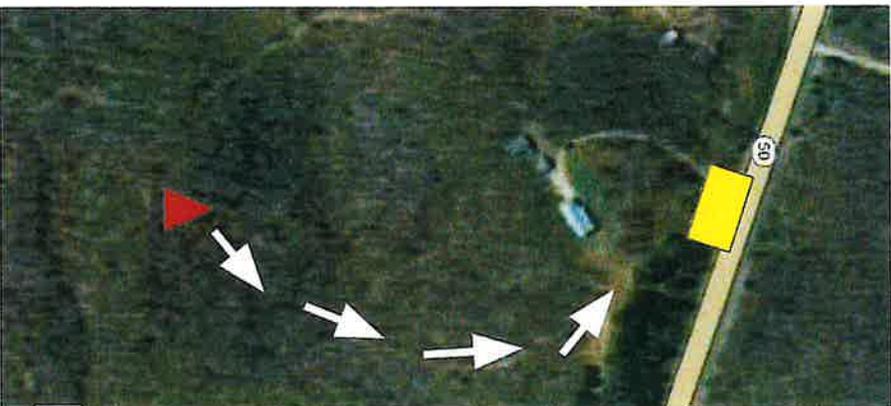


Day 6 (Friday)

Capture the Flag  
(Red vs Gold)



Day 7 (Sat)  
Camp Teardown



JM  
4-10-24



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

**When & Where:**

- 19<sup>TH</sup> – 25<sup>th</sup> May – 2293 Highway 50 Centerville TN 37033

**How: Cadets will report at HCHS on Sunday May 19th at 1600hrs and will travel utilizing bus throughout the camp. Cadets will return approximately 1000 hrs on 25 MAY 2024.**

*Jm*  
4-10-24





Hickman County Schools Board Agenda Item Request

Date: April 8 2024

Name of School: HEHS

Item Request: Out-of-State, Overnight Trip

Explanation:

JROTC request permission to participate  
in JCLC (Junior ROTC Cadet Leadership Challenge)

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

Attachments (if necessary and appropriate):

Trip Request, Memo of Instruction 7th Brigade USACE

Signature of Person requesting to be placed on the agenda:

[Signature]

Signature of Building Principal:

[Signature]

JM  
4-10-24



### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: JCLC (Greenville, KY)

Purpose: Program requirements IAW CLR 145-2

Date and Time frame: 04-08 June Number of students: 12

Number of Chaperones: Male 0 Female 3

Costs associated: 0

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

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

How will the students travel? Govt Rental

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

Signature of person requesting the trip Mary Scott Kelly

Signature of Principal R. A.

Signature of Instructional Supervisor Cinzi Manor

Signature of Director of Schools John Mullins

4-10-24

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



SEVENTH BRIGADE (ROTC)  
JUNIOR RESERVE OFFICER TRAINING CORPS  
BLD 1468, 328 THIRD AVE.  
FORT KNOX, KY 40121-5600



ATCC-GG-J

02 January 2024

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

**SUBJECT:** JROTC Cadet Leadership Challenge (JCLC) 2024, Wendell H. Ford Regional Training Center

1. Reference: CCR 145-2 Organization, Administration, Operation, Training and Support.
2. Through-out this document, all references to "Cadre" will be defined as Instructors and Chaperones.
3. The mission of the JCLC 2024 is to safely provide JROTC cadets the opportunity to experience adventure and leadership training while interacting with their peers in a military setting while having fun.
4. The purpose of this memorandum is to provide Senior Army Instructors (SAIs) and Army Instructors (AIs) guidance and instructions for the preparation and execution of logistical and administrative support for JCLC 2024. 7th Brigade (KY/TN) JCLC 2024 will be held at the Wendell H. Ford Regional Training Center (WHFRTC), Greenville, KY from 28 May – 09 Jun 2024. There will be 8 companies arriving on consecutive days starting with Alpha Co on 29 May 2024. **Those schools that are providing the Company Commanders and/or First Sergeants will make arrangements to arrive NET 0900 and NLT 1100 on their reporting date. Company Commanders will ensure their companies are able to provide a rescue vehicle (van) and driver (a dedicated, enclosed vehicle that is capable of holding a rescue litter/stretchers) for the training sites their companies are assigned to for TD 0 PT Test; TD1; TD2 and TD3.** Schools providing Company Commanders and First Sergeants (with cadets) will be provided a noon ration on their day of arrival. The company minus will report directly to their **assigned company barracks for in-processing NLT 1400** on their report date. **Company minus schools will not be provided a noon ration on their day of arrival.** All schools have been notified of their company assignments for Junior ROTC Cadet Leadership Challenge 2024 and cannot change their assigned company without prior approval from JCLC Commander. **Due to limited billeting space, all schools are limited to their assigned number of cadets unless otherwise coordinated through the Company Commander of their assigned company. At no time will the company cadet personnel count exceed 119 cadets for a 75/25 company and 118 cadets for a 50/50 company.**
5. **Camp Assignments:** JCLC 2024 at WHFRTC will be Instructor led and training will consist of Modified Cadet Challenge, Water Survival, Leadership Reaction Course, Rafting, Intramurals, One Rope Bridge, Rappelling, Rope Corral, Confidence Course, Land Navigation, and Field Craft Skills Training (FCST). Training sites are subject to change depending on availability. Staff positions are: JCLC Commander, JCLC Sergeant Major, JCLC S-1, JCLC S-1 Assistant, JCLC S-3, JCLC S-4, JCLC S-4 Assistant and JCLC Transportation Officer. Committees are annotated in the attached JCLC staffing enclosure. **Committee members will report NLT 1300 hours on the date indicated (29 May 2024, per Enclosure 13) and will be at the Range Control OIC/RSO Briefing, 1400, 29 May 2024, Auditorium, Building 229, WHFRTC (located adjacent JCLC HQ Building).** Schools will be assigned to companies based on graduation dates and female to male ratio. Schools will contact their assigned "Company Commander" and provide them the required information (DTS data sheet, Enclosure 11) for any cadre or chaperones attending JCLC. Company Commanders will resolve all issues pertaining to billeting of cadre and chaperones. Company Commanders must remain sensitive to those schools where school policy demands a chaperone from their school system. Company Commanders will ensure all DTS data sheets request have been forwarded to brigade by the deadline of 01 Apr 2024. All schools will keep their assigned company commander informed and updated on any changes pertaining to JCLC. All instructors who attend JCLC 2024, but do not have an assigned position, will be assigned as Platoon TAC Officers and NCOs to the platoon where their cadets are placed. Instructors will be required to assist at training sites as needed and determined by the site OIC/NCOIC. **This includes those instructors who are also bus drivers.**

*JM 4-10-24*

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

The DTS worksheet and transportation request must be sent to BDE (courtesy copy your company commander) by **01 Apr 24**. A DTS worksheet will be filled out on all instructors and chaperones attending JCLC. Transportation request will be reviewed by 7<sup>th</sup> Brigade Junior ROTC Operations Office and then forwarded to Budget Branch for funding. Instructors must email or fax the **Certification of Services Rendered** (Encl: 10), GPC Form Sec 889 v5 (Encl 12), and **vendor invoice (with Tax ID)**, within five (5) days of return from summer camp to the Bde HQ's: 502-378-8051 for check request.

Transportation requests must be in the 7<sup>th</sup> Brigade HQ's **NLT 01 Apr 2024**. It is the responsibility of the instructors to research and select the most economical transportation available, not the most convenient. Request for additional instructors at JCLC based on transportation requirements will not be accepted. Here are two methods to request the selected transportation:

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

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

- a. All vehicles will be requested and paid for thru a completed Request for IMPAC Purchase. The only credit card (personal not gov't) reimbursement that will be authorized in DTS is cost of gasoline for rental vehicles. **Instructors must estimate the approximate cost of the fuel required for the trip to WHFRTC and return and place that on the DTS worksheet sheet.**
- b. It is the responsibility of the instructor to ensure that the requested vehicle vendor will accept the Government IMPAC Visa Card (over the phone) or IMPAC Visa Check. Be extremely careful that you do not leave the impression on the vendor that the government has committed to using and paying for the equipment.
- c. It is the SAI/AIs responsibility to ensure that a payment arrangement with Cadet Command has been awarded prior to using any vehicle.
- d. Commercial buses will only be approved for a multiple program (DAI) schools, or schools from the same area traveling to JCLC 2024 together. This does not include school buses from your school system. Use discretion when planning group travel.
- e. For those using school buses, **the bus and driver are not authorized to stay for the week.** Reimbursement will be for the trip to WHFRTC for drop-off and pick-up only. **The only exception will be those instructors or chaperones that drive a bus.** Instructors driving buses will still be required to perform their assigned duties.  
**NOTE: There will be no BDE gas card at Greenville, KY to purchase fuel for the school buses.**
- f. **POV and mileage reimbursement will be authorized for staff and committee personnel only.** All others that bring POVs do so at their own cost and risk.

JGM  
4-10-24

7. **Per Diem:** Per diem rates for cadre will be determined. Meals and billeting are provided at no cost to cadets and cadre. **Only those individuals actively involved with JCLC 2024 are authorized to attend. Mid cycle switch over is not authorized and at no time will additional orders be cut to support this school decision. All chaperones will be assigned a room.** All room assignments will be made through the S-1 Assistant and under no circumstances will instructors or cadre coordinate with or contact the WHFRTC Billeting Office. Rooms at WHFRTC come supplied with the following: bed linens, towels, wash cloths, coffee pot, (coffee is not provided), refrigerator, telephone, television, and maid service on a rotational daily basis. Extra room supplies are available through the S-1 Assistant. Any complaints pertaining to room assignment or room quality will be reported to the S-1 Assistant. Instructors need to read the posted information in their rooms for specific linen service and clearing procedures. Spouses will not accompany instructors to camp unless acting in the capacity of a chaperone with an ITO. Spouses will then be housed as a chaperone. **Instructors are not authorized to make their own lodging arrangements.** Institutional representative (Principals, guidance counselors, etc.) visits to JCLC 2024 are encouraged, but will be at no cost to the government. Notify Camp Headquarters if you are expecting an Institutional Representative.

#### 8. Uniforms/Appearance:

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

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

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

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

e. Equipment list:

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

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

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

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

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

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

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

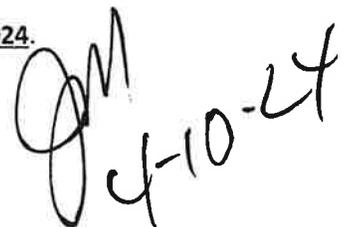
#### 9. Administration:

a. The following documents will be submitted to Brigade Headquarters NLT **01 Apr 2024.**

1. Travel packets to include:

(a) Transportation request.

(b) DTS worksheet for instructors and chaperones.



10. In-processing:

**A. Instructors will report to JCLC 2024 with completed packets, using the correct and current forms, on each cadet.**

Instructors failing to arrive at JCLC with complete packets on each cadet will be required, in a timely manner, to complete the packet prior to receiving room keys and initiating camp training with cadets. Incomplete packets will result in cadet departure from JCLC. Instructors are not authorized to sign for parents, legal guardians or medical professionals. Instructors will ensure all forms are complete and properly filled out prior to arrival to JCLC. Instructors will also provide a separate folder with the KYARNG Release forms for all cadets, to include instructors and chaperones. **Failure to have this form will result in the school being unable to participate in JCLC and will immediately return to home station.**

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

a. School File:

1. **Enclosure 1** - DAIs/SAs Verification of Cadet Roster and Required Forms  
(Attached to completed Cadet Roster)
2. **Enclosure 2** - Updated JCLC 2024 Cadet/Cadre Roster Form (2 Copies of this document)
3. **Enclosure 3** - KYARNG Liability form (ver:15Mar20) for each cadet, cadre member, and chaperone

b. Cadet File (1 per each cadet):

1. **Enclosure 4** - Cadet Information Form
2. **Enclosure 5** - Statement of Physical Condition
3. **Enclosure 6** - Consent to Medical Treatment
4. **Enclosure 7** - Covenant Not to Sue
5. **Enclosure 8** - Certificate of Medical / Dental Insurance Information
6. **Enclosure 9** - Medical Waiver as required (**any cadet with asthma, severe allergies, diabetes, or other medical conditions must have this waiver signed by parent/legal guardian, licensed physician, and approved by brigade NLT 01 May 2024. Cadets without approved waivers will return to home station immediately, see paragraph 11 below).**

*Handwritten signature and date: 4-10-24*

**NOTE\*\* DO NOT STAPLE DOCUMENTS. EACH ENCLOSURE MUST BE ON ITS OWN SHEET OF PAPER.**

11. Cadre:

a. Prepare cadets mentally and physically for the rigors of JCLC 2024 and select those cadets who are physically capable of completing all assigned task in accordance with CCR 145-2. Instructors bringing cadets with medical restrictions must meet all of the requirements in CCR 145-2. Any exception to policy reference medical restrictions must be approved (Encl 9) by the 7<sup>th</sup> Brigade Junior ROTC Operations Chief NO LATER THAN 01 MAY 2024, as outlined in CCR 145-2, 9-31d, dated 12AUG22.

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

c. **Ensure that cadets are covered by medical insurance as outlined in CCR 145-2, para 9-33e; 9-36, dated 12AUG22. Cadets without proper medical insurance documentation will not be allowed to participate in training and the parents will be notified to pick-up their cadet immediately. (Encl 8).**

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

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

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

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

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

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

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

*Keith Murphy*  
Keith Murphy  
CW3 (Ret)  
JCLC Commander

Enclosures:

1. DAI/SAI Verification Cadet Roster/Required Forms
2. JCLC 2024 Cadet/Cadre Roster Form
3. KYARNG Release from Liability Form
4. Cadet Information Form
5. Statement of Physical Condition
6. Consent to Medical Treatment Form
7. Covenant Not to Sue Form
8. Certificate of Medical / Dental Insurance Information Form
9. Medical Waiver
10. Certification of Services Rendered Form
11. DTS
12. GPC Form 889 v5
13. Camp Dates for Staff/Committee



Handwritten signature of Keith Murphy and date 4-10-24



Hickman County Schools Board Agenda Item Request

Date: 4-19-24

Name of School: East Hickman High School

Item Request: Request For overnight stay for Basketball Camp

Explanation:

Girls Basketball team and coaches are requesting  
for our team to travel and stay @ Lee University in Cleveland, TN  
on June 19<sup>th</sup>, 20<sup>th</sup> and return on June 21<sup>st</sup>.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Aaron Taylor

Signature of Building Principal:

[Signature]



Hickman County Schools Board Agenda Item Request

Date: 4/22/24

Name of School: East Hickman High

Item Request: Trip Request

Explanation:

EHHS boys basketball is asking to attend  
an overnight team camp in Wayne County, June 17-19

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

[Handwritten Signature]



Hickman County Schools Board Agenda Item Request

Date: 4-19-24

Name of School: Hickman County High School

Item Request: Overnight Camps / Tournament

Explanation: Girl's Basketball

Summer overnight camps dates include:

June 2nd - 5th Wayne County

June 9th - 12th Bethel University

Gatlinburg Christmas Tournament December 26th - 28th

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

[Handwritten Signature]

To: John Mullins and School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: April 19, 2024

RE: FBLA National Conference

I am requesting to be put on the May School Board Agenda in order to be granted permission for qualifying students to attend the FBLA National Conference. This is an overnight trip to Orlando, FL on June 28 - July 3. One team of students and an alternate, 4 in total, will be attending the conference. The students will be accompanied by the adviser, Cindi Morgan. Students will be transported in the CTE van.

Details are as follows:

- Adviser: Cindi Morgan
- Dates: June 28 - July 3
- Cost:
  - Hotel Rooms 3 rooms x 5 nights @ \$219/night \$4,165.00
  - Conference Registration 4 x \$195 (students) \$780.00
  - Conference Registration 2 x \$100 (adviser/chaperone) \$200.00
  - Miscellaneous (food, van fuel, etc.) 1,000.00
  - **Total** **\$6,145.00**
- Funding will be provided by the EHHS Bookstore account. Students will be responsible for paying for their food.



Hickman County Schools Board Agenda Item Request

Date: 4/25/24  
Name of School: East Hickman High Football  
Item Request: Overnight Off Campus stay at Camp Meribah  
Explanation: Eagle football is requesting to stay overnight at Camp Meribah. July 21<sup>st</sup> to July 25<sup>th</sup>. We will be getting ready for the upcoming season and we will be making memories as we will participate in team bonding activities.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Chris Austin

Signature of Building Principal:

[Signature]

## Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for Desktop Computers & Monitors.

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope "Desktop Computers & Monitors".

Bids will be opened on April 9th, 2024 at 10:00 A.M. in the Finance Office. The Hickman County School District reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

Present Penny Mayberry  
Whitney Johnston

Bids Rec'd

Trafera	26530.00	379.00 ea
System Liquidation		329.00 ea

JM  
3-15-24



REQUEST FOR PROPOSAL  
**Desktop Computers & Monitors**

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

Prepared by:

Ken Kajia  
**CNB Computers USA, Inc DBA System Liquidation**  
12539 Perry Road  
Houston, TX 77070  
Ph:908.668.0008  
Fax:908.668.0088  
Email: [ken@systemliquidation.com](mailto:ken@systemliquidation.com)  
Website: [www.systemliquidation.com](http://www.systemliquidation.com)

**Microsoft®**  
**AUTHORIZED**  
*Refurbisher*



### **Company Overview**

Since 2003, CNB Computers USA Inc. DBA System Liquidation has been a leading provider of new and refurbished information technology equipment to school districts across North America.

We are also an ISO Certified and R2v3 certified recycler and assist with information technology asset disposition planning.

### **Background and Workforce**

CNB Computers USA Inc. DBA System Liquidation was founded in Mississauga in 2003, now employing over 100 individuals who have a wide range of industry certification including: MCSE's, CCNA's and A+.

Our staff is also able to communicate in over 10 languages. This talented group of people possess post-secondary education in many fields including; Business, Computer Science, and Electronic Engineering.

CNB Computers USA Inc. DBA System Liquidation is dedicated to continuous measurable improvement in all our activities, which meet our customer requirements. Honesty and trust and mutual respect will be the basis for all dealings with our associates, customers, suppliers and society at large. We will constantly strive to be the industry's best suppliers of high-quality products and services. We are committed to the continuous improvement of all that we offer our clients.

### **Trust**

We trust our customers implicitly and run our company accordingly. A good example is our warranty policy. When a customer needs to utilize the warranty, our clients simply tell us what parts are needed and we ship them. This way of thinking permeates through everything we do and the end result is that you never have to fight us to do what you want—we're always on the same side.

**Microsoft<sup>®</sup>**  
**AUTHORIZED**  
*Refurbisher*



### **Financial and Business Viability**

CNB Computers USA Inc. DBA System Liquidation confirms that we have not:

- a) Declared bankruptcy or made a voluntary assignment in bankruptcy;
- b) Made a proposal under any legislation related to bankruptcy or insolvency; or,
- c) Been subject to or instituted any proceedings, arrangement, or compromise with creditors including having had a receiving and/or manager appointed to hold its assets.

### **Proof of Insurance**

CNB Computers USA Inc. DBA System Liquidation confirms that we are able to obtain Insurance Coverage for this assignment.

### **Deliverables**

CNB Computers USA Inc. DBA System Liquidation confirms that we can complete and execute the Deliverables outlined in our submission document.

### **Non-Collusion**

CNB Computers USA Inc. DBA System Liquidation certifies that this proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

### **Willingness to Enter into Agreement**

CNB Computers USA Inc. DBA System Liquidation confirms that we are prepared to enter into an agreement with Hickman County School District.

### **Payment Options**

CNB Computers USA Inc. DBA System Liquidation will accept a P.O. from Hickman County School District with net payment terms of 30 days (or greater upon request)

### **Delivery**

The product is in stock and available to ship

**Microsoft**  
**AUTHORIZED**  
*Refurbisher*



## References

Talladega City Schools  
Matt Fuller, Director of Technology  
501 South St. E, Talladega, AL 35160  
mfuller@talladega-cs.net  
256.223.0328

School District of Waukesha  
Tim Mehling, Systems Administrator  
222 Maple Ave, Waukesha, WI 53186  
tmehling@waukesha.k12.wi.us  
262.970.1052

Mitchell County Schools  
Pasha Mohammed, Network Administrator  
108 S Harney St, Camilla, GA 31730  
Pasha\_mohammed@MITCHELL.K12.GA.US  
229.321.7031 X1039

**Microsoft**  
AUTHORIZED  

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Refurbisher



## HP ELITEDESK 800 G5 SFF

Model	HP ELITEDESK 800 G5 SFF
Processor	Intel Core i5-8500 8th Generation
Ram	16GB DDR4 RAM
Video	Dedicated GT 720/730 2GB Video Card that includes a VGA and HDMI Port <b>BRAND NEW.</b> (BRAND MAY VARY- NO EVGA)
Sound	On-Board
Hard Drive	<b>512GB</b> Solid State Hard Drive
Optical Drive	None
Network	10/100/1000 Onboard NIC
Operating System	Windows 11 Pro
Warranty	<b>5 Year Warranty</b> Video card carries manufacturer Warranty
Price	<b>\$329 Each Inclusive of Freight</b> Includes a USB Keyboard, Mouse, WIFI adaptor and Display port to HDMI Adaptor
Upgrade to 32GB Ram	Additional <b>\$40</b>
Upgrade to i7 8700 processor	Additional <b>\$75</b>

**Microsoft**  
 AUTHORIZED  
 Refurbisher



## MONITOR OPTIONS

Model	DELL 22" LCD GRADE A WIDESCREEN
Screen Size	22"
Warranty	5 years
Price	<b>\$75 Each inclusive of Freight</b>
Ports Includes	VGA and HDMI

Model	HP 22" LCD GRADE A WIDESCREEN
Screen Size	22"
Warranty	5 years
Price	<b>\$75 Each inclusive of Freight</b>
Ports Includes	VGA and HDMI

Model	DELL 24" LCD GRADE A WIDESCREEN
Screen Size	24"
Warranty	5 years
Price	<b>\$99 Each inclusive of Freight</b>
Ports Includes	VGA and HDMI

Model	HP 24" LCD GRADE A WIDESCREEN
Screen Size	24"
Warranty	5 years
Price	<b>\$99 Each inclusive of Freight</b>
Ports Includes	VGA and HDMI

**Microsoft**  
AUTHORIZED  
*Refurbisher*



## 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: April 1, 2024 Name: Ken Kajia

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

X I have no conflict of interest to report.

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

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

Date: April 1, 2024

Signature: *Ken Kajia*

**Microsoft**  
AUTHORIZED  
*Refurbisher*



# TRAFERA HICKMAN COUNTY - REFURBISHED DESKTOPS

Due: 04-09-2024

Proposal Created for

Hickman County Schools

**Trafera, LLC**

2550 University Ave. W, Ste 416-S, Saint Paul, MN 55114

**Ph.** 651-888-7922

**Fax** 651-888-7916



@ Trafera.com

2550 University Ave W Ste 416-S  
Saint Paul, MN 55114

(651) 888-7922

04-09-2024

Hickman County Schools  
Attn: Brad Gilbert  
114 North Central Avenue  
Suite 203, Centerville, TN 37033

Hickman County - Refurbished Desktops

To Brad Gilbert and To Whom it May Concern,

Please accept our enclosed proposal for your *Hickman County - Refurbished Desktops* bid request. Trafera is one of the top national providers of innovative computing solutions. Our company has become an expert in offering customer-focused solutions that make rollouts and transitions a breeze.

When preparing our response, we strictly followed all of your instructions and requirements. We accept the contract terms in the RFP and request no exceptions.

Trafera provides our customers with unparalleled pre-deployment services, superior warranties, comprehensive repair solutions, and specialized professional development programs. Along with providing the best technology products, we are ready to be your true technology partner long after your devices are delivered.

We hope to show you that our proposal will provide the very best technology solution for Hickman County Schools. If we can answer any questions or provide more information, please let us know.

Sincerely,

Jim Mattson  
Sr. VP of Sales, Trafera LLC



## Company Information

### *Company Information and Mission*

In January 2021, FireFly Computers and Trinity3 Technology united as Trafera to provide the educational technology market with the latest and greatest Chromebooks and classroom technology. In early 2022, Louisiana-based IFP reseller and installer AXI Education Solutions joined the Trafera family. With over 33 years of combined experience, we bring you even better prices, greater product availability, and a wider range of products and services, all without sacrificing the fast, personalized service you deserve.

We currently do business with over 3,500 school districts and organizations across all 50 US states, and we distribute and service over 950,000 devices every year. Trafera is dedicated to transforming learning experiences by making people our number one investment. Yes, we specialize in technology for K-12 schools, but our goal at Trafera goes beyond selling technology. We want to help schools nationwide achieve greater educational outcomes through fully supported and embraced technology solutions.

Our team members are experts in making technology deployments painless, and we've made it our mission to connect with our customers individually to develop a solution that addresses their biggest technology needs and concerns. By offering the right technology with the right support, we drive student achievement toward a bright future.

### *Partnerships*

Trafera holds several partnerships with the best manufacturers of computing and classroom technology equipment. Not only is Trafera a Google for Education Premier Partner; but we are also one of the top vendors of Chromebooks and classroom technology in North America. Because we are recommending Dell products in this proposal, we are proud to say that we are a Dell Platinum Partner and Authorized Services Provider.

### *Trafera Account Manager*

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

#### Your Trafera Account Manager

**Jake Meyers, Executive Business Manager**

651-242-5696 (direct) 651-888-7916 (fax)

[jake.meyers@trafera.com](mailto:jake.meyers@trafera.com)



## Project Details

### *Proposal Overview*

We are proposing the Dell Optiplex 7060 Small Form Factor Desktop, Trafera Platinum 6-Year Warranty, with Logitech MK120 keyboard and Mouse. The desktops are refurbished (per the RFP) and the keyboards/mice are brand new. FOB destination shipping is included. Our proposal and pricing will be valid through April 26, 2024.

Trafera specializes in technology for K-12 education, higher education, and municipal government agencies. By focusing on these specific sectors of the technology market, we've been able to partner with customers to address specific pain points in ways other vendors can't match. Whether it's stress-free setup options, convenient warranty services, or revolutionary new ways to handle parts and repairs, Trafera is fully invested in delivering one-of-a-kind solutions to help you manage your technology faster, and easier.

### *Delivery*

We estimate that we can deliver the devices within 30-45 days upon receipt of a purchase order. Trafera fills orders on a first-in-first-out basis, so the earlier we receive a purchase order, the sooner we can deliver.

Due to the high volume of products we sell, Trafera maintains an extremely favorable relationship with our manufacturers. Having our own private, climate-controlled warehouse stocked with tens of thousands of devices allows us to shorten delivery times and prevent product shortages, when possible. We know that communication is the key to scheduling a successful tech roll-out, so we are committed to providing delivery updates on orders as soon as we receive them.



## Products & Services

### Product Specifications

#### **Dell Optiplex 7060 SFFCore i5**

Refurbished

8GB RAM

256GB SSD

Integrated Video and Sound(supports dual monitors)

Brand New Keyboard and Mouse included

Win 11 Pro

### Warranty

#### Trafera Warranty Options

Trafera has pioneered innovative repair services that allow us to offer our warranties directly to our customers, removing the hassle of jumping through the channels of other 3<sup>rd</sup> parties or OEM contacts. This means Trafera is responsible for all aspects of the warranty process. Providing the most comprehensive premium coverage in the market, our Trafera Warranties include:

Compare Warranties	TRAFERA SILVER (Similar to OEM warranty)	TRAFERA GOLD (Trafera default warranty)	TRAFERA PLATINUM (Premium coverage)
DEDUCTABLE	\$0	\$0	\$0
HARDWARE FAIL	✓	✓	✓
SEND PARTS FOR REPAIR	✓	✓	✓
ADVANCE EXCHANGE		✓	✓
ACCIDENTAL DAMAGE PROTECTION		✓	✓
SPARE PARTS ON-SITE			✓
THEFT/LOSS			✓
PER DEVICE LIMIT ON ADP	N/A	1	Unlimited
SHIPPING	We pay return shipping	We pay shipping both ways	We pay shipping both ways
BATTERY	1 Year	1 Year	1 Year Laptop/3 Year New Chromebook (1 replacement each)
STYLUS/EMR PEN/APPLE PENCIL	N/A	1 per device*	1 per device*

As an Authorized Services Provider for all the major computer manufacturers we supply, Trafera can handle all your repairs in-house throughout the life of your devices. We make



submitting warranty claims easy, just contact Trafera by toll-free phone (855-862-5120), email ([support@trafera.com](mailto:support@trafera.com)), or web (<https://www.trafera.com/get-support/>).

We further simplify and streamline your warranty process through our free Trafera RMA program. While we hope repairs aren't needed, we include several RMA boxes with your order. When a device needs repair, simply record the serial number and insert it into the protective packaging provided; when you have 5-12 devices ready to go, just contact us for a pre-paid UPS shipping label. Need more RMA boxes? They will be replenished as needed throughout the length of the warranty term. This program is solely a time-saving convenience for you and does not interfere with your right to send individual devices for repair under the standard warranty terms.

#### *Free Trafera TRAILS*

TRAILS (Technology, Resources, Activities, and Investigative Lessons for Schools) is a powerful library of lessons and professional learning experiences that empower teachers to transform their instruction by broadening their technology fluency. TRAILS comes in two variations: TRAIL Guides and TRAIL Mix. TRAIL Guides are thorough, rigorous courses that follow the research-based 5E Model of Instruction. They are organized into five thematic lesson units that cover multiple weeks of instruction. These lessons are tightly aligned to Next Generation Science and ISTE Standards. TRAIL Guides follow Universal Design for Learning guidelines to ensure these lessons accommodate every learner. Looking for something a little smaller? Check out TRAIL Mix! This variation offers power-packed activities, is perfect for virtual delivery, and is designed to be taught in under 45 minutes. Every TRAIL Mix activity has fun interdisciplinary components too. When you purchase devices with Trafera, you'll have access to TRAILS, all at no charge. To create an account, visit <https://www.trafera.com/trafera-trails/>.

#### *Resources for Success*

Trafera brings you more than just products and services, we go beyond using technology hardware to drive student achievement. When you become part of our Trafera community, you're adopted into a full ecosystem of resources, guides, expert advice, insider information, social interactions, webinars, and more. The indispensable tools we bring you can help you create a technology environment where all students are connected, all staff and teachers are equipped, and every need is supported. To stay up to date on the latest resources Trafera has to offer, check out <https://www.trafera.com/shows-events/> and follow us on your social platform of choice.

**Web:** <https://www.trafera.com>

**LinkedIn:** <https://www.linkedin.com/company/traferaofficial/>

**YouTube:** Search **Trafera**

**Facebook:** <https://www.facebook.com/TraferaOfficial/>

**Twitter:** <https://twitter.com/TraferaOfficial>



## Experience

### *References*

At Trafera, we're proud of our reputation for having the best customer support in the technology industry. We invite you to reach out to our other customers in your area for references and examples of the technology solutions that have been implemented by our organization.

#### **Tulahoma City Schools**

Susan Sudberry

[susan.sudberry@tcsedu.net](mailto:susan.sudberry@tcsedu.net)

931-454-2652

#### **Warren County Schools**

Josh Thaxton

[thaxtonj@warrenschoools.com](mailto:thaxtonj@warrenschoools.com)

931-668-4022

#### **Lawrence County Schools**

Ken Hobbs

[kenneth.hobbs@lcass.us](mailto:kenneth.hobbs@lcass.us)

931-762-3581



Bill to  
Hickman County Schools  
Customer No: 70338  
114 North Central Ave  
Suite 203  
Centerville TN 37033  
USA

Ship to  
Hickman County Schools  
114 North Central Ave  
Suite 203  
Centerville TN 37033  
USA  
(931) 729-3391

Quote Details  
Created: March 27, 2024  
Expiration: April 26, 2024  
Created by: Erica Ewanika  
erica.ewanika@trafera.com

Estimate No: E000115866

**Contract**  
None

### Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
7060 SFF I5 8G 8G 256G SSD	7060 SFF I5 8G 8G 256G SSD	Dell Optiplex 7060 SFF Core i5 8GB RAM 256GB SSD Integrated Video and Sound (supports dual monitors) Brand New Keyboard and Mouse included Win 11 Pro	70	\$379.00	\$26,530.00
Trafera DTR Warranty - Plat - 6 Yr - C			70	\$0.00	\$0.00
Logitech MK120 Keyboard and Mouse	Logitech MK120 Keyboard and Mouse		70	\$0.00	\$0.00
<b>Subtotal</b>					\$26,530.00
<b>Tax</b>					\$0.00
<b>Total</b>					<b>\$26,530.00</b>
<b>Net Terms</b>					<b>N30</b>

**Comments**  
\*\*Product is Grade A refurbished/recertified\*\*

#### Delivery Included

#### Terms and Conditions

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

**Questions? Contact me**

**Jake Meyers**

jake.meyers@trafera.com



**Trafera**

2550 University Ave W, Suite 416 - S

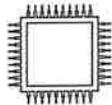
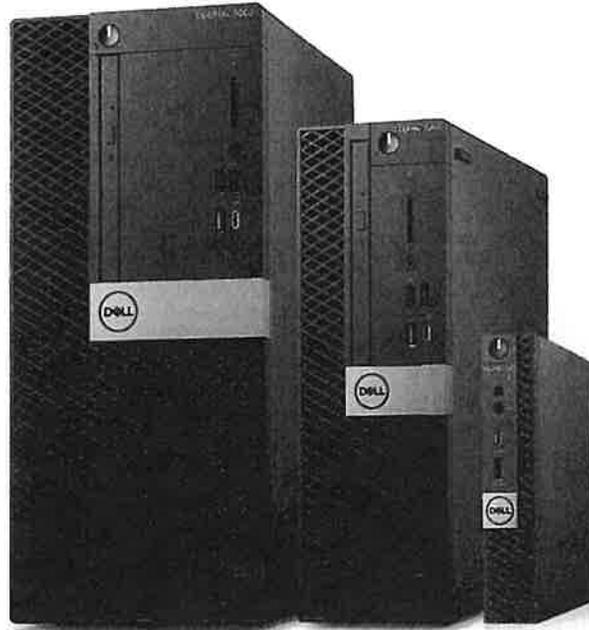
St. Paul MN 55114

United States



Powerful, innovative form factors fully adapt and expand to your business needs

OPTIPLEX 7060 TOWER, SMALL FORM FACTOR AND MICRO



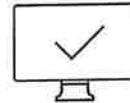
#### IMPRESSIVELY POWERFUL

Intel® 8<sup>th</sup> generation processors with optional vPro™ allow the fastest, most manageable OptiPlex yet. Next gen discrete graphics, rich SSD and hard drive options power your workforce demands.



#### ULTIMATE EXPANDABILITY

Tool-less design with extensive scalability, including advanced M.2 PCIe NVMe SSD, optional 2nd NIC and Thunderbolt port, plus legacy support provide the most expandable desktop solution.



#### CONVENIENT CONNECTIONS

Support up to three monitors with two standard DisplayPorts and your choice of VGA, DP, USB Type-C Alt Mode or HDMI 2.0 as an optional third port. Drive additional monitors with discrete graphics.



#### SMART DESIGN

Adaptable, compact designs with custom mounts and stands seamlessly integrate into your workspace. A sustainably built, MIL-STD 810G tested form factor plus lockable cable covers and chassis intrusion switch keep you working confidently.

**25** YEARS  
OptiPlex

# Recommended Accessories

## OPTIPLEX 7060 TOWER, SMALL FORM FACTOR AND MICRO

### CUSTOM STANDS AND MOUNTS



#### OPTIPLEX SMALL FORM FACTOR ALL-IN-ONE STAND

Small footprint mounting solution featuring integrated monitor power and Ethernet cables, as well as monitor adjustability with height, tilt, swivel and pivot functions.



#### OPTIPLEX MICRO ALL-IN-ONE STAND

Small footprint mounting solution adapts to your environment, with cable management and monitor height adjustability, tilt, swivel and pivot functions.



#### OPTIPLEX MICRO ALL-IN-ONE STAND FOR DELL E SERIES MONITORS

This mount allows the Micro to be VESA mounted to select Dell E Series displays.



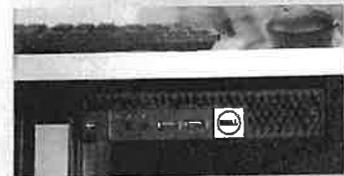
#### OPTIPLEX MICRO DUAL VESA MOUNT

Completely open your workspace with a behind-the-monitor mounting solution.



#### OPTIPLEX MICRO DVD+/RW ENCLOSURE

Mount your system on a wall or under a surface with full optical drive access. Includes an adapter box to securely house the system's power adapter.



#### OPTIPLEX MICRO VESA MOUNT

Mount your system on a wall or under a desk, or wherever work happens with your micro. Includes an adapter box to securely house the system's power adapter.

### PURPOSE-BUILT SOLUTIONS



#### DELL 24 MONITOR - P2419H

23.8" ultrathin bezel optimized for dual display productivity. Easy Arrange feature enables multitasking efficiency while its small base frees valuable workspace. COMING SOON



#### DELL 24 MONITOR - U2417H

Get Get up to 18% more done with dual monitors, and see more with virtually borderless InfinityEdge. Attain vividly clear visuals across an ultrawide 23.8" Full HD viewing angle.



#### DELL WIRELESS KEYBOARD AND MOUSE - KM636

Compact design and chiclet keys, this essential desktop solution offers the convenience of wireless and clutter-free performance.



#### DELL WIRED MOUSE WITH FINGERPRINT READER - MS819

Wired mouse with fingerprint reader offers convenient and secure login and online access without passwords.



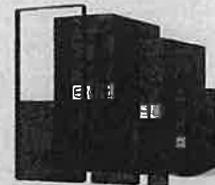
#### DELL PRO STEREO HEADSET - UC350

Communicate clearly with a headset optimized to provide in-person sound quality, certified for Microsoft Skype for Business.



#### OPTIPLEX CABLE COVERS

Thermally tested custom cable covers offer an easy to install and attractive way to manage cables and secure ports. Now available for OptiPlex Micro.



#### OPTIPLEX DUST FILTERS

Custom dust filters safeguard internal components in factory, warehouse, or retail environments.

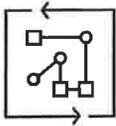
# Built for business



## SECURE

Only Dell provides innovative data security solutions that meet security challenges and business concerns head-on to protect your most critical and at-risk asset, your data. With Dell Data Security solutions, end users can work where and how they want knowing that data is protected. Dell Data Guardian protects data where ever it goes. Dell Endpoint Security Suite, powered by Cylance, stops up to 99% of malware.

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## MANAGEABLE

The world's most manageable desktop is built to allow flexible and automated BIOS and system configurations through Dell Client Command Suite free tools. We make it easy to deploy, monitor and update your OptiPlex fleet.

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## RELIABLE

Features a reliable, built-to-last chassis that has undergone extensive testing including military-grade MIL-STD 810G, as well as component, accessory and lifecycle testing. OptiPlex beats the stress of the highly accelerated life test (HALT), ensuring premium quality from concept to production.

# Features & Technical Specifications

Feature	OptiPlex 7060 Technical Specifications <sup>1</sup>
<b>Processors<sup>1</sup></b>	Intel® Core™ i3-8100 (4 Cores/6MB/4T/3.6GHz/65W); supports Windows 10/Linux Intel® Core™ i3-8300 (4 Cores/8MB/4T/3.7GHz/65W); supports Windows 10/Linux Intel® Core™ i5-8400 (6 Cores/9MB/6T/up to 4.0GHz/65W); supports Windows 10/Linux Intel® Core™ i5-8500 (6 Cores/9MB/6T/up to 4.1GHz/65W); supports Windows 10/Linux Intel® Core™ i5-8600 (6 Cores/9MB/6T/up to 4.3GHz/65W); supports Windows 10/Linux Intel® Core™ i7-8700 (6 Cores/12MB/12T/up to 4.6GHz/65W); supports Windows 10/Linux Intel® Core™ i3-8100T (4 Cores/6MB/4T/3.1GHz/35W); supports Windows 10/Linux (Micro only) Intel® Core™ i3-8300T (4 Cores/8MB/4T/3.2GHz/35W); supports Windows 10/Linux (Micro only) Intel® Core™ i5-8400T (6 Cores/9MB/6T/up to 3.3GHz/35W); supports Windows 10/Linux (Micro only) Intel® Core™ i5-8500T (6 Cores/9MB/6T/up to 3.5GHz/35W); supports Windows 10/Linux (Micro only) Intel® Core™ i5-8600T (6 Cores/9MB/6T/up to 3.7GHz/35W); supports Windows 10/Linux (Micro only) Intel® Core™ i7-8700T (6 Cores/12MB/12T/up to 4.0GHz/35W); supports Windows 10/Linux (Micro only)
<b>Chipset</b>	Intel® Q370 Chipset
<b>Operating System Options<sup>1</sup></b>	Microsoft® Windows 10 Home (64-bit) Microsoft® Windows 10 Pro (64-bit) Microsoft® Windows 10 National Academic Ubuntu® 16.04 LTS (64-bit) Neokylin® v6.0 (China only)
<b>Graphics Options<sup>2</sup></b>	Integrated Intel® HD Graphics 630 AMD Radeon™ R5 430, 2GB AMD Radeon™ RX 550, 4GB NVIDIA GeForce® GT 730, 2GB NVIDIA GeForce® GTX 1050, 4GB (Tower only) Dual AMD Radeon™ R5 430, 2GB Dual AMD Radeon™ RX 550, 4GB (Tower only)
<b>Memory<sup>2,3</sup></b>	4 DIMM slots (2 SODIMM slots for Micro); Non-ECC dual-channel 2666Hz DDR4 SDRAM (Memory performance on Intel® Core i3 processor will be at 2400MHz). Max memory is 64GB (Tower/SFF) and 32GB (Micro) 4GB (1x4GB) 2666MHz DDR4 Memory 8GB (2x4GB) 2666MHz DDR4 Memory 8GB (1x8GB) 2666MHz DDR4 Memory 16GB (2x8GB) 2666MHz DDR4 Memory 16GB (1x16GB) 2666MHz DDR4 Memory 32GB (4x8GB) 2666MHz DDR4 Memory (Tower/SFF only) 32GB (2x16GB) 2666MHz DDR4 Memory 64GB (4x16GB) 2666MHz DDR4 Memory (Tower/SFF only)
<b>Networking<sup>4</sup></b>	Integrated Intel I219-LM Ethernet LAN 10/100/1000 Qualcomm® QCA61x4A Dual-band 2x2 802.11ac Wireless with MU-MIMO + Bluetooth 4.2 Intel® Wireless-AC 9560, Dual-band 2x2 802.11ac Wi-Fi with MU-MIMO + Bluetooth 5
<b>I/O Ports</b>	Tower/SFF 10 External USB: 1 x USB Type-C 3.1 Gen 2; 5 x 3.1 Gen 1 Type-A (1 front, 4 rear) and 4 x 2.0(2 Type-A front (one with PowerShare), 2 Type A rear (both SmartPower On) Micro: 6 External USB: 1 x USB Type-C 3.1 Gen 2 (front); 5 x 3.1 Gen 1 (1 front, with PowerShare/4 rear - One with SmartPower On) 1 RJ-45 2-Displayport 1-Serial 2-PS/2 1 Optional 3rd Video Port (VGA/DP/HDMI 2.0b/USB Type-C Alt Mode) 1 Universal Audio Jack 1 Line-Out
<b>Removable Media Options</b>	Optional 8x DVD-ROM 9.5mm ODD Optional 8x DVD+/-RW 9.5mm ODD Optional SD Media Card Reader

# Features & Technical Specifications

## Feature

### Storage Options<sup>1,5</sup>

### OptiPlex 7060 Technical Specifications<sup>1</sup>

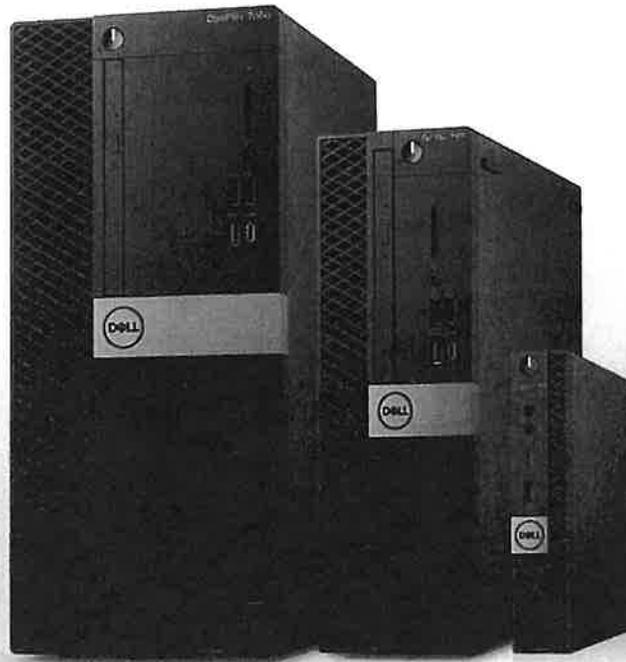
2.5 inch 500GB 5400rpm SATA Hard Disk Drive  
 2.5 inch 500GB 7200rpm SATA Hard Disk Drive  
 2.5 inch 500GB 5400rpm SATA Solid State Hybrid Drive w/ 8GB Flash  
 2.5 inch 500GB 7200rpm FIPS Self Encrypting Opal 2.0 Hard Disk Drive  
 2.5 inch 1TB 7200rpm SATA Hard Disk Drive  
 2.5 inch 1TB 5400rpm SATA Solid State Hybrid Drive w/ 8GB Flash  
 2.5 inch 2TB 5400rpm SATA Hard Disk Drive  
 3.5 inch 500GB 7200rpm SATA Hard Disk Drive (Tower/SFF only)  
 3.5 inch 1TB 7200rpm SATA Hard Disk Drive (Tower/SFF only)  
 3.5 inch 2TB 7200rpm SATA Hard Disk Drive (Tower/SFF only)  
 M.2 128GB SATA Class 20 Solid State Drive  
 M.2 256GB PCIe NVMe Class 40 Solid State Drive  
 M.2 256GB SATA Class 20 Solid State Drive  
 M.2 256GB SATA Class 20 Self Encrypting Opal 2.0 Solid State Drive  
 M.2 512GB PCIe NVMe Class 40 Self Encrypting Opal 2.0 Solid State Drive  
 M.2 512GB PCIe NVMe Class 40 Solid State Drive  
 M.2 512GB SATA Class 20 Solid State Drive  
 M.2 512GB SATA Class 20 Self Encrypting Opal 2.0 Solid State Drive  
 M.2 1TB PCIe Class 40 Solid State Drive  
 M.2 Intel® Optane™ Memory 16GB

### Chassis

Form Factor	Tower	Small Form Factor (SFF)	Micro
Dimensions (H x W x D)	13.8" x 6.1" x 10.8"	11.42" x 3.7" x 11.50"	7.2" x 1.4" x 7.0"
Dimensions (H x W x D) (cm)	35 x 15.4 x 27.4	29.0 x 9.26 x 29.2	18.2 x 3.6 x 17.8
Min. Weight (lbs/kg)	17.49 / 7.93	11.57 / 5.26	2.6 / 1.18
Number of Bays (max)	1 internal 3.5" HDD 2 internal 2.5" HDD 1 internal slim ODD Optional 5.25" bay	1 x 3.5" or 2 x 2.5" HDD  1 internal slim ODD	1 internal 2.5" HDD
Expansion Slots	1 Full Height PCIe x16 1 Full Height PCIe x16 (wired x4) 1 Full Height PCI and 1 Full Height PCIe x 1  1 M.2 for wireless (22x30mm) 1 M.2 for storage (22x80mm / 22x30mm)	1 Half Height PCIe x16 1 Half Height PCIe x4 (open ended)  1 M.2 for wireless (22x30mm) 1 M.2 for storage (22x80mm / 22x30mm)	1 M.2 for wireless (22x30mm)  1 M.2 for storage (22x80mm / 22x30mm)
Power Supply <sup>1,6</sup>	260W typical 85% Efficient PSU (80 PLUS Bronze); ENERGY STAR compliant, Active PFC 260W typical 92% Efficient PSU (80 PLUS Platinum); ENERGY STAR compliant, Active PFC	200W typical 85% Efficient PSU (80 PLUS Bronze); ENERGY STAR compliant, Active PFC 200W typical 92% Efficient PSU (80 PLUS Platinum); ENERGY STAR compliant, Active PFC	90W external PSU (for 35W CPU); 130W external PSU (for 65W CPU)

# Features & Technical Specifications

Feature	OptiPlex 7060 Technical Specifications <sup>1</sup>
<b>Recommended accessories</b>	<p><b>Monitors:</b> qualified with select Dell UltraSharp, Professional and E series monitors</p> <p><b>Micro Mounting Options:</b> Micro Vertical Stand, Micro VESA Mount, Micro Dual VESA Mount, Micro All-in-One Stand, Micro All-in-One Mount for E Series Displays, Micro DVD+/-RW Enclosure.</p> <p><b>Small Form Factor mounting option:</b> Small Form Factor All-in-One Stand</p> <p><b>Keyboards:</b> Dell wired keyboard with multimedia functionality, Dell Smart Card keyboard, Dell wireless keyboard</p> <p><b>Mouse:</b> Dell wired mouse, Dell wireless mouse, Dell Laser mouse, Dell Wired Fingerprint Reader Mouse</p> <p><b>Audio Speakers:</b> Internal Dell Business audio speaker, Dell stereo speaker systems available; Dell sound bar for select flat-panel displays. Dell Wireless Speaker System available.</p> <p><b>Audio Headsets:</b> Dell Pro Stereo headsets</p>
<b>Security Options</b>	Trusted Platform Module <sup>6</sup> TPM 2.0, Dell Data Protection  Encryption, Microsoft Windows BitLocker, Local HDD data wipe via BIOS ("Secure Erase"), Encryption-SED HDD (Opal FIPS), Chassis lock slot support, Lockable Port Cover, Chassis Intrusion Switch, D-Pedigree (Secure Supply Chain Functionality ), Setup/BIOS Password, Optional Smart Card keyboards, Intel <sup>®</sup> Trusted Execution Technology, Intel <sup>®</sup> Identity Protection Technology, Firmware support for optional Absolute Data & Device Security (formerly Computrace) <sup>7</sup> , Intel Software Guard eXtensions
<b>Systems Management Options<sup>9</sup></b>	Dell Client Command Suite for In-Band systems management, Optional Intel <sup>®</sup> Standard Manageability or Intel <sup>®</sup> vPro™ for Out-of-Band systems management
<b>Environmental, Ergonomic &amp; Regulatory Standards<sup>10</sup></b>	Environmental Standards (eco-labels): ENERGY STAR, EPEAT Registered <sup>9</sup> , TCO Certified, CEL, WEEE, Japan Energy Law, South Korea E-standby, South Korea Eco-label, EU RoHS, China RoHS <sup>14</sup> . Please see your local representative or <a href="http://www.dell.com">www.dell.com</a> for specific details.
<b>Warranty</b>	Limited Hardware Warranty <sup>10</sup> ; Standard Next Business Day On Site Service after Remote Diagnosis <sup>11</sup> ; Optional Dell ProSupport offers premium support from expert technicians and 24x7 availability <sup>12</sup> .
<b>Configuration Services</b>	Factory Image load, BIOS Customization, Hardware Customization, Asset Tagging and Reporting.



# When the desktop works your way, your efficiency is unlimited.

OPTIPLEX 7060 TOWER, SMALL FORM FACTOR AND MICRO

Discover professional class desktops at [www.dell.com/OptiPlex](http://www.dell.com/OptiPlex)

Availability may vary by region. Some features may not be available in all regions. For complete details, please refer to the technical specifications published at [www.dell.com](http://www.dell.com).

System Memory and graphics capabilities may be used to support applications, depending on system memory size and other factors. 4GB or greater System Memory Capacity (AVX) for operating system is required to support 4GB or greater system memory.

Particular versions of Microsoft Windows may not support the functionality of 4GB functionality.

Storage (GB means Billion Bytes and TB equals 1 trillion) is actual capacity varies with included material and operating environment and will be less.

ESD: This form factor utilizes an integrated Active Power Factor Correction (APFC) power supply. Dell recommends only Universal Power Supplies (UPS) based on sine wave output for APFC PSUs that are approximately a Sine Wave Square Wave (output Square Wave) (see UPS technical specifications). If you have questions please contact the manufacturer to confirm the output type.

ESD is not available in all regions.

Additional Data & Device Security: An Advanced Malware Protection (AMP) license and conditions apply. Terms and Conditions at [www.dell.com/legal](http://www.dell.com/legal).

System Management: System Management BIOS (SMBIOS) for system hardware (DMI) is fully enabled at point of purchase.

For complete listing of declarations and certifications, refer to the Self-Regulatory and Environmental Data Sheet found in the Manuals section of product.

Support information at [www.dell.com/support/home/us/en/19](http://www.dell.com/support/home/us/en/19).

Please refer to [www.dell.com](http://www.dell.com) for product support, registration, training and certification.

Limited Hardware Warranty: For all Dell hardware warranties, visit [www.dell.com/warranty](http://www.dell.com/warranty).

On-site Service: After Remote Diagnosis, Remote Diagnosis is determined by Dell support technician. It may or may not involve customer access to inside of

system and it may or may not be covered by limited Hardware Warranty. [www.dell.com/warranty](http://www.dell.com/warranty) and our Customer Remote Technician and/or

part will be dispatched, usually within 1 business day following completion of Remote Diagnosis. Availability varies. Other conditions apply.

Del Services: Availability and terms of Dell services vary by region. For more information visit [www.dell.com/services/express](http://www.dell.com/services/express).



# TRAFERA WARRANTY

WITH ACCIDENTAL DAMAGE PROTECTION

The warranty that set the standard of excellence for K-12 technology coverage.

*Robust Battery Coverage*

*Self-Maintainer Options*

*Loaner Devices During Repair*



## Silver Warranty 1-4 Years

- \$0.00 Deductible
- Hardware Fail Covered
- We Pay Return Shipping



## Gold Warranty\* 1-4 Years

**Everything Plus...**

- Accidental Damage Protection (ADP)
- We Pay to Ship Both Ways
- Stylus/EMR Pen/Apple Pencil\*\*



## Platinum Warranty\* 1-4 Years

**Everything Plus...**

- Theft / Loss\*\*\*
- Spare Parts On-site
- Extended Battery Coverage

\* Available on select Chromebooks and laptops

\*\* Trafera warranties exclude replacement of lost or stolen stylus/EMR pen/Apple pencil. Trafera will replace a manufacturer's defective unit or damage event for the lifetime of the warranty period with the pre-exchange of the damaged unit. Replacement of stylus/EMR pen/Apple pencil counts towards ADP Claims per Device

[trafera.com/trafera-warranties](http://trafera.com/trafera-warranties)

# TRAFERA WARRANTIES

## COMPARE WARRANTY OPTIONS

	 SILVER	 GOLD	 PLATINUM
<b>\$0 Deductible</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hardware Fail</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Accidental Damage Protection (ADP)</b>	—	<input checked="" type="checkbox"/> One Claim Per Device	<input checked="" type="checkbox"/> Unlimited Claims Per Device
<b>Spare Parts Onsite</b>	—	—	<input checked="" type="checkbox"/>
<b>Theft/Loss***</b>	—	—	<input checked="" type="checkbox"/>
<b>Free Shipping</b>	Return Only	Both Ways	Both Ways
<b>Battery Coverage</b>	1-Year OEM	1-Year	1-Year Laptop 3-Year Chromebook (1 ADP Claim Per Device)
<b>AC Adapter</b>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Stylus/EMR Pen/Apple Pencil</b>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Trafera, LLC (“Trafera”) is offering for sale extended limited warranty coverage for the specific products purchased from Trafera on your sales quote or sales order. The warranty period starts on the date of product and/or warranty shipment and continues until the expiration listed on your Trafera sales order. The warranty is limited to the original buyer and is non-transferable.

The warranty may provide for duplicate coverage already provided to you by other insurance policies or manufacturer’s warranties available to you. You are not required to purchase a warranty in order to purchase a computer or other electronic device from Trafera. Please contact the manufacturer directly for any issues related to the manufacturer’s warranties.



**COVERAGE:** If a claim is made under these limited warranties and, after investigation by Trafera, proves to be valid, Trafera will, at its sole discretion, either repair or replace the defective product at no charge. Accidental damage protection ("ADP") is only offered under the Gold & Platinum warranties and applies only for the designated coverage period from the date of original purchase or date of warranty agreement. The warranty protection period varies by product type, specific warranty purchased and the specific coverage period indicated on the Trafera sales order.

**FOR POST-SALE WARRANTIES:** Post-sales warranties are available through Trafera, and can be added to devices at any point starting from purchase until the Google Auto Update Expiration date (without exceeding 48 total months). Devices do not need to have been purchased from Trafera to qualify.

For post-sales warranties, battery, AC Adapters, Stylus/EMR Pen/Apple Pencil coverage for Platinum and Gold warranties are limited to manufacturer defect coverage only. There is no theft/loss coverage included on post-sale warranties

For any post-sale Trafera warranty that is purchased by the customer, a signed document will be required certifying the deployment date, the functionality (fully functional; cosmetic damage only) of the devices in question, device serial numbers, and additional information to qualify for post-sale warranty coverage. Device claims will be limited to 10% of the devices covered under a specific post-sale warranty in the initial year of any post-sale warranty entitlement

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*\* Trafera warranties exclude replacement of lost or stolen stylus/EMR pen/Apple pencil. Trafera will replace a manufacturer's defective unit or damage event for the lifetime of the warranty period with the pre-exchange of the damaged unit (damage incident clause applies to Gold and/or Platinum warranty only). Replacement of stylus/EMR pen/Apple pencil counts towards ADP claims per device.*

*\*\* Trafera warranties exclude replacement of lost or stolen AC Adapters. Trafera will replace a manufacturer's defective unit or damage event for the lifetime of the warranty period with the pre-exchange of the damaged unit (damage incident clause applies to Gold and/or Platinum warranty only). Replacement of AC Adapter counts towards ADP claims per device.*

*\*\*\* Coverage for theft/loss is limited to up to 2% of the total units purchased at one time or under warranty agreement (theft/loss coverage applies to Platinum warranty only; no theft/loss coverage on post-sale warranties). Theft claims are limited to 2% of total transaction purchased, per device. Loss Claims are limited to .5% of total transaction purchased, per device. Cumulative coverage shall not exceed sum balance of 2%. Trafera excludes replacement of lost or stolen stylus/EMR pen/Apple pencil or AC Adapters.*

*Trafera's warranty does not cover devices that have failure/damage from bugs and/or biohazards. This failure/includes damage caused by contact with any human or animal bodily fluids and biohazardous material/liquids and failure/damage caused by insect infestation or rodents.*



# 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: 4/1/2024 Name: Jim Mattson

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

I have no conflict of interest to report.

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

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

Date: 4/1/2024 Signature: \_\_\_\_\_



@ Trafera.com

2550 University Ave W Ste 416-S  
Saint Paul, MN 55114

(651) 888-7922

### *References*

At Trafera, we're proud of our reputation for having the best customer support in the technology industry. We invite you to reach out to our other customers for references and examples of the technology solutions that have been implemented by our organization.

#### **Oklahoma City Public Schools**

Mike Willeford  
405-587-6453  
mcwilleford@okcps.org

#### **Enid Public Schools**

Jeff Herbel  
580-366-7070  
jaherbel@enidk12.org

#### **Mustang Public Schools**

Geromy Schrick  
405-376-7398  
schrackg@mustangps.org

**PART B: SPECS**  
**MONITORS**

- 22-24" inch HD flat panel monitor
- HP or Dell preferred but other brands will be considered
  - Must have VGA and HDMI inputs

Trinity3 and FireFly are now Trafera!

TRAFERA



# INTRODUCING TRAILS

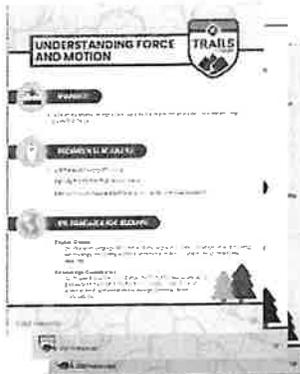
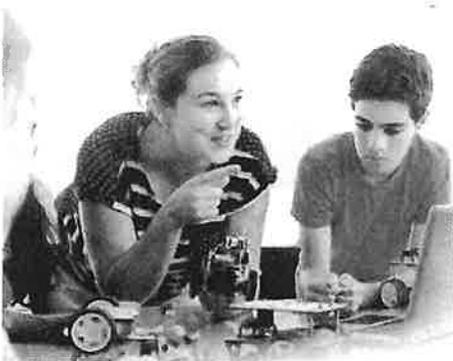
Trafera Resources, Activities,  
and Investigative Lessons for Schools

## Empower Educators to Teach with Tech

TRAILS is a powerful online library of lessons and professional learning experiences that empower teachers to transform their instruction by broadening their technology fluency. These diverse lessons were each developed by educators for educators and were written by award-winning, TED-Talk-giving education superstars who know a thing or two about using technology in the classroom. With TRAILS, you can:

**Transform learning experiences.** A TRAILS Learning experience is noticeably different than a traditional lesson. It addresses learning standards in a fresh and exciting way.

**Broaden teachers' tech fluency.** Each lesson introduces the teacher to a technology tool they have likely never used before. This builds their capacity to engage students and close achievement gaps.



## Lesson Types



### TRAIL GUIDES

Multi-lesson learning adventures

These rigorous lessons follow the research based 5E Model of instruction, and are organized into 5-lesson thematic units that cover multiple weeks of instruction. TRAIL Guides are tightly aligned to Next Generation Science and ISTE Standards. Also, TRAIL Guides follow Universal Design For Learning guidelines to ensure they accommodate every learner.

### TRAIL MIXES

Bite-sized, grab and go student activities

Looking for something a little smaller? Check out TRAIL Mix! These are power packed activities, perfect for virtual delivery, and designed to be taught in under 45 minutes. Every TRAIL Mix activity has a fun interdisciplinary component too. We know you will love TRAIL Mix!



trafera.com  
sales@trafera.com  
(651) 888-7922

Available Exclusively to  
Trafera Customers!



# PARTNERING WITH YOU FOR BETTER ED-TECH OUTCOMES

With Trafera, you have a partner that's as committed to the success of your technology initiatives as you are. That means not only providing the right technology, but delivering support that allows educators and IT admins to make the maximum impact on the learning experience using these new tools.

Experience a bright future for your IT projects:

## 1 Complete Your Vision with the Right Technology

Experience a consultative purchasing process with your own dedicated rep, backed by a team of specialists in education technology (including experienced former educators). We'll work with you to identify the "perfect-fit" technology for your school, and make a plan for a successful deployment; all at competitive prices.

## 2 Enjoy an Easier Way to Deploy and Manage Technology

Partnering with Trafera is like adding a member to your school's technology team. From white glove setup services to installation to warranty support and repair, Trafera works to make your job smoother and simpler than ever.

## 3 Make a Bigger Impact on Teaching and Learning

Support impactful integration of ed-tech in the classroom by helping teachers build confidence and fluency with new technology. Included with purchase\*, you gain access to Google-certified, on-demand professional development (Trafera PD) that grows educators' ability to deliver great instruction using the latest technology tools.

All Trafera PD is developed and delivered by teachers for teachers, and is available both on-site and online.

\*Qualifying purchases based on product and quantity



3500+

**Schools Served**  
Accross  
the US

950K+

**Student Devices**  
Supported  
Annually

4.9

**Star Rating**  
on Google  
Reviews

## PROUDLY SUPPORTING SCHOOLS NATIONWIDE

★★★★★

*"The customer care provided by Trafera is second to none. The level of detail and accountability demonstrated has been superior. I highly recommend Trafera for your technology needs!"*

**Laurie Huseman**  
Spirit Lake Community School District

★★★★★

*I have been doing business with Trafera... for over 10 years. Trafera made my transition to [1:1 with] Chromebooks and warranty possible for a one man show in my district. Their warranty and warranty policy are second to none.*

**Denton Holland**  
Verdigris Public Schools

★★★★★

*What is not to like about this company?... We [need a] vendor that offers quality products at an affordable price, especially being a small rural district. This company not only does that but also is both **professional (with a personal touch)** and quick to respond to any questions or issues. It is always a pleasure to work with Trafera staff!*

**Susan Moore**  
Meridan School District

★★★★★

*"Absolutely  
fantastic to work  
with!"*

**Dustin Hines**  
Christ Lutheran Church and School

★★★★★

*"I can count on  
Trafera to keep me  
up and running"*

**Christy Hannah**  
Broken Bow Public Schools

★★★★★

*"10/10 customer  
service! Can't say  
enough good things."*

**Kim Kuykendall**  
Morenic United Schools

# 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:

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

Date: 4/1/2024 Name: Jim Mattson

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

I have no conflict of interest to report.

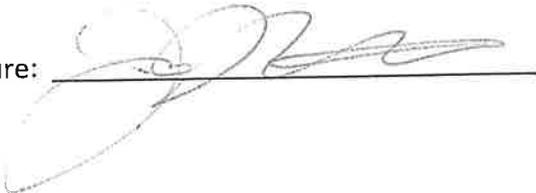
I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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

Date: 4/1/2024 Signature: 

## Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for **"School Security Camera Cabling & Installation/Configuration"**

Specifications can be found on-line at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal).

All bidders will be required to submit a conflict of interest disclosure form that can also be obtained at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal).

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope **"School Security Camera Cabling & Installation/Configuration"**. Bids will be opened on May 1st, 2024 at 10:00 a.m. in the Finance Office.

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

Present Penny Mayberry

Nicole Wright

JM  
4-10-24

3 Bids Rec'd  
Please see attached

BGC - PART B - \$11,700  
CENTRAL PART A - \$15,000  
PART B - \$22,500  
BEACON PART A - \$40,550  
PART B - \$37,805

## Invitation To Bid

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Present Penny Mayberry

Nicole Wright

JM  
4-10-24

3 Bids Rec'd  
Please see attached



# Bluegrass Computer Systems

Installation and configuration of new cameras - PART B

Bluegrass Computer Systems is a small but efficient company that has experience in all areas of IT. From camera installation to licensing and server configuration, Axis Security is a system we work with on a daily basis and are very confident we can deliver on the needs of any part of a successful Axis Security installation.

We want to thank you for considering our bid and look forward to fulfilling your needs on this project if you decide to choose us.

As always, we hope to work with Hickman County School District in any capacity regarding your IT needs and appreciate your consideration.

Phillip Draude

Owner

Bluegrass Computer Systems

[pdraude@bgcsystems.com](mailto:pdraude@bgcsystems.com)

# Hickman County Government

## Conflict of Interest Disclosure Form

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Date: 4/23/24 Name: Philip DRAVIE

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

I have no conflict of interest to report.

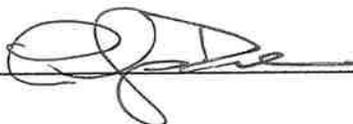
I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

---

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

Date: 4/23/24 Signature: 

## Invitation To Bid

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All bidders will be required to submit a conflict of interest disclosure form that can also be obtained at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal).

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## **Part B Specs**

### **School Security Camera Installation - Hickman County Schools**

#### **2 PART BID - PART A, PART B**

PART A - Cabling & Terminations

PART B - Installation and configuration of new cameras

#### **SCOPE OF WORK FOR PART A**

1.1 Provide CAT 6 cabling to new camera locations (indoor and outdoor) designated by the school district in eight schools. Cabling can be run from the nearest network closet at each school or network switch in the area. This will include terminations on the camera side and the network closet side.

1.2 Timing of installation - Vendor acknowledges that this is a school location and work may can only be done during after school hours or weekends. Any work done during school hours must be mutually agreed upon by the vendor, school, and the district.

1.3 Optional Walkthrough - Vendors can choose to take part in a optional walkthrough of the school buildings. Walkthroughs for the four East Hickman Schools will take place on Monday, April 22nd, 2024. Walkthroughs for the four Centerville Schools will take place on Tuesday, April 23rd, 2024. Please let Brad Gilbert know if you plan to attend by sending a e-mail to [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org). Additional details of the timing of the walkthroughs will be sent out via e-mail.

1.4 School maps - Maps can be requested by sending an e-mail to Brad Gilbert at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org). The maps are not intended to be scale but just a guide on the buildings and locations of drops for cameras.

#### **CONTRACTOR QUALIFICATIONS**

Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- Tennessee State Contractor License is required
- Single Point of Contact - Please identify and detail qualifications of the Single Point of Contact from your company for this contract. While HCSS may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

**Sub - Contractor** - Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor and to be responsible for all communication as single point of contact.

**Permits** - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

**Installation and all related materials. Please list cost per school.**

School	Installation Cost Per School (including all related materials)	
Hickman Co. High School - 12 Drops (7 Outside, 5 Inside)		
East Hickman High School - 12 Drops, 12 Drops (7 Outside, 5 Inside)		
East Hickman Middle School - 6 Drops (4 Outside, 2 Inside)		
Hickman Co. Middle School - 6 Drops (5 Outside, 1 Inside)		
East Hickman Intermediate School - 6 Drops (5 Outside, 1 Inside)		
Centerville Intermediate School- 6 Drops (6 Outside)		
East Hickman Elementary School - 6 Drops (4 Outside, 2 Inside)		
Centerville Elementary School - 6 Drops (5 Outside, 1 Inside)		

**Part A needs to be completed by Thursday, June 27th, 2024.**

**SCOPE OF WORK FOR PART B**

1.1 Axis Security Cameras (indoor and outdoor) to be installed at locations designated by the district at eight schools. All cameras and mounts will be supplied by the district with network cabling already run to the locations.

1.2 Cameras are to be configured to work with the district's Axis Camera Station. Prior experience with Axis Camera Station is preferred.

1.3 Timing of installation - Vendor acknowledges that this is a school location and work may can only be done during after school hours or weekends. Any work done during school hours must be mutually agreed upon by the vendor, school, and the district.

**CONTRACTOR QUALIFICATIONS**

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**Permits** - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

School	Installation & Configuration Cost Per School (including all related materials)
<b>Hickman Co. High School - install and config. of 12 additional cameras</b>	\$2250
<b>East Hickman High School - install and config. of 12 additional cameras</b>	\$2250
<b>East Hickman Middle School - install and config. of 6 additional cameras</b>	\$1200
<b>Hickman Co. Middle School - install and config. of 6 additional cameras</b>	\$1200

<b>East Hickman Intermediate School - install and config. of 6 additional cameras</b>	\$1200	
<b>Centerville Intermediate School- install and config. of 6 additional cameras</b>	\$1200	
<b>East Hickman Elementary School - install and config. of 6 additional cameras</b>	\$1200	
<b>Centerville Elementary School - install and config. of 6 additional cameras</b>	\$1200	

**Part B needs to be completed by Friday, July 26th, 2024.**

**DAVIS BACON**

Federal funds are being used for this project. Projects funded with federal funds shall comply with the Davis-Bacon Act (Subchapter IV of Chapter 31 of the Title 40 of the United States Code). This project utilizes federal funds. Certified Payroll records shall be submitted by the awarded bidder weekly, on the Department of Labor Form WH347 (or a form that responds to the information collection requirements contained in 29 C.F.R. §§ 3.3, 5.5 (a)) for the work performed by bidder or bidder's subcontractors and sub-subcontractors. All contractors must submit weekly to the ESSER Grants Manager, [derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org). If no work is performed in a week, a payroll stating "no work performed" shall be submitted for that week.



# REQUEST FOR PROPOSAL

Hickman County Schools

## School Security Camera Installation

Bid Due Date: May 1, 2024 @ 10am CST

Central Technologies, Inc.

PO Box 30867  
Knoxville, TN 37930

OR

6101 Industrial Heights Drive NW  
Knoxville, TN 37909

Account Executive  
Jordan Walker  
jwalker@centralinc.com  
Direct: 843.425.2265  
Toll-Free: 800.315.4132  
Fax: 865.312.8190

SPIN #: 143035655  
General Contractors License #: 00067550  
TN Alarm Contractors License: 2138



Hickman County Schools:

It is with great pleasure that Central Technologies, Inc submits this bid for School Security Camera Installation. We are very excited to have the opportunity to continue a long-term relationship with Hickman County Schools and would be honored to be selected as your preferred partner for devices and/ or services.

- Central Technologies has local staff
- Contact Person – Jordan Walker- Account Executive [jwalker@centralinc.com](mailto:jwalker@centralinc.com)-843.425.2265
- General Manager – Kevin Blair – [kevin@centralinc.com](mailto:kevin@centralinc.com) -865.712.9364
  - RCDD Certification
  - Please find attached his certification and resume
  - Installers that are certified out the middle or west Tennessee Office
- Central Technologies will not be using any sub contractors on this project
- Central Technologies has no exceptions to SOW Part A or Part B

Our staff has spent the past 17+ years helping districts successfully implement technology throughout the state of Tennessee and our certified technical personnel have completed hundreds of successful installations, all with a high degree of customer satisfaction. Our #1 goal is customer satisfaction 100% of the time with our better service and smarter solutions.

We look forward to the opportunity to partner with you on this project!

Thank you,

A handwritten signature in black ink that reads "Jordan Walker". The signature is written in a cursive, flowing style.

Jordan Walker

Senior Account Executive: Jordan Walker

Email: [jwalker@centralinc.com](mailto:jwalker@centralinc.com)

Direct: 843.425.2265

Toll-Free: 800.315.4132

Fax: 865.312.8190

**Permits** - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

**Installation and all related materials. Please list cost per school.**

School	Installation Cost Per School (including all related materials)
Hickman Co. High School - 12 Drops (7 Outside, 5 Inside)	\$250 x 12 = \$3,000.00
East Hickman High School - 12 Drops, 12 Drops (7 Outside, 5 Inside)	\$250 x 12 = \$3,000.00
East Hickman Middle School - 6 Drops (4 Outside, 2 Inside)	\$250.00 x 6 = \$1,500.00
Hickman Co. Middle School - 6 Drops (5 Outside, 1 Inside)	\$250.00 x 6 = \$1,500.00
East Hickman Intermediate School - 6 Drops (5 Outside, 1 Inside)	\$250.00 x 6 = \$1,500.00
Centerville Intermediate School- 6 Drops (6 Outside)	\$250.00 x 6 = \$1,500.00
East Hickman Elementary School - 6 Drops (4 Outside, 2 Inside)	\$250.00 x 6 = \$1,500.00
Centerville Elementary School - 6 Drops (5 Outside, 1 Inside)	\$250.00 x 6 = \$1,500.00

**Part A needs to be completed by Thursday, June 27th, 2024.**

**SCOPE OF WORK FOR PART B**

1.1 Axis Security Cameras (indoor and outdoor) to be installed at locations designated by the district at eight schools. All cameras and mounts will be supplied by the district with network cabling already run to the locations.

1.2 Cameras are to be configured to work with the district's Axis Camera Station. Prior experience with Axis Camera Station is preferred.

1.3 Timing of installation - Vendor acknowledges that this is a school location and work may can only be done during after school hours or weekends. Any work done during school hours must be mutually agreed upon by the vendor, school, and the district.

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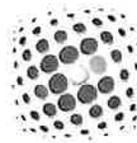
School	Installation & Configuration Cost Per School (including all related materials)
<b>Hickman Co. High School - install and config. of 12 additional cameras</b> <small>* Install Camera only no drps or wall penetration</small>	Indoor - \$125.00 x 12 = \$1,500.00 Outdoor - \$250.00 x 12= \$3,000.00
<b>East Hickman High School - install and config. of 12 additional cameras</b> <small>* Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 12 = \$1,500.00 Outdoor - \$250.00x 12= \$3,000.00
<b>East Hickman Middle School - install and config. of 6 additional cameras</b> <small>* Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00
<b>Hickman Co. Middle School - install and config. of 6 additional cameras</b> <small>Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00

<b>East Hickman Intermediate School - install and config. of 6 additional cameras</b> <small>* Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00
<b>Centerville Intermediate School- install and config. of 6 additional cameras</b> <small>Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00
<b>East Hickman Elementary School - install and config. of 6 additional cameras</b> <small>Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00
<b>Centerville Elementary School - install and config. of 6 additional cameras</b> <small>Install Camera only no drops or wall penetration</small>	Indoor - \$125.00 x 6 = \$750.00 Outdoor - \$250.00 x6= \$1,500.00

**Part B needs to be completed by Friday, July 26th, 2024.**

**DAVIS BACON**

Federal funds are being used for this project. Projects funded with federal funds shall comply with the Davis-Bacon Act (Subchapter IV of Chapter 31 of the Title 40 of the United States Code). This project utilizes federal funds. Certified Payroll records shall be submitted by the awarded bidder weekly, on the Department of Labor Form WH347 (or a form that responds to the information collection requirements contained in 29 C.F.R. §§ 3.3, 5.5 (a)) for the work performed by bidder or bidder's subcontractors and sub-subcontractors. All contractors must submit weekly to the ESSER Grants Manager, [derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org). If no work is performed in a week, a payroll stating "no work performed" shall be submitted for that week.



**CENTRAL**  
Technologies, Inc.

We have prepared a quote for you

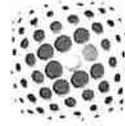
**Wiring Proposal**

Quote # 021997  
Version 1

Prepared for:

**Hickman County Schools**

Brad Gilbert  
brad.gilbert@hickmank12.org



Products

Description	Price	Qty	Ext. Price
CAT6DROP-BLUE CAT6 DROP - BLUE	\$250.00	1	\$250.00
CAMERA INSTALL CAMERA INSTALL - INDOOR - NO DATA DROP - INDOOR - NO DATA DROP	\$125.00	1	\$125.00
CAMERA INSTALL CAMERA INSTALL-OUT-NO DATA DROP/NO WALL PENE - OUTDOOR - NO DATA DROP/NO WALL PENETRATION	\$250.00	1	\$250.00

Subtotal: \$625.00



## Wiring Proposal

Prepared by:

**Knoxville HQ**

Jordan Walker  
843-425-2265  
jwalker@centralinc.com

Prepared for:

**Hickman County Schools**

115 Murphree Avenue  
Centerville, TN 37033  
Brad Gilbert  
(931) 729-3391  
brad.gilbert@hickmank12.org

Quote Information:

**Quote #: 021997**

Version: 1  
Delivery Date: 04/30/2024  
Expiration Date: 07/29/2024

## Quote Summary

Description	Amount
Products	\$625.00

Total: **\$625.00**

### Knoxville HQ

Signature: \_\_\_\_\_

Name: Jordan Walker

Title: Senior Account Manager

Date: 04/30/2024

### Hickman County Schools

Signature: \_\_\_\_\_

Name: Brad Gilbert

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

# 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: 4.30.2024 Name: Central Technologies Inc

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

I have no conflict of interest to report.

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

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

Date: April 30, 2024 Signature: Jordan Walker

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**KEVIN BLAIR  
TECHNICAL  
ENGINEER**

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[KEVIN@CENTRALINC.COM](mailto:KEVIN@CENTRALINC.COM)



865-712-9364



[LINKEDIN.COM/IN/KEVIN-  
BLAIR-5597148](https://www.linkedin.com/in/KEVIN-BLAIR-5597148)

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**OBJECTIVE**

The Technical Engineer supports technical needs of both internal and external customers to maintain the highest levels of technology availability, performance, and growth all with the utmost respect, professionalism and courtesy. Implements, supports and maintains existing network architectures. Provides support for customer issues and coordinates third party vendor interaction to ensure prompt and professional resolution.

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**EXPERIENCE**

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Technical Engineer, Central Technologies Inc.  
2014 – Present

Owner, Knox Networks, Knoxville, TN  
2006 – 2014

Network Administrator, Jewelry Television, Knoxville, TN  
2000 – 2006

Mr. Blair joined Central's team in 2014. He has over 20 years of network engineering and administration experience. Before joining Central, Mr. Blair owned and operated a successful IT company for eight years. His company provided IT services ranging from desktop support to engineering and installing network infrastructure for a number of small, medium and large businesses. Mr. Blair also served as the Network Administrator for Jewelry TV prior to owning his business. During his time there, he was responsible for improving the speed and reliability of the company's network as well as engineering

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**EDUCATION**

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- Hellerman Certified Installer – Cabling
- Leviton Network Solutions Certified Contractor
  - BICSI RCDD certified

*Building Industry Consulting Service International*

THE PROFESSIONAL DESIGNATION OF

**REGISTERED COMMUNICATIONS  
DISTRIBUTION DESIGNER**

IS AWARDED TO

James K Blair

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 279345

Registration Start Date: 01-01-2024

Registration End Date: 12-31-2026



**Bicsi**  
**RCDD**  
Since 03-31-2017

David M. Richards, RCDD, NTS, OSPTECH, CT  
BICSI Board President

John H. Daniels, CNM, FACHE, FHIMSS  
BICSI Chief Executive Officer



STATE OF TENNESSEE  
DEPARTMENT OF  
COMMERCE AND INSURANCE



CENTRAL KNOX, INC.

409671

ID NUMBER: 67550  
LIC STATUS: ACTIVE  
EXPIRATION DATE: January 31, 2026

BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR

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

ATTN:GARY ROHRER  
CENTRAL KNOX, INC.  
6101 INDUSTRIAL HEIGHTS DR NW  
KNOXVILLE, TN 37909

# State of Tennessee

409671

BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR  
CENTRAL KNOX, INC.

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

ID NUMBER: 67550  
LIC STATUS: ACTIVE  
EXPIRATION DATE: January 31, 2026  
\$1,500,000.00; S-Low Voltage NETWORK



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE

BOARD FOR LICENSING CONTRACTORS

AREAS OF CERTIFICATION/MONEY LIMITS

\$1,500,000.00; S-Low Voltage NETWORK



## Low Voltage Systems: Cabling & Security Cameras Installation

**Prepared For:** Hickman County Schools – Brad Gilbert

**Date:** 4/29/2024

**Beacon Job Name:** Hickman County Schools (8 Schools) – 24031601 & 24031605

**Estimator:** Chris Basham and Bliar Thompson

**Account Manager:** 615-854-9516 mobile/ 615.301.5020 (office) / [mchiaro@beacontech.net](mailto:mchiaro@beacontech.net)

*Michele Chiaro - point of contact*

| Building Integrated Solutions

## Project Narrative Overview

Hickman County Schools ("Client") has requested a Structured Cabling, and Electronic Security Systems Installation quotes. The following Scope of Work ("SOW") details the duties that will be performed by Beacon Technologies, Inc. ("Beacon").

All pricing includes all applicable Design Fees, Project Management Fees, Mobilization, Permitting Costs, and Taxes. Pricing is valid for 30 Days.

### STRUCTURED CABLING SYSTEM

#### Data Cabling (Horizontal)

Beacon proposes to install (60) Cat6, Plenum cables for Voice/Data applications as shown on the drawings and assumed as identified. Cat6 cabling will be routed via Beacon provided j-hook pathway from the MDF/IDF to locations as identified. At the head-end, Cat6 cabling will be terminated on a Beacon provided Cat6 patch panel. At the user-end, Cat6 cabling will be terminated on Cat6 jacks and mounted to faceplates. For Wireless Access Point (WAPs) locations, jacks will be mounted to a surface mount boxes. All cables will be tested and labeled. All labor, materials, tools, and equipment required for the complete installation of this system are included in this proposal unless listed under the "Exclusions" section.

Upon Completion, this Structured Cabling solution will carry a 25 Year Manufacturer's Warranty from CommScope

- Installation of Cables and All Components will have Cat6 Plenum Rating
  - Hickman County High School: 12 Camera Drops
    - (7) Outside
    - (5) Inside
  - East Hickman High School: 12 Camera Drops
    - (7) Outside
    - (5) Inside
  - East Hickman Middle School: 6 Camera Drops
    - (4) Outside
    - (2) Inside
  - Hickman County Middle School: 6 Camera Drops
    - (5) Outside
    - (1) Inside
  - East Hickman Intermediate School: 6 Camera Drops
    - (5) Outside
    - (1) Inside
  - Centerville Intermediate School: 6 Camera Drops
    - (6) Outside
    - (0) Inside
  - East Hickman Elementary School: 6 Camera Drops
    - (4) Outside
    - (2) Inside
  - Centerville Elementary School: 6 Camera Drops
    - (5) Outside
    - (1) Inside

**Alternate Details / Special Notes / Assumptions**

- **SPECIAL NOTE: This quote is for all (8) Locations broken out individually in pricing.**
- **ASSUMPTION:**
  - The following schools will require a lift for areas with high ceilings including gyms, Cafeterias, and auditoriums. Lift for these locations is included in pricing. All other locations not listed do not require a lift and as such is not priced with a lift included.
    - East Hickman High School
    - East Hickman Middle School
    - Hickman County Middle School
    - Centerville Intermediate School
  - All cables will terminate inside the building and will not require OSP Cabling.
  - All cables are within the standard industry length limits and will not require extenders or fiber cables.
- **EXCLUSION:**
  - OSP Cabling or fiber is not included in pricing.
  - Penetrations to the exterior wall is to be done by others and not included in cabling pricing.

**Existing Equipment**

- MDF / IDF locations are existing and usable without modification beyond adding patch panels if needed.

## ELECTRONIC SECURITY SYSTEMS: VIDEO SURVEILLANCE

Beacon proposes to install a total of (60) customer provided IP Cameras. Also included in this proposal are Cat6 patch cables for each camera installed. Beacon will use customer provided mounts and cabling to install and connect cameras. As part of this proposal, Beacon will set customer provided IP addresses in each camera for communication and connect them to customer provided switches, and customer provided server and software. Cameras will be aimed and tested at the completion of each school. All labor, materials, tools, and equipment required for the complete installation of this system are included in this proposal unless listed under the "Exclusions" section.

Field devices will be installed at the following locations:

- *Installation of Cameras will be as follows:*
  - Hickman County High School: 12 Cameras
    - (7) Outside
    - (5) Inside
  - East Hickman High School: 12 Cameras
    - (7) Outside
    - (5) Inside
  - East Hickman Middle School: 6 Cameras
    - (4) Outside
    - (2) Inside
  - Hickman County Middle School: 6 Cameras
    - (5) Outside
    - (1) Inside
  - East Hickman Intermediate School: 6 Cameras
    - (5) Outside
    - (1) Inside
  - Centerville Intermediate School: 6 Cameras
    - (6) Outside
    - (0) Inside
  - East Hickman Elementary School: 6 Cameras
    - (4) Outside
    - (2) Inside
  - Centerville Elementary School: 6 Cameras
    - (5) Outside
    - (1) Inside

### *Alternate Details / Special Notes / Assumptions*

- **ADD ALTERNATE:**
- **DEDUCT ALTERNATE:**
- **SPECIAL NOTE: THIS QUOTE IS LABOR ONLY.** Patch cables for each camera, and mounting hardware are included.
- **ASSUMPTION: Customer provided IP information will be provided and available prior to installation start.**
- **ASSUMPTION: Customer is providing ALL materials for the cameras installation.**
- **ASSUMPTION: ALL customer provided network connections and configuration will be complete prior to installation start.**
- **EXCLUSION: Cameras/Mounts/Pathways/Penetrations/Server/Software/Switches**

W

## **Programming Expectations**

- Beacon Technologies to adjust cameras (aim and focus) with the coordination of the client. Beacon will provide up to **(26) hours** to ensure that the installed camera field-of-views are acceptable.
- Frames per Second Recording: Pre-programmed or set to customer specifications.
- Motion Recording Configuration: Pre-programmed or set to customer specifications.

## **Site Conditions**

- Office Space with drywall and 10' drop tile ceilings.
- Warehouse Space with block walls and 30-35' ceilings.

## **Customer Expectations / Hospitality Concerns**

## **Submittal / Hand-off Requirements**

- Product Data Submittals
- Shop Drawings and As-Built Drawings
- Related User Manuals

## **EXCLUSIONS**

### **General**

- 120 VAC power in the field furnished and installed by others where required
- Connection to Client's Network (via Cat5e/Cat6 drop) furnished and installed by Others
- MDF / IDF Wall Plywood furnished and installed by Others
- All conduit, connectors, backboxes, and stub-ups furnished and installed by Others
- Sleeves from offices into corridors furnished and installed by Others
- Sleeves from corridors into Server Room(s) / MDF furnished and installed by Others
- Client to provide access to Beacon Technologies to all working areas during normal business hours (pricing below does not include after hour or weekend work)
- Client to provide trainees for installation training towards completion

### **Structured Cabling System**

- Beacon cannot finalize this project before the following conditions are achieved at the site:
  - a. Site has Permanent Power
  - b. Site has Final Paint
- Network Equipment (Switches, WAPs, UPS, etc.) furnished and installed by Others
- Uninterruptable Power Supply (UPS) furnished and installed by Others
- Phone System furnished and installed by Others
- Television System Equipment furnished and installed by Others
- Satellite/Antenna cabling furnished and installed by Others
- Client to provide access to the necessary equipment closets and rack/wall space within those equipment closets as required for the Structured Cabling System Headend Equipment

### **Video Surveillance System**

- Beacon cannot finalize this project before the following conditions are achieved at the site:
  - a. Site has Permanent Power
  - b. Site has Final Paint
  - c. Site has Active Network
- Client to provide a Computer(s) that meets the video management software specifications. This computer cannot leave the facility.
- Client to provide IT support for connection to client's network, including but not limited to, providing static or dynamic IP addresses, configuring ports, etc.
- Client to provide access to the necessary equipment closets and rack/wall space within those equipment closets as required for the Video Surveillance System Headend Equipment

## Project Pricing Overview

LOW VOLTAGE SYSTEMS INSTALLATION - PRICING OVERVIEW	
Hickman County High School - Cabling	\$ 5,700.00
East Hickman High School - Cabling	\$ 8,150.00
East Hickman Middle School - Cabling	\$ 5,150.00
Hickman County Middle School - Cabling	\$ 5,150.00
East Hickman Intermediate School - Cabling	\$ 3,600.00
Centerville Intermediate School - Cabling	\$ 5,300.00
East Hickman Elementary School - Cabling	\$ 3,750.00
Centerville Elementary School - Cabling	\$ 3,750.00
<b>Cabling Sub Total</b>	<b>\$ 40,550.00</b>
Hickman County High School - Camera Installation	\$ 7,040.00
East Hickman High School - Camera Installation	\$ 7,040.00
East Hickman Middle School - Camera Installation	\$ 3,800.00
Hickman County Middle School - Camera Installation	\$ 4,000.00
East Hickman Intermediate School - Camera Installation	\$ 4,000.00
Centerville Intermediate School - Camera Installation	\$ 4,125.00
East Hickman Elementary School - Camera Installation	\$ 3,800.00
Centerville Elementary School - Camera Installation	\$ 4,000.00
<b>Camera Installation Sub Total:</b>	<b>\$ 37,805.00</b>
Nurse Call System, Installation as Designed	\$
Audio/Video System -- Overhead Paging/Public Address System, Installation as Designed	\$
Audio/Video System -- Bell Scheduling System, Installation as Designed	\$
Audio/Video System -- Sound Masking System, Installation as Designed	\$
Audio/Video System -- TVs and Projectors, Installation as Designed	\$
Audio/Video System -- Digital Clock System, Installation as Designed	\$
Audio/Video System -- Digital Signage System, Installation as Designed	\$
<b>Project Total</b>	<b>\$ 78,355.00</b>
<b>PRICE VALID FOR 30 DAYS (INCLUDES SALES TAX)</b>	
After 30 Days of this Quote a Pricing Update will need to occur to ensure that Parts and Labor are at Current Market Value	

POST-CONSTRUCTION SERVICES - PRICING OVERVIEW	
Fire Alarm System -- 24/7 Central Station Monitoring Service, as Required by National Fire Alarm Code <sup>1</sup>	\$ (Monthly)
Fire Alarm System -- Maintenance Agreement with (1) Fire Inspection, as Required by National Fire Alarm Code <sup>1</sup>	\$ (Monthly)
Intrusion Alarm System -- 24/7 Central Station Monitoring Service <sup>1</sup>	\$ (Monthly)
Intrusion Alarm System -- Subscription Fee(s) <sup>1</sup>	\$ (Monthly)
Intrusion Alarm System -- Maintenance Agreement <sup>1</sup>	\$ (Monthly)
Video Surveillance System -- Subscription Fee(s) <sup>1</sup>	\$ (Monthly)
Video Surveillance System -- Maintenance Agreement <sup>1</sup>	\$ (Monthly)
Card Badging System -- Subscription Fee(s) <sup>1</sup>	\$ (Monthly)
Card Badging System -- Maintenance Agreement <sup>1</sup>	\$ (Monthly)
<sup>1</sup> Execution of Monitoring and/or Maintenance Services are Initiated on a Separate Agreement	
<b>Monthly Service Total</b>	<b>\$ (Monthly)</b>

## TERMS AND CONDITIONS

### Codes and Standards

All work will be performed as specified by the Client. This installation will be compliant with the following codes and standards as well as all applicable state and local codes.

- BICSI Telecommunications installations methods
- NFPA-72, 2016 Edition, Fire Alarm Standards
- ANSI/NFPA 70 National Electric Code, 2017
- ANSI/EIA/TIA-568B.1 Commercial Building Telecommunications Cabling Standard
- ANSI/EIA/TIA-569-A Commercial Building Standard for Telecommunications Pathways & Spaces
- ANSI/EIA/TIA-606(A) the Admin. Standard for Telecommunications Infrastructure of Commercial Buildings
- ANSI/EIA/TIA-607(A) Commercial Building Grounding and Bonding Requirements for Telecommunications

### Tasks

The following represents tasks Beacon and Client have agreed that Beacon will perform within the Scope of Work:

- Beacon will conduct meetings with the client to determine necessary configuration to meet client's specifications.
- Beacon will perform all necessary installation and/or programming of the system as detailed above in compliance with information gathered from meetings held with client.
- Beacon will perform all necessary testing to ensure that the system meets the client's expressed needs.
- Beacon will perform user training and administer training to the satisfaction of the client (where applicable).
- Beacon will support manufacturer's parts warranty for all system components, in addition to any applicable structured wiring applications assurance program.

### Materials Information and Access

In order for Beacon to perform work in a timely and efficient manner, prior to beginning the work, Client will provide Beacon with the following:

- Power for system power supplies to be provided in designated location.
- Access to all areas as needed without timely delays preventing technician(s) from completing tasks.

### Definition of Completion

Work will be considered complete when the following specific conditions are met:

- All equipment has been installed to specifications.

### Assumptions

This SOW assumes the following general work conditions and limitations:

- Beacon's work will be performed during normal business hours unless otherwise specified in description of work; additional charges for after-hours services may apply.
- The work site will have active AC electric available to Beacon for the duration of the project.
- Beacon will be granted safe and available access to work site during business hours; if after-hours work is required, Client agrees to provide reasonable access.
- Beacon and Client will work together to develop a mutually agreeable installation schedule.
- Services and/or materials provided outside of this SOW will require a Change Order signed by both the Client's representative and Beacon's Project Manager for this project (specified within detailed scope of work).

### Project Specific Assumptions

- The pricing provided by Beacon for this SOW assumes that no unusual installation conditions (e.g. asbestos, protected, or secure areas, moving desks or file cabinets, etc.) exist within the installation area.
- The pricing provided by Beacon for this SOW assumes that Client will provide any floor or wall cores if required unless specified otherwise.
- Only work specified in this written SOW and material list will be performed and supplied.
- Both parties will agree upon any deviations and any adjustments will be made only with a written Change Order/Work Authorization signed by both parties.
- Idle time incurred by Beacon due to absence of non-Beacon supplied materials, required escorts, clearances, permits, inability to enter workplace or other factors beyond Beacon's control, will be billed at \$ 75.00 per man-hour plus travel time and related expenses.

### Warranty Statement

- Beacon will facilitate the manufacturer's parts warranty for all installed components of this SOW.
- Beacon additionally will supply a 1-year labor warranty for all installed components.

### Exceptions to Warranty (Labor and Material)

- Damage of equipment due to an "Act of God" is not covered under warranty.
- Warranty void if the equipment is "tampered with" and/or serviced by anyone other than Beacon's representative(s) throughout the warranty period.

### Terms of Engagement

- Execution of a formal contract or issuance of a Purchase Order (PO) is a prerequisite prior to the initiation of any work or procurement of materials.
- Upon acceptance of the Scope of Work (Proposal), an initial payment of 40% of the total project cost shall become due.
- Progress Billing, equivalent to 55% of the project cost, shall be invoiced with a payment term of NET30.
- The final installment, representing 5% of the project cost, will be invoiced upon successful project completion, with a NET30 payment term.
- A late payment penalty of 1.5% per month will be assessed on all outstanding balances not settled within the NET30 timeframe.

# Beacon

TECHNOLOGIES

## Indemnification

Beacon and Client will indemnify and hold each other harmless from any claims, damage, costs, losses, or expenses including attorneys' fees to the extent caused by a party's breach of any representations, covenants or warranties set forth in this Agreement. Notwithstanding anything stated herein, no party shall be entitled to the benefits of the indemnity provisions herein with respect to any liabilities to the extent they arise because of any gross negligence or willful or reckless misconduct of such party.

## Confidentiality Agreement

This proposal response is proprietary to Beacon and contains confidential business and technical information. It is intended for the use of Beacon and Client and their employees and agents only. This proposal is not to be shared with any third party without the prior written consent of Beacon.

## Limitation of Liability

In no event shall either party's aggregate liability arising out of or related to this Agreement, whether in contract, tort or under any other theory of liability, exceed the amounts actually paid by and due from Client under this Agreement. In no event shall either party have any liability to the other party for any lost profits, loss of use, costs of procurement of substitute goods or services, or for any indirect, special, incidental, punitive, or consequential damages however caused and, whether in contract, tort or under any other theory of liability, whether the party has been advised of the possibility of the damage.

## Invalidity

The invalidity, illegality, or unenforceability of any provision of this SOW will not affect the validity, legality, or enforceability of the remaining provisions. If any provision thereof is inapplicable to any person or circumstance, it will nevertheless remain applicable to all other persons and circumstances.

## Remedies

In the event Client fails to pay Beacon as required under this contract or otherwise defaults under this contract, Beacon will have the right to take ONE OR MORE of the following actions, in addition to all other remedies that may be available to it under law.

- (a) Beacon may cancel the contract without prior notice or warning to Client.
- (b) Beacon may file a lawsuit against Client to collect all past due amounts, all amounts that will become due in the future during the unexpired term of the contract, all of Beacon's costs, including overhead for employee time spent on preparing for suit or attempting to collect payments and to mitigate Beacon's damages.
- (c) Beacon may disable any of the Equipment.
- (d) Beacon may repossess any of the Equipment or apply to a court for repossession. In this event, Client agrees that after the Equipment is repossessed, Client will have no further rights in the Equipment. Client agrees that Beacon may resell, release, or otherwise remarket the Equipment without notice to Client. Client agrees and waives any of its rights that may prevent Beacon from repossessing, reselling, releasing or otherwise remarketing the Equipment after Client's default under the contract.

## Attorney's Fees

If Beacon pursues any of the above-referenced remedies because Client fails to pay Beacon as required under this contract or otherwise defaults under this contract, Beacon shall be entitled to recover from Client all costs and expenses Beacon incurs in enforcing its rights under the contract, including, but not limited to, attorney's fees.

## Non-Waiver

Any failure of Beacon to pursue any of the above-referenced remedies after Client's default shall not be considered a waiver that would bar Beacon from pursuing any of the remedies for the same default or subsequent default in the future.

## Governing Law

This contract shall be governed by the laws of the State of Tennessee, and any question arising hereunder shall be construed or determined according to such law.

## Signature Section (Signing this Section Schedules the Scope of Work)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature of Beacon Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

**Part B Specs**

**School Security Camera Installation - Hickman County Schools**

**2 PART BID - PART A, PART B**

PART A - Cabling & Terminations

PART B - Installation and configuration of new cameras

**SCOPE OF WORK FOR PART A**

1.1 Provide CAT 6 cabling to new camera locations (indoor and outdoor) designated by the school district in eight schools. Cabling can be run from the nearest network closet at each school or network switch in the area. This will include terminations on the camera side and the network closet side.

1.2 Timing of installation - Vendor acknowledges that this is a school location and work may can only be done during after school hours or weekends. Any work done during school hours must be mutually agreed upon by the vendor, school, and the district.

1.3 Optional Walkthrough - Vendors can choose to take part in a optional walkthrough of the school buildings. Walkthroughs for the four East Hickman Schools will take place on Monday, April 22nd, 2024. Walkthroughs for the four Centerville Schools will take place on Tuesday, April 23rd, 2024. Please let Brad Gilbert know if you plan to attend by sending a e-mail to [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org). Additional details of the timing of the walkthroughs will be sent out via e-mail.

1.4 School maps - Maps can be requested by sending an e-mail to Brad Gilbert at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org). The maps are not intended to be scale but just a guide on the buildings and locations of drops for cameras.

**CONTRACTOR QUALIFICATIONS**

Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- Tennessee State Contractor License is required
- Single Point of Contact - Please identify and detail qualifications of the Single Point of Contact from your company for this contract. While HCSS may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

**Sub - Contractor** - Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor and to be responsible for all communication as single point of contact.

**Permits** - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

**Installation and all related materials. Please list cost per school.**

School	Installation Cost Per School (including all related materials)
Hickman Co. High School - 12 Drops (7 Outside, 5 Inside)	<b>\$5,700.00</b>
East Hickman High School - 12 Drops, 12 Drops (7 Outside, 5 Inside)	<b>\$8,150.00</b>
East Hickman Middle School - 6 Drops (4 Outside, 2 Inside)	<b>\$5,150.00</b>
Hickman Co. Middle School - 6 Drops (5 Outside, 1 Inside)	<b>\$5,150.00</b>
East Hickman Intermediate School - 6 Drops (5 Outside, 1 Inside)	<b>\$3,600.00</b>
Centerville Intermediate School- 6 Drops (6 Outside)	<b>\$5,300.00</b>
East Hickman Elementary School - 6 Drops (4 Outside, 2 Inside)	<b>\$3,750.00</b>
Centerville Elementary School - 6 Drops (5 Outside, 1 Inside)	<b>\$3,750.00</b>

**Part A needs to be completed by Thursday, June 27th, 2024.**

**SCOPE OF WORK FOR PART B**

1.1 Axis Security Cameras (indoor and outdoor) to be installed at locations designated by the district at eight schools. All cameras and mounts will be supplied by the district with network cabling already run to the locations.

1.2 Cameras are to be configured to work with the district's Axis Camera Station. Prior experience with Axis Camera Station is preferred.

1.3 Timing of installation - Vendor acknowledges that this is a school location and work may can only be done during after school hours or weekends. Any work done during school hours must be mutually agreed upon by the vendor, school, and the district.

**CONTRACTOR QUALIFICATIONS**

Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- Tennessee State Contractor License is required
- Single Point of Contact - Please identify and detail qualifications of the Single Point of Contact from your company for this contract. While HCSS may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

**Sub - Contractor**

Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor and to be responsible for all communication as single point of contact.

**Permits** - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

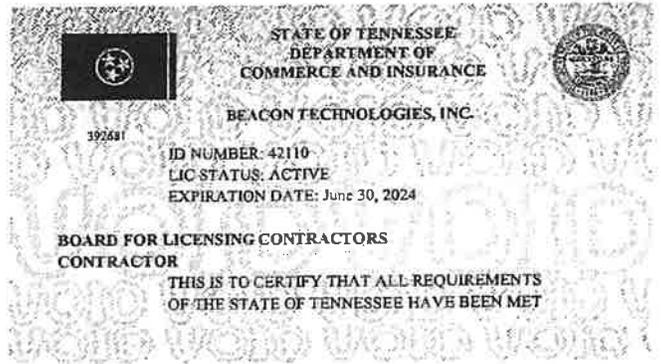
School	Installation & Configuration Cost Per School (including all related materials)
Hickman Co. High School - install and config. of 12 additional cameras	\$7,040.00
East Hickman High School - install and config. of 12 additional cameras	\$7,040.00
East Hickman Middle School - install and config. of 6 additional cameras	\$3,800.00
Hickman Co. Middle School - install and config. of 6 additional cameras	\$4,000.00

East Hickman Intermediate School - install and config. of 6 additional cameras	\$4,000.00	
Centerville Intermediate School- install and config. of 6 additional cameras	\$4,125.00	
East Hickman Elementary School - install and config. of 6 additional cameras	\$3,800.00	
Centerville Elementary School - install and config. of 6 additional cameras	\$4,000.00	

Part B needs to be completed by Friday, July 26th, 2024.

**DAVIS BACON**

Federal funds are being used for this project. Projects funded with federal funds shall comply with the Davis-Bacon Act (Subchapter IV of Chapter 31 of the Title 40 of the United States Code). This project utilizes federal funds. Certified Payroll records shall be submitted by the awarded bidder weekly, on the Department of Labor Form WH347 (or a form that responds to the information collection requirements contained in 29 C.F.R. §§ 3.3, 5.5 (a)) for the work performed by bidder or bidder's subcontractors and sub-subcontractors. All contractors must submit weekly to the ESSER Grants Manager, [derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org). If no work is performed in a week, a payroll stating "no work performed" shall be submitted for that week.



BEACON TECHNOLOGIES, INC.  
1441 DONELSON PIKE  
NASHVILLE, TN 37217



# 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: 4/15/24 Name: 

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

I have no conflict of interest to report.

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

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

Date: 4/15/24 Signature: 



Hickman County Schools Board Agenda Item Request

Date: February 5, 2024  
Name of School: East Hickman Elementary School  
Item Request: 2<sup>nd</sup> grade job share

Explanation:

Ella Lassar and Beth Beard would like to continue their 2<sup>nd</sup> grade job share position for the 2024-2025 school year.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Beth Beard      Ella Lassar

Signature of Building Principal:

Leigha Coble

**East Hickman Elementary School**  
**Job Share Proposal- Ella Lissan and Beth Beard**

Our proposal is to work in a job share arrangement for the 2024-2025 school year.

**Advantages of Job Sharing**

We would first like to highlight some advantages that we feel our proposal will bring to East Hickman Elementary School.

- The school will be able to keep/gain experienced teachers. Ella has taught for 24 years and Beth has taught for 25 years. Ella has taught 5th, 4th grade and 2nd grade. Beth has taught 1st grade, 2nd grade, and worked as a title 1 interventionist. Hickman County Board of Education has invested money and time in training us to meet whole school initiatives and development.
- Ella's experience at the intermediate school level will help prepare students for the next grade level. Beth's experience with younger students and as an interventionist is beneficial to students who may struggle or need extra help. By working together, we can blend these experiences to reach more students.
- We will be working the days that best fit with our other commitments and therefore we can be more fresh, energetic, and creative during the hours that we are teaching. This can lead to improved output.
- This job share will enhance our professional life by allowing us to better balance work and family responsibilities.
- We successfully job shared during the 2021-22, 2022-23 and the 2023-24 school year. We feel it was a positive experience for us and the students.
- Two teachers will be involved in monitoring to ensure children achieve their full potential and progress accordingly.
- Children can benefit from being able to confide in a choice of two teachers.
- Although we have similar teaching styles and strategies, we also bring to the table different attributes, therefore reaching more students. Some students may relate better to one teacher than the other.
- We will both hold high expectations for behavior and performance and will enforce classroom rules consistently.
- We have taught 2nd grade together for 13 years so we are very familiar with each other's teaching style. We have collaborated daily for the past several years and are able to plan well together.
- Having two teachers can help prepare students for the upcoming year, wherein they may have 2 to 3 different teachers.
- Two teachers to help with fundraisers and school activities.
- We will bring two sets of skills, talents, and experience to the job. This:
  - Increases the staff resource base;
  - Supports the pooling of ideas;
  - Offers the opportunity for us to learn from one another and maintain and develop skills;

- Maximizes individual strengths and can minimize individual weaknesses.

### **Working Week**

We propose that we would split the working week as follows:

- Monday and Wednesday- Beth
- Tuesday and Thursday- Ella
- Fridays- Ella and Beth will alternate
- Both teachers will work the first week of school.

### **Salary**

We propose to be paid according to our years experience and education just as we would in a full time position. However, we will be paid half of that of a full time teacher.

### **Responsibilities for Curriculum, Assessment, and Planning**

We will take joint responsibility for planning our lessons to align with TN state standards.

We will plan for the week ahead together.

We will ensure that assessment and record keeping are done the same by each teacher.

### **Liaison**

We will maintain a class liaison file detailing incidents, parent communication, etc. for reference during the week to provide continuity. This would include a seating chart, medical notes, behavior issues, and student information.

We will both use the same Class Dojo account. Each of us will be able to get notifications of behavior and parent communications so that we are always in the loop.

### **Faculty and Committee Meetings**

The teacher who is working on the meeting day will share all information with the other.

### **Professional Development and Administrative Days**

We will both attend all professional development and administrative days. We will both complete all professional development online training sessions. We will both attend the PD Summit.

### **Parent Teacher Conferences**

We will both attend all parent teacher conferences as scheduled by the district.

### **IEP/S-Team/RTI Meetings**

Whichever teacher is working on the scheduled meeting day will attend and provide all information to the teacher not in attendance.

### **More Information on how we intend to work together to make the arrangement work**

To ensure this is an effective job share arrangement we would:

- Communicate regularly with each other using a communication book and also through emails, texts, phone calls, and meetings. This will be important if issues arise with children or if there are any parental concerns at any time. This will ensure continuity and consistency, particularly where behavior is concerned;
- Plan together at the beginning of each 9 weeks and also weekly for the upcoming week.
- Meet regularly to discuss targets and standards of childrens' progress and discuss next steps
- Where possible, ensure that any problems that arise are resolved by the end of the day so that the other teacher does not have to deal with them the next day.

### **Review of the Job Share Arrangement**

We understand that the renewal of a job share position must be reviewed and approved each year by our principal, superintendent, and the school board.

March 12, 2024

To whom it may concern:

We are requesting a job share position for the 2024-2025 school year. The purpose of requesting a job share position is to be able to better care for our young families while continuing to serve as educators. We held a job share position for 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024 school years, but we understand that according to Board Policy 5.1051: Job Sharing Guidelines, that this position is based on year to year approval by the board. The following attachment includes our plan and other important information regarding job sharing.

Thanks for your consideration on this matter.

Sincerely,

  
Ashley Rochelle

  
Meredith Qualls



**Centerville Intermediate School**

**110 Mary Field Avenue  
Centerville, TN 37033**

**Phone 931-729-2748**

**Fax 931-729-5497**

**Principal, Rose Korte Stites**

**Assistant Principal, Tarrah Lawson**



March 12, 2024

To John Mullins and Hickman County Board Members,

I am requesting that you consider Ashley Rochelle and Meredith Qualls for a job share position for the 2024-2025 school year at Centerville Intermediate School. The request for this position has been granted previously for these teachers at Centerville Elementary School. Mrs. Rochelle and Mrs. Qualls have a reputation of strong classroom management, high-quality instructional strategies, and effective communication with parents, students, and staff. They would be an asset to Centerville Intermediate.

Thank you for your time and consideration.

Sincerely,

## **The Job-Share Plan for 2024-2025**

- Ashley will work every Monday and Wednesday.
- Meredith will work every Tuesday and Thursday.
- Ashley and Meredith will alternate each Friday.
- Both teachers will be responsible for teaching assigned subject areas on their designated day.
- Both teachers will be present for Inservice and for the first full week of school.
- One teacher will fill in for the other teacher should the need arise as much as possible.
- Teachers will keep a communication log. The log will be used daily to keep each other informed and record pertinent information such as attendance, student behavior, notes from parents, and school news.
- If approved, teachers will provide a detailed calendar for the 2024-2025 school year.

### **Positives to Consider**

- Both teachers requesting to job share have had a Level 5 in overall effectiveness in the past.
- Teachers have taught together for over 8 years and have very similar classroom management and teaching styles.
- Teachers successfully job shared for the 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024 school years.

-Students benefit from a variety of teaching styles and two fresh, energized educators.

-Quality of teaching may be improved due to a “two heads are better than one” problem solving approach.

-School system saves money due to teachers not receiving benefits.

-Job sharing is a practice in many surrounding counties, in grades that include even as young as kindergarten. Our school system has had a successful job sharing experiences in the past.

-By being exposed to the styles of two teachers, children learn to work with different people and personalities. The ability to work with others is a valuable lifelong skill that all people need throughout their time in school and later in the workforce.

-Children who have behavior problems get a fresh start every day. Negative feelings are less likely to carry over to the next morning.

-In studies done in the United States, all administrators surveyed agreed that job sharing had not diminished the quality of education... (Garman, 1988). Similarly, seventy-five percent of parents in another study felt that the quality of their children’s education had either improved or stayed the same in job sharing classrooms.

-Consider this analogy: Children have two parents. They love both of them for different reasons and are comfortable with them. The two parents are different from each other and will react differently to similar situations. Children can understand this. When children have two teachers, it is not unlike having two parents. The two teachers are individuals who are appreciated for different reasons. Their expectations are alike; their personalities are different. It is not difficult for a child to accept the two people and to learn from each of them.

-It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.

## **Parent Survey**

-An anonymous parent input survey was sent home in February 2017 in regard to the 2016-1017 job share experience . Parents were asked to rate the job-share experience based on seven categories: overall communication, teacher accessibility, academic growth, meeting students' individual needs, classroom environment, overall student happiness, and discipline. This survey was based on a scale of 1 to 4 (1 being low, 4 being high). Out of the surveys returned, every one of the 7 categories had an **average** of 4.

Parent Quotes from the survey:

“It’s been a great year!”

“It has been great. There has been wonderful support from both teachers, and we greatly appreciate it.”

“This year was the first year with a co-teacher classroom. I thought it was great. My daughter really enjoyed the co-teacher experience.”

“I really believe that having co-teachers is great.”

“This experience has been really good. The students seem very happy as do the teachers.”

## **Other Quotes Concerning Job-Sharing**

“The year I job shared was the best year ever. It can be great for kids if it is the right team. In Sumner County at my school right now there are two job shares. One is extremely dynamic in Kindergarten, and the other is a 5th grade team.” - Tressa Sanders (Former employee and job share position holder of Hickman County Schools)

“When my daughter was in kindergarten at Gower Elementary in Nashville she had teachers that job shared. One teacher worked Mon, Tues and every other Wed and the other worked Thurs, Fri and every other Wed. If one of them needed a day off for personal reasons or sick kids the other took her spot so they never needed a sub! This

was a great experience for us. Our daughter loved both teachers and the different qualities they brought. The kids got so many different ways of learning between the two of them!" - Sarah Price (Parent of a child in a job share classroom)

Mar 20, 2024

To whom it may concern:

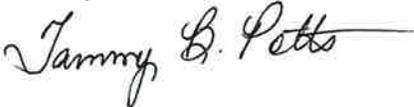
We are requesting a job share position for the 2024-2025 school year. The purpose of requesting a job share position is to continue to provide intervention for our students and provide teacher support at CIS. This job share opportunity will allow us to fulfill our family obligations at home (grandchildren and elderly parents) and continue to provide our knowledge of teaching to students and faculty. We currently work successfully together in this position. We understand that according to Board Policy 5.1051:Job Sharing Guidelines, that this position is based on yearly approval by the board.

We appreciate your consideration in approving our 2024-2025 school year job share. Please find attached information detailing job duties and responsibilities for the next school year.

Sincerely,

  
Dusty Covington

Tammy Potts



March 20, 2024

To Mr. John Mullins and Hickman Co. Board Members,

I am requesting that you consider Dusty Covington and Tammy Potts for a job share position for the 2024-2025 school year at Centerville Intermediate School. Mrs. Covington and Mrs. Potts were each granted a 100 day contract previously at CIS.

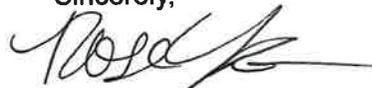
Mrs. Covington is currently and has served as the Academic Facilitator for CIS for five years and served our school system for the last 16 years in teacher capacities.

Mrs. Potts retired December 2022 after working in Hickman and Rutherford County Schools. Mrs. Potts returned to her hometown and began working to fulfill the RTI needs at CIS. Mrs. Potts stepped up and took an active role while Mrs. Covington was out for a necessary medical leave.

They have a reputation of high quality instructional strategies, effective communication with parents, students, and staff, and proven data showing these strengths. They will be a great asset to CIS for the upcoming school year.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rose Korte Stites", with a long horizontal flourish extending to the right.

Rose Korte Stites

## **2024-2025 Job Share Plan:**

- Mrs. Covington will work Monday and Wednesday.
- Mrs. Potts will work Tuesday and Thursday.
- Fridays will be alternated.
- If approved, teachers will provide a detailed calendar for the 2024-2025 school year.
- Both teachers will attend inservice for the first full week, during the school year, professional development as necessary, and other required school activities.
- One teacher will fill in for the other teacher should the need arise as much as possible (rather than getting a substitute).
- Teachers will communicate effectively through notes, emails, or any necessary means to ensure that student and teacher needs are met.

### **Duties:**

- Both teachers will work together to oversee RTI placement, schedules, fidelity checks, and implementation.
- Mrs. Potts will have a focus centered on helping teachers and students close the early learning gaps. Modeling when necessary.
- Mrs. Covington will have a curriculum/planning/data approach with teachers. Modeling when necessary. Conduct walkthroughs with the admin team.
- Both teachers will provide RTI instruction as needed.
- Both teachers will be available for testing purposes.
- Both teachers will assist administrators as needs arise.

## **Positives To Consider:**

- Both teachers requesting job shares have had Level 5 effectiveness in the past.
- Teachers have almost 40 years of combined experience working with students in grades Pre-K-5.
- Teachers successfully worked together as a team for the school year 2023-2024.
- Mrs. Potts is a retired teacher and through job share opportunities, she is able to continue to help students and teachers and not exceed her 120 days. This allows her to maintain her retirement status.
- In the event of unforeseen circumstances, the role does not suffer. For example, when Mrs. Covington was forced to take a medical leave this school year, Mrs. Potts was able to fulfill her duties.
- School system saves money due to teachers not receiving benefits.
- In studies done in the United States, all administrators surveyed agreed that job sharing had not diminished the quality of education... (Garman, 1988). Similarly, seventy-five percent of parents in another study felt that the quality of their children's education had either improved or stayed the same in job sharing classrooms.
- It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.



# MEMORANDUM OF AGREEMENT

## BETWEEN JOBS FOR TENNESSEE GRADUATES AND HICKMAN COUNTY SCHOOLS FOR EAST HICKMAN HIGH SCHOOL AND HICKMAN COUNTY HIGH SCHOOL

In consideration of the partnership between Jobs for Tennessee Graduates, Inc. (JTG) and Hickman County Schools for East Hickman High School and Hickman Co. High School, JTG hereby agrees to:

### For In-School Students:

1. Provide the additional resources needed to have a full-time staff member (Job Specialist) serve a minimum of 35-45 eligible youth for the Jobs for America's Graduates program as defined by JTG in each East Hickman High School and Hickman County High School (or good faith efforts to reach that roster number) for school year 2023-24. That commitment includes having the staff member working in the summer to help assist the young people into jobs, college, or some combination.
2. Meet the minimum Process and Outcome standards of the Jobs for America's Graduates Model as defined by Jobs for America's Graduates, Inc., including:
  - a. Documenting daily contacts with enrolled youth.
  - b. Administer and document pre- and post-assessment results for all enrolled youth.
  - c. Ensure that a minimum average of 120 contact hours be achieved for enrolled students.
  - d. Document in the e-NDMS student progress reports.
  - e. Ensure that each school has an active Career Association to provide students with opportunities for recognition and to develop leadership and team membership skills.
  - f. Ensure that each enrolled student has a completed Individual Development Plan that documents a plan of action to attain his/her academic and career goals.

### For Follow-up Students:



3. Provide follow-up services to graduates and non-graduates who were enrolled in the program during the 2022-2023 school year beginning June 1, 2023 and concluding May 31, 2024.
4. Provide follow-up that consists of a minimum of one documented contact per month for each graduate/non-graduate, and a minimum of six documented employer contacts for working graduates/non-graduates during the 12-month follow-up period.

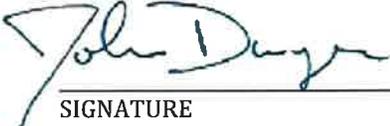
#### General Program Requirements

5. Have staff members responsible for conducting the Jobs for America's Graduates Model in East Hickman High School and Hickman Co. High School available for requested training and development activities as part of the commitment to the fidelity of the JAG Model.
6. Make its best efforts to work with JTG to secure the resources needed to sustain the Jobs for America's Graduates program in the 2024-25 school year from either or both the internal and external sources, working in close cooperation with JTG.
7. In turn, the JTG agrees to provide pre-service and in-service training, the delivery of the whole Jobs for America's Graduates National Curriculum; the implementation of the Jobs for America's Graduates research and tracking system (the JAG Electronic National Data Management System – e-NDMS); the JAG Career Association activities; ongoing supervision; technical assistance; and troubleshooting to help assure the highest levels of implementation consistent with the Process and Outcomes standards of the High School Model of Jobs for America's Graduates. It is understood that JTG may withdraw funding and all parts of the Jobs for America's Graduates Model delivered to East Hickman High School and/or Hickman County High School in the Hickman County School District if, after efforts at remediation, East Hickman High School and/or Hickman Co. High School is/are unable or unwilling to take the actions necessary to assure high-quality delivery of the Model of Jobs for America's Graduates, Inc.
8. Through state investment and private foundations/grants, JTG will employ specialist Jack Harlow. Per the funding model submitted to the state, Hickman County Schools was invoiced \$10,000 for the 2022-23 school year and paid in full. Because Mr. Harlow is a part-time employee. JTG will level off the Hickman County stakeholder at \$10,000 for 2023-24. This is a show of good faith and appreciation for Hickman County Schools continuing to offer JTG to students at the two high schools.
9. JTG will fully finance JTG State Training at the Lodge at Pickwick Landing July 19-21, 2023.



**Agreed and Approved:**

**Date:** April 10, 2024

  
\_\_\_\_\_  
SIGNATURE

John Dwyer  
\_\_\_\_\_  
PRINTED NAME

President & CEO Jobs for Tennessee Graduates  
\_\_\_\_\_  
TITLE

**Agreed and Approved:**

**Date:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
HICKMAN COUNTY SCHOOLS REPRESENTATIVE



April 4, 2024

## INVOICE #202324HCS

**AMOUNT: \$10,000**

**For:**

Assisting in underwriting JTG programs in East Hickman High School and Hickman County High School for the 2023-24 school year. JTG is responsible for the balance of the specialist's salary/benefits package. Darin Cochran is the JTG specialist in both high schools is employed by JTG for duties outlined in the Memorandum of Agreement. Jobs for Tennessee Graduates (JTG), an affiliate of Jobs of America's Graduates (JAG), is a non-profit organization dedicated to stewarding at-risk high school students toward graduation with follow through toward post-secondary education and/or job opportunities. JTG Specialists teach the JAG model during a student's senior year, then add a 12-month follow up to ensure success after high school. Among the skills obtained for college/workforce:

Jobs for Tennessee Graduates (JTG), an affiliate of Jobs of America's Graduates (JAG), is a non-profit organization dedicated to stewarding at-risk high school students toward graduation with follow through toward post-secondary education and/or job opportunities. JTG Specialists teach the JAG model during a student's senior year, then add a 12-month follow up to ensure success after high school. Among the skills obtained for college/workforce:

- Leadership
- Job Interview Skills/Resume Writing
- Financial Responsibility
- Dress Etiquette
- Community Service

Please Make Payable:

**Jobs for Tennessee Graduates**  
**6 S. 14<sup>th</sup> Street**  
**Nashville, TN 37206**

For any questions please contact me.  
jd

John Dwyer  
President & CEO  
Jobs for Tennessee Graduates  
[jdwyer@jagtn.org](mailto:jdwyer@jagtn.org)  
615 289-1703

For more information, please visit JTG website at [www.jobsfortngrads.org](http://www.jobsfortngrads.org)

## Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>Jobs for Tennessee Graduates</b>	
Business name/disregarded entity name, if different from above <b>JAG Tennessee</b>	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input 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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) <b>6 S. 14th Street</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Nashville, TN 37206</b>	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

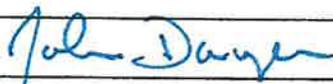
Employer identification number								
3	7	-	1	7	6	2	0	5

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶		Date ▶	4/10/24
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and  
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>2</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor <sup>2</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



**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

It is recommended that the out of county tuition rate for 2024-2025 remain at \$1,000 per year.

## Sample Motion

I authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2023-2024 school year and for the rising 2024-2025 school year on behalf of the Hickman County School System.

**Hickman County Board of Education**  
**Budget Amendment - 31**  
**Fund 142 - Federal Programs**  
**May 6, 2024**

Account	Description	Debit	Credit	Justification
71300 - 499 -        - 801 72130 - 355 - C - 801	<b>Other Supplies &amp; Materials Travel (CTSO)</b>	\$ 3,100.00	\$ 3,100.00	<b>CTE PERKINS approved ePlan adjustment</b>
	<b>TOTALS</b>	<b>\$ 3,100.00</b>	<b>\$ 3,100.00</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

Hickman County Board of Education  
 Budget Amendment - 32  
 Fund 142 - Federal Programs  
 May 6, 2024

Account	Description	Debit	Credit	Justification	
47401 - - - 933	Revenue	\$ 43,441.67		Adjustments to ePlan including \$43,441.67 of additional funds for ESSER 3	
71100 - 471 - - 933	Software		\$ 8,992.05		
71300 - 429 - - 933	Other Supplies	5,000.00			
71300 - 730 - - 933	Vocational Equipment	36,611.78			
72130 - 130 - - 933	Social Workers		10,770.00		
72130 - 201 - - 933	Social Security		665.00		
72130 - 204 - - 933	State Retirement		875.00		
72130 - 207 - - 933	Medical Ins		1,600.00		
72130 - 212 - - 933	Medicare		160.00		
72120 - 413 - - 933	Drugs and Medical Supplies	14,504.00			
72210 - 105 - - 933	Supervisor		67,685.40		
72210 - 201 - - 933	Social Security		4,200.00		
72210 - 212 - - 933	Medicare		1,000.00		
72210 - 204 - - 933	State Retirement		4,610.00		
72210 - 399 - - 933	Other Contracted Svc	1,000.00			
72230 - 524 - - 933	InService	5,000.00			
72250 - 307 - - 933	Communications		5,000.00		
<b>TOTALS</b>		<b>\$ 105,557.45</b>	<b>\$105,557.45</b>		

Approved:

Attest:

Ronald Gammons

John Mullins

**Hickman County Board of Education**  
**Budget Amendment - 33**  
**Fund 141 - General Purpose**  
**May 6, 2024**

Account	Description	Debit	Credit	Justification
72810 - 499 -	Other Supplies	\$ 5,000.00		Move to outside sources
72810 - 499 -	Other Supplies		5,000.00	
72250 - 350 -	Internet Connectivity	5,000.00		To cover license for devices
72250 - 722 -	Regular Instruction Equip	5,000.00		
72250 - 399 -	Other Contracted Svc		10,000.00	
71100 - 399 -	Other Contracted Svc	40,000.00		Social Studies, AP English, Spanish
71100 - 722 -	Reg Inst Equip	30,000.00		
71100 - 449 -	TextBooks		70,000.00	
	<b>TOTALS</b>	<b>\$ 85,000.00</b>	<b>\$ 85,000.00</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

Hickman County Board of Education  
 Budget Amendment - 34  
 Fund 141 - General Purpose  
 May 6, 2024

Account	Description	Debit	Credit	Justification
46590 - - SLC	Revenue	\$ 307,062.61		
46590 - - LCT	Revenue	55,692.73		
71100 - 116 - SLC	Teachers		\$ 186,700.00	
71100 - 201 - SLC	Social Security		11,575.40	
71100 - 204 - SLC	State Retirement		16,803.00	
71100 - 212 - SLC	Medicare		2,707.15	
71100 - 429 - SLC	Instructional Supplies		4,000.00	
71100 - 499 - SLC	Other Supplies		7,000.00	
71100 - 599 - SLC	Other Charges		3,600.00	
72130 - 399 - SLC	Other Contracted Services		2,560.00	
72210 - 189 - SLC	Othaer Salaries & Wages		34,850.00	
72210 - 201 - SLC	Social Security		2,160.70	
72210 - 204 - SLC	State Retirement		3,136.50	Summer Learning Camp Budget
72210 - 212 - SLC	Medicare		505.33	
73100 - 165 - SLC	Cafeteria Personnel		16,800.00	
73100 - 201 - SLC	Social Security		1,041.60	
73100 - 204 - SLC	State Retirement		1,989.12	
73100 - 212 - SLC	Medicare		243.60	
73100 - 422 - SLC	Food Supplies		11,390.21	
72710 - 146 - LCT	Bus Drivers		28,500.00	
72710 - 189 - LCT	Other Salaries & Wages		2,000.00	
72710 - 201 - LCT	Social Security		1,891.00	
72710 - 204 - LCT	State Retirement		2,745.00	
72710 - 212 - LCT	Medicare		442.00	
72710 - 412 - LCT	Diesel Fuel		19,070.40	
72710 - 599 - LCT	Other Charges		1,044.33	
48990 - -	Other Revenue	\$ 16,000.00		U Trust Grant
72320 - 599 - SS	Other Charges		\$ 16,000.00	
<b>TOTALS</b>		<b>\$ 378,755.34</b>	<b>\$ 378,755.34</b>	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County, Tennessee  
 General Purpose School Fund 141  
 Statement of Proposed Operations  
 For the Fiscal Year Ending June 30, 2025

Account No	Description	Actual	Original	Amended	Estimate	Difference	CY	PY		
		2022-2023	Estimate	Estimate	2024-2025	2024-2025	MOE Total	MOE Total	0	0.00
<b>ESTIMATED REVENUES</b>										
40000	<u>Local Taxes</u>						52,176	0.5666	2,956,289	Current
40100	<u>County Property Taxes</u>						52,176	0.0000	0	Increase
40110	Current Property Taxes	3,144,196	2,974,879	2,974,879	2,956,289	(18,590)	52,176	0.5666	2,956,289	Total
40120	Trustee's Collection - Prior Year	63,996	65,000	65,000	65,000	0				
40125	Trustee's Collection - Bankruptcy	641	500	500	500	0				
40130	Circuit/Clerk & Master Collections - Prior Years	33,469	47,000	47,000	47,000	0				
40140	Interest and Penalty	14,071	15,000	15,000	15,000	0				
40161	Payments in Lieu of Taxes - TVA	3,495	4,000	4,000	4,000	0				
40162	Payments in Lieu of Taxes - Local Utilities	6,000	6,000	6,000	6,000	0				
40200	<u>County Local Option Taxes</u>									
40210	Local Option Sales Tax	2,869,529	2,455,008	2,455,008	2,473,598	18,590				
40270	Business Tax	50,007	35,000	35,000	35,000	0				
40300	<u>Statutory Local Taxes</u>									
40320	Bank Excise Tax	0	0	0	0	0				
40350	Interstate Telecommunication Tax	0	0	0	0	0				
	Total Local Taxes	6,185,404	5,602,387	5,602,387	5,602,387	0				
41000	<u>Licenses and Permits</u>									
41100	<u>Licenses</u>									
41110	Marriage Licenses	1,672	1,300	1,300	1,300	0				
	Total Licenses and Permits	1,672	1,300	1,300	1,300	0				
43000	<u>Charges for Current Services</u>									
43500	<u>Education Charges</u>									
43517	Tuition - Other	1,000	2,000	2,000	0	(2,000)				
43570	Receipts from Individual Schools	22,820	30,000	30,000	30,000	0				
43582	Community Service Fees Adults	279	200	200	200	0				
	Total Charges for Current Services	24,099	32,200	32,200	30,200	(2,000)				
44000	<u>Other Local Revenues</u>									
44100	<u>Recurring Items</u>									
44110	Investment Income	298,729	0	0	0	0				
44120	Lease/Rentals	9,258	10,000	10,000	10,000	0				
44170	Miscellaneous Refunds	73,181	30,000	30,000	30,000	0				
44500	<u>Nonrecurring Items</u>									
44530	Sale of Equipment	9,332	15,000	15,000	15,000	0				
44560	Damages Recovered from Individuals	1,324	3,000	3,000	3,000	0				
44570	Contributions and Gifts	11,657	15,000	15,000	15,000	0				
44990	Other Local Revenues	0	0	0	0	0				
	Total Other Local Revenues	403,481	73,000	73,000	73,000	0				
	Total Local Revenue	6,614,656	5,708,887	5,708,887	5,706,887	(2,000)				
46000	<u>State of Tennessee</u>									
46175	On-Behalf Contributions for OPEB	63,566	35,000	35,000	35,000	0				
46500	<u>State Education Funds</u>									
46510	Tennessee Investment in Student Achievem	0	23,886,562	23,886,562	24,228,618	342,056				
46511	Basic Education Program	23,055,227	0	0	0	0				
46515	Early Childhood Education	417,763	417,796	493,047	490,275	72,479				
46520	School Food Service		22,000	22,000	22,000	0				
46550	Driver Education	828	5,000	5,000	5,000	0				
46590	Other State Education Funds	465,122	240,000	240,000	240,000	0				
46591	Coordinated School Health	90,000	0	0	0	0				
46594	Family Resource Centers	59,223	0	0	0	0				
46790	Other Vocational	0	0	3,000,000	0	0				
46610	Career Ladder Program	53,340	45,000	45,000	45,000	0				
46800	<u>Other State Revenues</u>									
46851	State Revenue Sharing - TVA	227,133	230,000	230,000	230,000	0				
46980	Other State Grants	95,158	0	124,847	124,847	124,847				
46981	Safe Schools	43,000	0	0	0	0				
46990	Other State Revenues	0	0	0	258,804	258,804				
	Total State of Tennessee	24,570,360	24,881,358	28,081,456	25,679,543	798,185				
47000	<u>Federal Government</u>									
47100	<u>Federal Through State</u>									
47590	Other Federal Through State	102,023	0	0	0	0				
47600	<u>Direct Federal Revenue</u>									
47640	ROTC Reimbursement	39,766	70,000	70,000	70,000	0				
47990	Other Direct Federal Revenue	166,806	0	0	0	0				
	Total Federal Government	308,595	70,000	70,000	70,000	0				

Account No	Description	Actual 2022-2023	Original Estimate 2023-2024	Amended Estimate 2023-2024	Estimate 2024-2025	Difference 2024-2025	CY	PY	0	0.00
							MOE Total 5,843,687	MOE Total 5,843,687		
48000	<u>Other Governments and Citizens Groups</u>									
48610	Donations	198,000	0	0	0	0				
48990	Other	197,892	258,804	258,804	161,000	(97,804)				
	Total Other Governments and Citizens Groups	395,892	258,804	258,804	161,000	(97,804)				
	Total Estimated Revenues	31,889,503	30,919,049	34,119,147	31,617,430	698,381				
49000	<u>OTHER SOURCES (NON-REVENUE)</u>									
49700	Insurance Recovery	193,594	10,000	10,000	10,000	0				
49800	Transfers In	8,259	25,000	25,000	25,000	0				
	Total Other Sources	201,853	35,000	35,000	35,000	0				
	Total Estimated Revenues & Other Sources	32,091,356	30,954,049	34,154,147	31,652,430	698,381				
<b>ESTIMATED EXPENDITURES</b>										
71000	<u>Instruction</u>									
71100	<u>Regular Instruction Program</u>									
116	Teachers	9,006,758	10,065,910	10,044,910	10,273,253	207,343				
117	Career Ladder Program	42,000	45,000	45,000	45,000	0				
128	Homebound Teachers	0	10,797	10,797	12,000	1,203				
140	Salary Supplements	334,741	414,200	414,200	460,000	45,800				
163	Educational Assistants	347,585	402,000	423,000	460,000	58,000				
189	Other Salaries and Wages	437,806	405,000	405,000	420,000	15,000				
198	Non-Certified Substitute Teachers	182,692	185,000	185,000	175,000	(10,000)				
201	Social Security	752,931	1,095,393	1,095,393	906,162	(189,231)				
204	State Retirement	787,535	972,254	972,254	1,016,744	44,490				
207	Medical Insurance	1,517,010	2,270,840	2,270,840	2,000,000	(270,840)				
212	Employer Medicare	2,947	0	0	0	0				
215	On-behalf Payments to OPEB	20,490	0	0	0	0				
336	Maint and Repair Service - Equipment	16,000	16,000	16,000	12,000	(4,000)				
399	Other Contracted Services	69,599	85,000	85,000	55,000	(30,000)				
429	Instructional Supplies and Materials	147,908	125,000	125,000	125,000	0				
449	Textbooks	181,914	175,000	175,000	175,000	0				
499	Other Supplies and Materials	8,105	10,000	10,000	8,000	(2,000)				
599	Other Charges	850	0	0	0	0				
722	Regular Instructional Equipment	168,656	100,000	100,000	50,000	(50,000)				
	Total Instructional Program	14,025,527	16,377,394	16,377,394	16,193,159	(184,235)				
71150	<u>Alternative Instruction Program</u>									
116	Teachers	114,800	190,000	189,925	195,000	5,000				
163	Educational Assistants	19,811	22,900	22,975	25,000	2,100				
201	Social Security	9,968	16,287	16,287	16,830	543				
204	State Retirement	17,523	19,811	19,811	19,656	(155)				
207	Medical Insurance	26,334	33,812	33,812	36,179	2,367				
355	Travel	0	3,000	3,000	1,500	(1,500)				
429	Instructional Supplies and Materials	981	1,500	1,500	1,500	0				
499	Other Supplies and Materials	808	1,500	1,500	1,500	0				
	Total Alternative Schools	190,225	288,810	288,810	297,165	8,355				
71200	<u>Special Education Program</u>									
116	Teachers	1,639,984	1,908,233	1,905,733	1,980,000	71,767				
124	Psychological Personnel	67,344	77,203	77,203	0	(77,203)				
128	Homebound Teachers	4,016	15,000	15,000	15,000	0				
163	Educational Assistants	340,891	406,000	441,500	510,000	104,000				
171	Speech Pathologist	189,303	260,000	260,000	300,000	40,000				
201	Social Security	164,432	201,971	204,017	214,583	12,612				
204	State Retirement	213,202	237,779	241,687	256,948	19,169				
207	Medical Insurance	322,667	359,725	371,575	399,706	39,981				
212	Employer Medicare	0	0	479	0	0				
399	Other Contracted Services	214,770	250,000	250,000	180,000	(70,000)				
429	Instructional Supplies and Materials	0	0	8,000	7,000	7,000				
499	Other Supplies and Materials	0	5,000	5,000	5,000	0				
725	Special Education Equipment	0	0	15,968	5,404	5,404				
	Total Special Educational Program	3,156,709	3,720,911	3,796,162	3,873,640	152,729				
71300	<u>Career and Technical Education Program</u>									
116	Teachers	735,588	862,530	862,530	900,000	37,470				
140	Supplements	12,000	12,000	12,000	6,000	(6,000)				
189	Other Salaries and Wages	1,200	14,000	14,000	14,000	0				
198	Non-Certified Substitute Teachers	15,938	20,000	20,000	18,000	(2,000)				
201	Social Security	56,702	68,992	68,992	71,757	2,765				
204	State Retirement	65,453	75,277	75,277	79,598	4,321				
207	Medical Insurance	103,140	121,439	121,439	121,487	48				
307	Communications	0	15,000	10,771	0	(15,000)				
355	Travel	1,088	5,500	3,500	2,000	(3,500)				
399	Other Contracted Services	10,000	20,000	20,000	0	(20,000)				

Account No	Description	Actual	Original	Amended	Estimate	Difference	CY	PY	0	0.00
		2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	MOE Total	MOE Total		
429	Instructional Supplies and Materials	2,886	15,500	16,500	11,000	(4,500)	5,843,687	5,843,687		
449	Text Books	11,154	7,000	7,000	7,000	0				
471	Software	0	0	602,560	139,850	139,850				
499	Other Supplies and Materials	36,986	48,000	69,568	25,000	(23,000)				
524	Inservice	63	3,000	1,000	0	(3,000)				
599	Other Charges	5,538	9,000	17,229	3,500	(5,500)				
730	Vocational Instruction Equipment	3,157	30,000	1,029,708	430,970	400,970				
790	Vocational Other Equipment	0	10,000	10,000	10,000	0				
	Total Vocational Education Program	1,060,893	1,337,238	2,962,074	1,840,162	502,924				
	Total Instruction	18,433,354	21,724,353	23,424,440	22,204,126	479,773				
72000	<u>Support Services</u>									
72110	<u>Attendance</u>									
105	Supervisor/Director	79,240	85,000	76,855	92,000	7,000				
189	Other Salaries & Wages	34,126	36,857	45,002	56,000	19,143				
201	Social Security	8,653	9,218	9,218	11,322	2,104				
204	State Retirement	10,927	8,312	8,312	12,482	4,170				
207	Medical Insurance	11,442	17,244	17,244	18,451	1,207				
355	Travel	2,578	3,000	3,000	3,000	0				
399	Other Contracted Services	8,407	20,000	20,000	20,000	0				
499	Other Supplies and Materials	1,635	3,000	3,000	2,000	(1,000)				
524	In Service/Staff Development	0	1,000	1,000	1,000	0				
719	Office Equipment	0	6,000	6,000	5,000	(1,000)				
	Total Attendance	157,008	189,631	189,631	221,255	31,624				
72120	<u>Health Services</u>									
105	Supervisor/Director	68,253	71,000	71,253	75,000	4,000				
130	Social Workers		0	0	96,000	96,000				
131	Medical Personnel	163,424	360,000	360,000	380,000	20,000				
189	Other Salaries & Wages	51,020	56,000	55,747	57,000	1,000				
201	Social security	21,085	37,248	37,248	46,512	9,264				
204	State Retirement	27,811	47,354	47,354	54,720	7,366				
207	Medical Insurance	22,942	53,588	53,588	57,339	3,751				
355	Travel	4,503	5,000	5,000	4,000	(1,000)				
399	Other Contracted Services	4,215	6,000	6,000	56,821	50,821				
413	Drugs and Medical Supplies	3,819	5,500	5,500	5,500	0				
499	Other Supplies and Materials	2,720	3,500	3,500	3,500	0				
524	Inservice	488	5,000	5,000	4,000	(1,000)				
599	Other Charges	9,068	5,000	5,000	5,000	0				
735	Health Equipment	9,577	5,500	5,500	5,500	0				
	Total Health Service	388,925	660,690	660,690	850,892	190,202				
72130	<u>Other Student Support</u>									
123	Guidance Personnel	531,343	667,000	607,000	685,000	18,000				
189	Other Salaries and Wages	86,190	96,184	181,084	190,000	93,816				
201	Social Security	46,374	57,566	59,471	66,938	9,372				
204	State Retirement	61,507	57,650	59,891	74,885	17,235				
207	Medical Insurance	65,836	78,790	78,790	84,305	5,515				
212	Employer Medicare	11								
322	Evaluating and Testing	40,000	40,000	40,000	20,000	(20,000)				
344	Payments to Schools - Other	80,000	80,000	80,000	80,000	0				
355	Travel	2,690	5,000	5,000	8,000	3,000				
399	Other Contracted Services	24,412	25,000	25,000	25,000	0				
499	Other Supplies and Materials	4,000	4,000	4,000	4,000	0				
524	Inservice	0	3,000	3,000	3,000	0				
599	Other Charges	1,740	10,000	10,000	7,000	(3,000)				
	Total Other Student Support	944,103	1,124,190	1,153,236	1,248,128	123,938				
72210	<u>Regular Instruction Program</u>									
105	Supervisor/Director	42,100	45,100	65,100	119,000	73,900				
129	Librarians	426,777	475,000	455,000	485,000	10,000				
161	Secretary(s)	201,768	220,000	220,000	235,000	15,000				
162	Clerical Personnel	215,804	255,000	255,000	272,000	17,000				
189	Other Salaries and Wages	21,069	20,000	20,000	20,000	0				
201	Social Security	66,364	78,803	78,803	86,522	7,719				
204	State Retirement	85,188	103,692	103,692	113,047	9,355				
207	Medical Insurance	154,660	177,615	177,615	190,048	12,433				
212	Employer Medicare	23	0	0	0	0				
336	Maint and Repair Services - Equipment	4,000	4,000	4,000	4,000	0				
355	Travel	1,081	5,000	5,000	2,500	(2,500)				
399	Other Contracted Services	14,680	16,000	16,000	16,000	0				
432	Library Books and Media	8,000	8,000	8,000	8,000	0				
499	Other Supplies and Materials	3,168	6,000	6,000	5,000	(1,000)				
524	In-Service/Staff Development	276	2,000	2,000	2,000	0				
701	Administration Equipment	0	0	54,847	0	0				
722	Regular Instruction Equipment	10,000	10,000	10,000	0	(10,000)				
790	Other Equipment	6,790	50,000	120,000	0	(50,000)				

Account No	Description	Actual 2022-2023	Original Estimate 2023-2024	Amended Estimate 2023-2024	Estimate 2024-2025	Difference 2024-2025	CY	PY	0	0.00
							MOE Total 5,843,687	MOE Total 5,843,687		
	Total Regular Instruction Program	1,261,748	1,476,210	1,601,057	1,558,117	81,907				
72220	<u>Special Education Program</u>									
105	Supervisor/Director	72,938	84,088	84,088	96,742	12,654				
124	Psychological Personnel	0	0	0	80,000	80,000				
131	Medical Personnel	0	0	0	65,335	65,335				
189	Other Salaries and Wages	5,000	5,000	5,000	5,000	0				
196	In-Service Training	425	2,000	2,000	2,000	0				
201	Social Security	5,843	6,968	6,968	19,054	12,086				
204	State Retirement	6,338	7,742	7,742	19,683	11,941				
207	Medical Insurance	7,900	8,100	8,100	8,667	567				
336	Maint and Repair Services - Equipment	794	5,000	5,000	5,000	0				
355	Travel	7,045	7,500	7,500	7,500	0				
524	In-Service Training	2,231	7,000	7,000	4,000	(3,000)				
	Total Special Education Program	108,514	133,398	133,398	312,981	179,583				
72230	<u>Career and Technical Education Program</u>									
105	Supervisor/Director	167,860	173,500	173,500	89,613	(83,887)				
189	Other Salaries and Wages	2,000	2,000	121,230	81,937	79,937				
201	Social Security	7,488	13,426	22,547	13,075	(351)				
204	State Retirement	7,204	7,531	19,880	13,633	6,102				
207	Medical Insurance	7,542	8,100	32,400	24,867	16,767				
336	Maint and Repair Services - Equipment	0	3,000	3,000	3,000	0				
355	Travel	766	2,000	2,000	2,000	0				
399	Other Contracted Services	0	0	5,000	3,000	3,000				
499	Other Supplies and Materials	1,094	3,000	45,700	0	(3,000)				
524	In-Service Training	0	0	34,400	0	0				
790	Other Equipment	0	0	47,458	0	0				
	Total Vocational Education Program	193,954	212,557	507,115	231,125	18,568				
72250	<u>Technology</u>									
105	Supervisor	68,253	73,713	73,713	74,816	1,103				
189	Other Salaries and Wages	5,167	10,000	10,000	70,659	60,659				
201	Social Security	5,589	6,197	6,197	11,129	4,932				
204	State Retirement	8,198	9,582	9,582	14,511	4,929				
207	Medical Insurance	7,900	8,100	8,100	8,667	567				
336	Maint and Repair Services - Equipment	1,350	10,000	10,000	10,000	0				
350	Internet Connectivity	92,786	105,000	105,000	105,000	0				
355	Travel	354	2,000	2,000	2,000	0				
399	Other Contracted Services	97,633	105,000	105,000	90,000	(15,000)				
499	Other Supplies and Materials	1,870	2,000	2,000	2,000	0				
722	Regular Instruction Equipment	31,505	120,000	120,000	75,000	(45,000)				
	Total Technology	320,605	451,592	451,592	463,782	12,190				
72290	<u>Other Programs</u>									
215	On-Behalf Payments for OPEB	63,566	35,000	35,000	35,000	0				
	Total Other Programs	63,566	35,000	35,000	35,000	0				
72310	<u>Board of Education</u>									
191	Board and Committee Members Fees	9,059	16,800	16,800	16,800	0				
196	In-Service Training	3,381	12,000	12,000	12,000	0				
201	Social Security	547	2,203	2,203	2,203	0				
204	Medical Insurance	0	0	15,800	15,800	15,800				
305	Audit Services	27,500	35,000	35,000	35,000	0				
320	Dues and Memberships	19,220	32,000	32,000	32,000	0				
331	Legal Services	35,426	40,000	40,000	40,000	0				
355	Travel	0	5,000	5,000	5,000	0				
399	Other Contracted Services	16,947	17,000	17,000	17,000	0				
506	Liability Insurance	76,224	150,000	150,000	150,000	0				
510	Trustees Commission	132,008	140,000	140,000	140,000	0				
513	Workers Compensation Insurance	166,339	250,000	250,000	240,000	(10,000)				
515	Liability Claims	500	0	0	0	0				
534	Refund to Applicant for Criminal Investigation	0	6,200	6,200	1,000	(5,200)				
599	Other Charges	7,434	10,000	10,000	10,000	0				
	Total Board of Education	494,585	716,203	732,003	716,803	600				
72320	<u>Director of Schools</u>									
101	County Official/Administrative Officer	115,000	125,000	125,000	125,000	0				
117	Career Ladder Program	0	1,000	1,000	0	(1,000)				
161	Secretary(s)	96,768	108,000	108,000	116,000	8,000				
201	Social Security	16,062	17,901	17,901	18,437	536				
204	State Retirement	20,859	24,037	24,037	24,984	947				
207	Medical Insurance	11,900	14,000	14,000	14,980	980				
307	Communication	244	3,000	3,000	3,000	0				
336	Maint and Repair Services - Equipment	11,332	20,000	20,000	15,000	(5,000)				
348	Postal Charges	0	1,000	1,000	1,000	0				
355	Travel	2,178	3,400	3,400	1,400	(2,000)				
399	Other Contracted Service	672	5,000	5,000	5,000	0				
435	Office Supplies	1,726	2,500	2,500	2,500	0				

Account No	Description	Actual 2022-2023	Original Estimate 2023-2024	Amended Estimate 2023-2024	Estimate 2024-2025	Difference 2024-2025	CY	PY	0	0.00
							MOE Total 5,843,687	MOE Total 5,843,687		
499	Other Supplies and Materials	2,725	3,500	3,500	3,500	0				
599	Other Charges	14,349	0	0	0	0				
	Total Office of the Superintendent	293,815	328,338	328,338	330,801	2,463				
72410	<u>Office of the Principal</u>									
104	Principals	673,634	780,000	780,000	780,000	0				
139	Assistant Principals	517,280	570,000	570,000	650,000	80,000				
189	Other Salaries and Wages	89,100	96,184	96,184	101,507	5,323				
201	Social Security	95,556	110,504	110,504	117,160	6,656				
204	State Retirement	112,841	125,892	125,892	137,836	11,944				
207	Medical Insurance	134,327	158,612	158,612	169,715	11,103				
348	Postal Charges	1,600	1,600	1,600	1,000	(600)				
355	Travel	292	3,600	3,600	3,000	(600)				
399	Other Contracted Services	135,991	168,000	168,000	130,000	(38,000)				
701	Administration Equipment	32,444	0	0	0	0				
	Total Office of the Principal	1,793,065	2,014,392	2,014,392	2,090,218	75,826				
72510	<u>Fiscal Services</u>									
399	Other Contracted Services	45,000	50,000	50,000	50,000	0				
	Total Fiscal Services	45,000	50,000	50,000	50,000	0				
72610	<u>Operation of Plant</u>									
307	Communication	39,481	50,000	50,000	50,000	0				
399	Other Contracted Services	717,290	775,000	775,000	829,250	54,250				
410	Custodial Supplies	34,018	38,500	38,500	38,500	0				
415	Electricity	883,028	975,000	975,000	1,000,000	25,000				
434	Natural Gas	85,127	200,000	185,000	160,000	(40,000)				
454	Water and Sewer	285,921	315,000	315,000	325,000	10,000				
499	Other Supplies and Materials	332	3,500	3,500	3,500	0				
501	Boiler Insurance	8,412	10,000	10,000	10,500	500				
502	Building and Contents Insurance	177,538	200,000	200,000	250,000	50,000				
790	Other Equipment	0	0	15,000	15,000	15,000				
	Total Operation of Plant	2,231,147	2,567,000	2,567,000	2,681,750	114,750				
72620	<u>Maintenance of Plant</u>									
105	Supervisor/Director	63,135	73,713	73,713	74,816	1,103				
161	Secretary(s)	12,303	13,489	13,489	23,000	9,511				
189	Other Salaries and Wages	223,230	270,000	270,000	230,000	(40,000)				
201	Social Security	23,207	27,275	27,275	25,078	(2,197)				
204	State Retirement	35,376	42,214	42,214	41,783	(431)				
207	Medical Insurance	44,829	47,967	47,967	51,325	3,358				
335	Maint & Repair Services - Building	461,802	347,600	347,600	375,000	27,400				
336	Maint & Repair Services - Equipment	178,716	264,000	264,000	275,000	11,000				
355	Travel	3,920	5,000	5,000	3,000	(2,000)				
399	Other Contracted Services	141,278	231,000	231,000	250,000	19,000				
418	Equipment and Machinery Parts	0	10,000	10,000	10,000	0				
499	Other Supplies and Materials	0	1,000	1,000	1,000	0				
701	Administrative Equipment	0	0	0	0	0				
707	Building Improvements	44,607	0	0	0	0				
717	Maintenance Equipment	0	0	0	0	0				
718	Motor Vehicles	0	0	0	0	0				
	Total Maintenance of Plant	1,232,403	1,333,258	1,333,258	1,360,001	26,743				
72710	<u>Transportation</u>									
105	Supervisor/Director	65,000	70,203	71,253	74,816	4,613				
142	Mechanic(s)	84,639	140,000	140,000	130,000	(10,000)				
146	Bus Drivers	679,508	790,000	788,950	865,000	75,000				
161	Secretary(s)	12,303	13,489	13,489	23,000	9,511				
201	Social Security	61,781	76,612	76,612	83,600	6,988				
204	State Retirement	102,435	91,000	91,000	129,389	38,389				
207	Medical Insurance	107,800	113,000	113,000	120,910	7,910				
212	Employer Medicare	382	0	0	0	0				
299	Other Fringe Benefits	17,445	37,500	37,500	25,000	(12,500)				
335	Maintenance and Repair Services - Building	0	5,000	5,000	5,000	0				
338	Maintenance and Repair Services - Vehicles	9,596	30,000	30,000	30,000	0				
355	Travel	0	3,000	3,000	3,000	0				
399	Other Contracted Services	39,355	60,000	60,000	60,000	0				
412	Diesel Fuel	153,178	220,000	220,000	200,000	(20,000)				
418	Equipment and Machinery Parts	0	2,000	2,000	2,000	0				
424	Garage Supplies	0	4,000	4,000	3,000	(1,000)				
425	Gasoline	39,294	45,000	45,000	45,000	0				
433	Lubricants	1,754	12,000	12,000	12,000	0				
442	Propane	45,611	75,000	75,000	70,000	(5,000)				
450	Tires and Tubes	17,963	30,000	30,000	25,000	(5,000)				
453	Vehicles Parts	62,437	115,000	115,000	100,000	(15,000)				
511	Vehicle and Equipment Insurance	44,384	50,000	50,000	65,000	15,000				
599	Other Charges	0	5,000	5,000	5,000	0				
718	Motor Vehicles	0	80,000	80,000	0	(80,000)				

Account No	Description	Actual 2022-2023	Original Estimate 2023-2024	Amended Estimate 2023-2024	Estimate 2024-2025	Difference 2024-2025	CY	PY	0	0.00
							MOE Total 5,843,687	MOE Total 5,843,687		
729	Transportation Equipment	435,672	478,500	563,265	160,000	(318,500)				
790	Other Equipment	0	0	0	0	0				
	<b>Total Transportation</b>	<b>1,980,537</b>	<b>2,546,304</b>	<b>2,631,069</b>	<b>2,236,716</b>	<b>(309,588)</b>				
72810	<u>Central and Other</u>									
201	Social Security	210	383	383	383	(1)				
210	Unemployment Compensation	0	35,000	35,000	20,000	(15,000)				
299	Other Fringe Benefits	2,675	5,000	5,000	5,000	0				
316	Contributions	140,000	152,500	152,500	50,000	(102,500)				
399	Other Contracted Services	9,876	35,000	35,000	50,000	15,000				
499	Other Supplies and Materials	13,111	30,000	28,728	15,000	(15,000)				
599	Other Charges	47,748	148,980	150,252	15,000	(133,980)				
	<b>Total Central and Other</b>	<b>213,620</b>	<b>406,863</b>	<b>406,863</b>	<b>180,383</b>	<b>(226,481)</b>				
	<b>Total Support Services</b>	<b>11,722,595</b>	<b>14,245,626</b>	<b>14,794,641</b>	<b>14,567,950</b>	<b>322,324</b>				
73000	<u>Operation of Non-Instructional Services</u>									
73100	<u>Food Service</u>									
105	Supervisor/Director	32,500	36,000	36,000	37,500	1,500				
165	Cafeteria Personnel	16,800	0	0	0	0				
201	Social Security	3,528	2,754	2,754	2,869	115				
204	State Retirement	5,192	4,262	4,262	4,440	178				
212	Employer Medicare	244	0	0	0	0				
	<b>Total Food Service</b>	<b>58,264</b>	<b>43,016</b>	<b>43,016</b>	<b>44,809</b>	<b>1,793</b>				
73300	<u>Community Services</u>									
105	Supervisor/Director	34,126	36,900	9,000	0	(36,900)				
189	Other Salaries and Wages	60,934	68,000	71,000	74,548	6,548				
201	Social Security	7,145	8,025	6,120	5,703	(2,322)				
204	State Retirement	10,679	12,420	10,179	8,826	(3,594)				
207	Medical Insurance	18,911	19,289	19,289	16,200	(3,089)				
499	Other Supplies and Materials	4,997	5,000	5,000	5,000	0				
719	Office Equipment	300	5,000	5,000	5,000	0				
	<b>Total Community Services</b>	<b>137,092</b>	<b>154,634</b>	<b>125,588</b>	<b>115,277</b>	<b>(39,357)</b>				
73400	<u>Early Childhood Education</u>									
105	Supervisor/Director	42,100	45,100	45,100	47,100	2,000				
116	Teachers	195,989	218,000	218,000	223,789	5,789				
163	Educational Assistants	66,552	80,000	80,000	84,662	4,662				
189	Other Salaries and Wages	10,133	12,000	12,000	12,000	0				
198	Non-Certified Substitute Teachers	0	5,000	5,000	5,000	0				
201	Social Security	23,192	27,548	27,548	28,500	952				
204	Retirement	29,301	32,000	32,000	25,678	(6,322)				
207	Medical Insurance	51,479	64,940	64,940	50,326	(14,614)				
355	Travel	0	500	500	500	0				
399	Other Contracted Services	0	2,000	2,000	0	(2,000)				
429	Instructional Supplies and Materials	10,642	10,500	10,500	10,500	0				
449	Textbooks-Bound	1,955	0	0	0	0				
499	Other Supplies and Materials	14,849	10,500	10,500	14,500	4,000				
524	Inservice	0	2,000	2,000	2,000	0				
790	Other Equipment	10,972	15,000	15,000	15,000	0				
	<b>Total Early Childhood Education</b>	<b>457,164</b>	<b>525,088</b>	<b>525,088</b>	<b>519,555</b>	<b>(5,533)</b>				
	<b>Total Operation of Non-Instructional Services</b>	<b>652,520</b>	<b>722,738</b>	<b>693,692</b>	<b>679,641</b>	<b>(43,097)</b>				
76000	<u>Capital Outlay</u>									
76100	<u>Regular Capital Outlay</u>									
304	Architects	0	0	97,072	97,072	97,072				
399	Other Contracted Services	0	0	60,000	2,254	2,254				
706	Building Construction	0	0	790,928	790,928	790,928				
707	Building Improvements	0	0	137,000	137,000	137,000				
790	Other Equipment	0	0	6,000	6,000	6,000				
799	Other Capital Outlay	330,015	2,011,000	2,011,000	635,000	(1,376,000)				
	<b>Total Regular Capital Outlay</b>	<b>330,015</b>	<b>2,011,000</b>	<b>3,102,000</b>	<b>1,668,254</b>	<b>(342,746)</b>				
82300	<u>Other Debt Service</u>									
82330	<u>Education</u>									
620	Debt Service Contribution to Primary Governm	0	0	0	0	0				
	<b>Total Regular Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
	<b>Total Estimated Expenditures</b>	<b>31,138,484</b>	<b>38,703,717</b>	<b>42,014,773</b>	<b>39,119,971</b>	<b>416,254</b>				
99000	<u>ESTIMATED OTHER USES</u>									
99100	<u>Transfers Out</u>									
590	Transfers to Other Funds	0	0	0	0	0				

Account No	Description	Actual	Original	Amended	Estimate	Difference	CY	PY	0	0.00
		2022-2023	Estimate 2023-2024	Estimate 2023-2024	2024-2025	2024-2025	MOE Total 5,843,687	MOE Total 5,843,687		
	Total Estimated Other Uses	0	0	0	0	0				
	Total Estimated Expenditures and Other Uses	31,138,484	38,703,717	42,014,773	39,119,971	416,254				
	Excess of Estimated Revenues Over									
	(Under) Estimated Expenditures	952,872	(7,749,668)	(7,860,626)	(7,467,541)	282,127				
	Estimated Beginning Fund Balances July 1	12,115,861	13,068,733	13,068,733	11,968,733	(1,100,000)				
	Fund Balance Audit Adjustment									
	Estimated Ending Fund Balances June 30	13,068,733	5,319,065	5,208,107	4,501,192	(817,873)				

**FY 2025  
FOOD SERVICE (Fund 143)  
Proposed Budget**

		<b>FY 2024 Amended Budget</b>	<b>FY 2025 Anticipated Budget</b>	<b>Difference Inc/(Dec)</b>
<b>Revenue</b>				
43521	Lunch Payments - Children	540,000.00	0.00	(540,000.00)
43522	Lunch Payments - Adults	75,000.00	28,497.64	(46,502.36)
43523	Income From Breakfast	85,000.00	2,969.08	(82,030.92)
43525	A La Carte Sales	175,000.00	225,000.00	50,000.00
43570	Receipts From Individual Schools	0.00	0.00	0.00
44110	Investment Income	1,000.00	1,000.00	0.00
44530	Sale Of Equipment	0.00	0.00	0.00
47111	USDA School Lunch Program	1,035,000.00	1,700,000.00	665,000.00
47113	Breakfast	540,000.00	750,000.00	210,000.00
47114	USDA - Other	35,970.00	0.00	(35,970.00)
<b>Total Revenue</b>		<b>2,486,970.00</b>	<b>2,707,466.72</b>	<b>220,496.72</b>
<b>Expenditures</b>				
<b>Program 71300</b>				
105	Supervisor/Director	(37,000.00)	(38,500.00)	(1,500.00)
119	Accountants/Bookkeepers	(155,000.00)	(175,000.00)	(20,000.00)
165	Cafeteria Personnel	(657,000.00)	(675,000.00)	(18,000.00)
189	Other Salaries & Wages	0.00	(53,220.85)	(53,220.85)
201	Social Security	(64,948.00)	(72,041.65)	(7,093.65)
204	State Retirement	(100,522.00)	(111,499.75)	(10,977.75)
207	Medical Insurance	(135,000.00)	(145,000.00)	(10,000.00)
307	Communication	(3,500.00)	(4,200.00)	(700.00)
336	Maintenance And Repair Services-Equipment	(59,000.00)	(75,000.00)	(16,000.00)
354	Transportation-Other Than Students	(5,000.00)	(5,000.00)	0.00
355	Travel	(4,000.00)	(3,000.00)	1,000.00
399	Other Contracted Services	(59,000.00)	(59,000.00)	0.00
422	Food Supplies	(1,134,384.26)	(1,150,000.00)	(15,615.74)
452	Utilities	(3,000.00)	(30,000.00)	(27,000.00)
499	Other Supplies And Materials	(198,024.00)	(175,000.00)	23,024.00
599	Other Charges	(25,000.00)	(27,500.00)	(2,500.00)
710	Food Service Equipment	(180,500.00)	(450,000.00)	(269,500.00)
<b>Food Service Total Expenditures</b>		<b>(2,975,939.29)</b>	<b>(3,248,962.24)</b>	<b>(428,083.98)</b>
<b>Expenditures in Excess of Revenue</b>			<b>(541,495.53)</b>	



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

To: School Board Members  
From: Misty Shelton  
Date: May 2024

**1st Reading:**

**6.204- Attendance of Non-Resident Students-** remove the language requiring tuition for non-resident students. The law says “may” instead of “shall” for charging a tuition. TSBA stated boards do not have to charge tuition for out-of-county (non-resident) students.

**Up for Review:**

- 3.212 District Water Testing
- 3.219 Use of Unmanned Aircraft Systems (Drones)
- 3.220 Access to Private Facilities
- 3.300 Equipment and Supplies Management
- 3.3001 Use of Phones and Faxes
- 3.301 Equipment and Supplies: Leasing and Renting
- 3.400 Student Transportation Management
- 3.401 Scheduling and Reporting
- 3.402 Special Use of School Vehicles
- 3.403 Traffic and Parking Controls
- 3.404 Private Vehicles

**Thank you for your careful consideration of these policies.**

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

# Hickman County Board of Education

Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <b>03/06/23</b>
	Rescinds: <b>6.204</b>	Issued: <b>06/05/22</b>

1 Students residing outside the boundaries of the school system may attend schools within the school  
2 system under the following conditions:

- 3 1. They must be approved by the director of schools.<sup>1</sup>
- 4 2. ~~They must pay a tuition fee established annually by the board. Annual tuition may not exceed~~  
5 ~~per student, per annum, an amount equal to the amount of local funds actually used for school~~  
6 ~~purposes by the school system per student during the preceding school year minus any funds~~  
7 ~~received from the student's resident system. Tuition for out-of-state non-resident students shall~~  
8 ~~be charged at the same rate as the average cost per student (state and local funds) in the system~~  
9 ~~attended.~~<sup>2</sup>
- 10 2. Non-resident students must make application at least two weeks prior to the first day of school.<sup>3</sup>
- 11 3. Requests from students from adjoining states to attend school shall be considered on a case-by-  
12 case basis.<sup>4</sup>
- 13 4. ~~Students who become residents of the school system shall be refunded any unused portion of~~  
14 ~~the tuition on a pro-rata basis.~~
- 15 5. ~~When payment is not made on all or any part of the required tuition for a previous year, the~~  
16 ~~student(s) shall be excluded from future attendance until all prior and current tuition is paid.~~
- 17 4. If a teacher of this school system has a residence outside the school system, his/her children  
18 may be allowed to attend ~~if the appropriate tuition requirements are met~~, provided that there is  
19 available room and teaching capacity and other determinations made by the board according to  
20 applicable law.<sup>5</sup>

## 21 ~~EXCEPTIONS TO OUT-OF-COUNTY TUITION~~

- 22 5. The children residing in the same household of employees that are employed full-time by the  
23 Hickman County Board of Education may attend school in Hickman County. ~~without paying~~  
24 ~~out-of-county tuition.~~
- 25 6. The children of business owners that pay taxes in Hickman County may attend school in  
26 Hickman County ~~without paying out-of-county tuition~~ if there is available room and teaching  
27 capacity.  
28

## Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f); Public Acts of 2022, Chapter No. 709
3. TCA 49-6-3105
4. TCA 49-6-3108; TCA 49-6-403(f)
5. TCA 49-6-3113; TCA 49-6-3103; Public Acts of 2022, Chapter No. 709

## Cross References

Revenues 2.400  
Students from Military Families 6.506

### Out of County Students

At times, students living out of Hickman County may request to attend Hickman County Schools. Such requests will require completion of an Out of County Tuition Form. Students outside the county will not be allowed to displace any student residing in Hickman County. If after the requesting student has supplied the out of county tuition form, current copies of attendance, grades, and discipline records, the school system will determine if the student is accepted to attend school in Hickman County. ~~and will pay \$1,000.00 per student per year (\$5.56 per day prorated).~~ Payments may be made to the school or taken to the Central Office of the Hickman County Board of Education for approved out of state nonresident students.

[Application can be found at this link](#)

# Hickman County Board of Education

Descriptor Term: <b>District Water Testing</b>	Descriptor Code: <b>3.212</b>	Issued Date: <b>03/07/22</b>
	Rescinds: <b>3.212</b>	Issued: <b>12/02/19</b>

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two  
3 (2) years.<sup>1</sup>

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing  
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS<sup>1</sup>**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts  
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue  
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall  
11 immediately remove the drinking water source from service. The drinking water source shall not be  
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion  
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours  
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).  
16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

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Legal References

1. TCA 49-2-133

# Hickman County Board of Education

Descriptor Term: <b>Use of Unmanned Aircraft Systems (Drones)</b>	Descriptor Code: <b>3.219</b>	Issued Date: <b>03/07/22</b>
	Rescinds: <b>3.219</b>	Issued: <b>12/02/19</b>

1 An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

- 2 1. Does not carry a human operator and is operated without the possibility of direct human  
3 intervention from within or on the aircraft;
- 4 2. Uses aerodynamic forces to provide vehicle lift;
- 5 3. Can fly autonomously or be piloted remotely; and
- 6 4. Can be expendable or recoverable.<sup>1</sup>

## 10 **Appropriate Use**

11 Visitors and unsupervised students are prohibited from operating drones on district property. District  
12 personnel are authorized to use aerial drones.

13 Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated  
14 clubs shall operate any and all district drones in accordance with this policy and all applicable Federal  
15 Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.<sup>2</sup> This includes  
16 any additional certifications or authorizations that may be required from the Federal Aviation  
17 Administration based on the drone's intended use.<sup>3</sup>

18 The following guidelines must be adhered to by anyone flying a drone on district property:

- 19 1. All drones operating on district property must weigh no more than 55 lbs.
- 20 2. Operators must not operate a drone within five (5) miles of any airport without prior  
21 notification and confirmation from airport authorities.
- 22 3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain  
23 clear of surrounding obstacles.
- 24 4. Operators must maintain safe control and line of sight with the drone during all stages of  
25 operation.  
26  
27  
28  
29  
30

- 1 5. Operators must maintain a safe operating distance from crowds and ensure drone operations do  
2 not interfere with manned aircraft operations.
- 3
- 4 6. Data collected by a drone can only be used for hobby (educational) purposes and may not be  
5 sold for profit.
- 6
- 7 7. If there is a plan to fly drones over property that is not owned by the district, the director of  
8 schools shall first obtain written permission from the owner of the property at issue. District  
9 personnel operating drones on property not owned by the district must adhere to all  
10 requirements of this policy.<sup>3</sup>
- 11
- 12 8. Operators assume all risk of damage to property and bodily injuries that may occur due to  
13 unsafe operation of district owned drones.

#### 14 *Inappropriate Use*

15 Inappropriate use of drones includes, but is not limited to, the following:

- 16 1. Violating any local, state, or federal statutes or regulations;<sup>4</sup>
- 17
- 18 2. Taking pictures of property or persons without consent;<sup>5</sup>
- 19
- 20 3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
- 21
- 22 4. Failing to follow a district policy while using the district's drone technology or failing to follow  
23 any other policies or guidelines established by district administrators or their designees; and
- 24
- 25 5. Harassing, defined as persistently annoying of another, interfering with another's work,  
26 insulting, or attacking others.

#### 27 *Violations*

28 District staff shall monitor for inappropriate use of district drone technology as defined by this policy.  
29 Violators may be subject to disciplinary action, up to an including suspension and/or expulsion for  
30 students or suspension and/or termination for employees.

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Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, 49 USCA § 40101 *et seq.*; 49 USCA § 44801 *et seq.*
3. FAA Modernization and Reform Act of 2012, 49 USCA § 40101 *et seq.*; 14 CFR § 21.1 *et seq.*
4. TCA 39-13-903; TCA 39-14-405
5. TCA 39-13-903(a)(3)

# Hickman County Board of Education

	Descriptor Term:  <b>Access to Private Facilities</b>	Descriptor Code: <b>3.220</b>	Issued Date: <b>03/07/22</b>
		Rescinds: <b>3.220</b>	Issued: <b>08/02/21</b>

- 1 Students, employees, or teachers may request reasonable accommodations if they desire greater
- 2 privacy when using multi-occupancy restrooms or changing facilities located in the school building or
- 3 when using multi-occupancy sleeping quarters while attending a school-sponsored activity.<sup>1</sup>
- 4 Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's
- 5 decision shall be in accordance with state law.<sup>1</sup>
- 6 The Director of Schools shall develop an administrative procedure on access to private facilities.

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#### Legal References

1. TCA 49-2-803

# Hickman County Board of Education

	Descriptor Term: <b>Equipment and Supplies Management</b>	Descriptor Code: <b>3.300</b>	Issued Date: <b>04/04/22</b>
		Rescinds: <b>3.300</b>	Issued: <b>01/06/20</b>

## 1 *General*

2 All equipment and materials placed in school buildings by any group or organization become the  
3 property of the Board. The Board reserves the right to transfer property to other schools if the school in  
4 which it was originally placed is discontinued or if there is no longer any need for the equipment or  
5 materials where originally placed.

6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by  
7 establishing a thorough, effective and economical operations and maintenance program and providing  
8 adequate insurance coverage. Equipment management shall be in accordance with federal and state  
9 laws, regulations and guidelines.<sup>1</sup>

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to  
11 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and  
12 supplies not under his/her direct control when such are endangered and when the system employee  
having direct control is not present or is otherwise unable to act.

## 14 *Technology*

15 All technology hardware and related technology peripherals must remain within the school to which it  
16 has been assigned, except when a principal makes a request to take technology hardware and/or  
17 peripherals off campus for a specific school related purpose, and the request is approved by the  
18 appropriate supervisor and by the technology coordinator.

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### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25; 2 CFR § 200.311-315

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### Cross References

Inventories 2.702

### Equipment and Supplies Management

All technology hardware and related technology is to remain within the school to which it has been assigned. Laptops, tablets, etc. that have been assigned by the school district to administrators, teachers, and staff may be taken off campus. The employee is expected to follow the same rules and regulations of the signed Acceptable Use Policy with school system issued devices.

To promote longer useful life of equipment, teachers and students are provided individual log in information to use for computers and other devices. It is not permitted for students or teachers to share login information for use of technology equipment

The use of calculators and other equipment should be utilized in a way that allows teachers to know who is using equipment at any given time. Check in, check out policies and procedures in classrooms will promote proper use of instructional equipment.

# Hickman County Board of Education

	Descriptor Term: <b>Use of Phones and Faxes</b>	Descriptor Code: <b>3.3001</b>	Issued Date: <b>06/05/22</b>
		Rescinds: <b>3.3001</b>	Issued: <b>04/04/22</b>

1 Telephones, faxes and cellular/mobile telephones funded with school district funds shall comply with  
2 the following procedures:

- 3 1. Absolutely no personal and/or non-school district use is allowed.
- 4
- 5 2. Long-distance calls shall be held to a minimum and a monthly long distance log sheet must be  
6 maintained for cellular/mobile telephones. If the monthly bill reflects charges greater than the  
7 customary minimum monthly bill, the excess shall become the responsibility of the employee to  
8 whom the cell phone has been issued.
- 9
- 10 3. Official or employee must have a narrative explaining need on file with the director of schools'  
11 office and the finance office for any cellular/mobile telephone.
- 12
- 13 4. The director of schools' office and the finance office reserves the right to obtain a complete list  
14 of monthly calls for audit purposes.
- 15
- 16 5. The Board will not be responsible for the loss of any cellular/mobile telephones, or for damages  
17 to privately owned vehicles vandalized as a result of an attempt to steal the phone.
- 18
- 19 6. Optimum rates must be obtained, through competitive bids for any cellular/mobile telephone,  
20 and placed on file with the director of schools' office and finance office.
- 21
- 22 7. Only the director of schools' office or designee are authorized to sign contracts for cellular/mobile  
23 telephones and service.
- 24
- 25 8. The director of schools by this policy has the authority to cancel contracts for cellular/mobile  
26 service, when in his/her opinion, abuse has occurred, and he/she has the authority to require that  
27 identified abuse shall be reimbursed to the County.
- 28
- 29 9. Facsimile transmissions shall be for official school district business only.

# Hickman County Board of Education

	Descriptor Term: <b>Equipment and Supplies: Leasing and Renting</b>	Descriptor Code: <b>3.301</b>	Issued Date: <b>04/04/22</b>
		Rescinds: <b>3.301</b>	Issued: <b>01/06/20</b>

- 1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties  
2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.
- 3 Staff members may borrow school equipment and materials at no cost when such use is related to their  
4 employment.
- 5 Students may borrow school equipment and materials at no cost when used in connection with their  
6 studies or extracurricular activities.
- 7 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems  
8 when requested by responsible parties or organizations.
- 9 Staff members borrowing school equipment for personal use will be subject to the same regulations,  
10 including fees, as for non-school usage.
- 11 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop  
12 tools), and cleaning and maintenance equipment are not for personal use by anyone.
- 13 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.
- 14 The Board will approve and periodically review a rental fee for the use of school equipment.

# Hickman County Board of Education

Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>04/04/22</b>
	Rescinds: <b>3.400</b>	Issued: <b>01/06/20</b>

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and  
3 Regulations.<sup>1</sup>

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
5 appear on the rear bumper.<sup>2</sup>

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to  
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,  
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and  
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be  
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program  
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)  
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of  
19 education with appropriate documentation.

20 **COMPLAINT PROCESS<sup>4</sup>**

21 The following procedure will govern how students, teachers, staff, and community members shall  
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor; and
- 24 2. Forms may be submitted in person, via phone, mail, or email.
- 25 a. Written complaints shall be submitted on forms located on the district's website. In the  
26 case of a complaint received via phone, the person receiving the phone call shall be  
27 responsible for filling out the form and submitting it to the transportation supervisor.

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
4 submit a preliminary report to the director of schools. This report shall include:

5 1. The time and date the complaint was received;

6

7 2. The name of the bus driver;

8

9 3. A copy or summary of the complaint; and

10

11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall  
13 submit a final written report to the director of schools that details the investigation's findings as well as  
14 the action taken in response to the complaint.

15 An annual notice of this complaint process shall be provided to parents and students. This information  
16 shall be made available in the student handbook.

#### 17 **RECORDKEEPING<sup>5</sup>**

18 The transportation supervisor shall be responsible for the collection and maintenance of the following  
19 records:

20 1. Bus maintenance and inspections forms;

21

22 2. Bus driver credentials, including required background checks, health records, and performance  
23 reviews;

24

25 3. Driver training records; and

26

27 4. Complaints received and any records related to the investigation and complaints.

28

#### 29 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

30 The Hickman County Board of Education operates some school buses with three-point lap/shoulder  
31 seat restraint systems (and integrated child restraint systems).

32 Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this  
33 safety technology.

## 1 SEAT RESTRAINT NON-COMPLIANCE

2 Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students  
3 removing their seat restraint during the route or refusing to wear their seat restraint will be issued a  
4 written discipline referral. The local school authority will discipline the student in a manner consistent  
5 with other safety-related behavioral infractions.

## 6 SEAT RESTRAINT TRAINING

7 The transportation supervisor will conduct annual training for all school bus drivers on the  
8 implementation and use of seat restraints.

9 School bus drivers will train students on the proper implementation and use of seat restraints annually  
10 at the start of each school year to ensure each passenger is familiar with the operation of seat restraints.  
11 The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened  
12 at all times during their ride.

13 All students will receive additional instruction on the proper use of seat restraints at least two (2)  
14 additional times per year.

15 Bus drivers will instruct students to put on their seat restraints at three time periods:

- 16 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 18 2. On Route: If a student takes their restraint off (visibly) while riding.
- 19  
20 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to  
21 departure.

22 Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints  
23 while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint  
24 and/or referring the student for discipline if the student refuses to be compliant with seat restraint  
25 utilization.

## 26 SEAT RESTRAINT MALFUNCTION

27 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,  
28 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

## 29 SCHOOL BUS IDLING POLICY

30 This policy applies to the operation of every district-owned and/or contracted school bus.

31 Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health  
32 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and

1 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste  
2 fuel and financial resources.

3 Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses  
4 (including activity buses) and minimize idling time in all aspects of school bus operation.

5 Guidance:

- 6 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading  
7 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as  
8 possible to eliminate idling time and reduce harmful emissions. The school bus should not be  
9 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions  
10 include conditions that would compromise passenger safety, such as extreme weather, idling in  
11 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.  
12
- 13 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer  
14 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip  
15 inspection and idling necessary to defrost windows and mirrors for safe operation of the school  
16 bus.  
17
- 18 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or  
19 other events where students are transported off school grounds.  
20
- 21 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can  
22 wait if they have shut down their bus.  
23
- 24 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and  
25 occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up  
26 time as possible to maintain warmth and then shut down if there is a wait time of more than  
27 fifteen (15) minutes.  
28
- 29 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the  
30 policy’s requirements. As a part of the onboarding and/or new hire process, all new drivers  
31 shall receive a copy of this policy and be trained regarding the policy’s requirements.  
32
- 33 7. Excessive idling by the driver may result in disciplinary action.

34 General Exemptions: The actions outlined in the guidance section above need not apply for the  
35 period(s) during which idling is necessary:

- 36 1. While stopped:
  - 37 a. For an official traffic control device;
  - 38 b. For an official traffic control signal;
  - 39 c. For traffic conditions over which the driver has no control, including, but not limited to,  
40 stopped in a line of traffic; or

- 1 d. At the direction of a law enforcement officer;
- 3 2. To ascertain that the school bus is in safe operating condition and equipped as required by all  
4 provisions of law, and all equipment is in good working order, either as part of the driver's  
5 daily vehicle inspection, or as otherwise needed;
- 6
- 7 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
- 8
- 9 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to  
10 exceed 5 minutes (as per the recommendation of the manufacturer);
- 11
- 12 5. To operate:
  - 13 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or  
14 transport of persons with one or more disabilities; or
  - 15 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more  
16 children with exceptional medical needs aboard whose IEP requires such;
  - 17
- 18 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or  
19 health of the driver or passengers;
- 20
- 21 7. To recharge a batter or other energy storage unity of a hybrid electric bus.

22 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful  
23 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit  
24 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance  
25 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired  
26 heaters).

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Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

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Cross References

Bus Safety and Conduct 6.308  
Homeless Students 6.503

# Hickman County Board of Education

Descriptor Term: <b>Scheduling and Routing</b>	Descriptor Code: <b>3.401</b>	Issued Date: <b>04/04/22</b>
	Rescinds: <b>3.401</b>	Issued: <b>01/06/20</b>

1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the  
2 time the first student is picked up until the trip is complete.

3 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus  
4 transportation, including the determination of bus stops and the assignment of students. Deleting or  
5 establishing new bus routes is the responsibility of the Board. Bus stops will be reviewed annually by  
6 the bus driver and transportation supervisor. Concerns regarding bus stop locations and bus routes  
7 should be addressed through the transportation supervisor.

8 Appeals of transportation decisions shall be made to the director of schools. The following procedure  
9 will govern how students, teachers, staff, and community members shall submit bus safety complaints:

- 10 1. All complaints shall be submitted to the transportation supervisor; and
- 11
- 12 2. Forms may be submitted in person, via phone, mail, or email.
- 13 a. Written complaints shall be submitted on forms located on the district's website. In the  
14 case of a complaint received via phone, the person receiving the phone call shall be  
15 responsible for filling out the form and submitting it to the transportation supervisor.

16 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
17 four (24) hours of receipt.

18 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
19 submit a preliminary report to the director of schools. This report shall include:

- 20 1. The time and date the complaint was received;
- 21
- 22 2. The name of the bus driver;
- 23
- 24 3. A copy or summary of the complaint; and
- 25
- 26 4. Any prior complaints or disciplinary actions taken against the driver.

27 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall  
28 submit a final written report to the director of schools that details the investigation's findings as well as  
29 the action taken in response to the complaint.

30 An annual notice of this complaint process shall be provided to parents and students. This information  
31 shall be made available in the student handbook.

1 All children living within legal boundaries of Hickman County who are legally enrolled in Hickman  
2 County Schools and who are eligible may be transported from their home to school. However, it  
3 should be understood that transporting children within one and one-half miles (1-1/2) of a school is  
4 done without reimbursement from the State Department of Education and will be continued only as  
5 long as it is economically feasible.

6 Students shall not be in transit to and from school more than one and one-half hours each way.<sup>1</sup> Under  
7 no circumstances shall students be transported past their assigned school.

8 Where practical, transfers may be made from one bus to another. Both buses shall be present while the  
9 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place  
10 of business for transfer shall be permitted only after approval has been obtained from the Board.

11 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or  
12 unless overlapping results from the necessity to travel the main highway to school centers. When more  
13 than one bus travels a main highway and each bus picks up some students along such routes, each bus  
14 shall be assigned a certain portion of the route and all students within this section shall ride the bus to  
15 which assigned.

16 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the  
17 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding  
18 the transportation of students.<sup>2</sup>

19 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.  
20 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when  
21 transporting students.

22 No student may exit the bus at a destination other than that student's designated bus stop. The Director  
23 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus  
24 at an alternative location. If the Director adopts procedures, such procedures shall include, at a  
25 minimum, the following:<sup>3</sup>

- 26 1. No school bus driver shall require or permit a student to exit the bus in violation of the School  
27 System's policies and procedures. The Director shall immediately review the fitness to drive of  
28 a driver who permits or requires a student to exit a bus in violation of the School System's  
29 policies and procedures.  
30
- 31 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop  
32 unless the student provides the driver with a signed note from the parent or guardian informing  
33 the driver of the change in the student's bus stop for the day. The driver shall turn the note  
34 over to the principal as soon as practical after the completion of the route.  
35
- 36 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the  
37 student's designated stop in order to preserve the safety of other student passengers or the  
38 driver, the driver may remove the offending student from the bus provided that the driver  
39 secures the safety of the student for the uncompleted trip.  
40

- 1 4. A driver shall report to school authorities as soon as possible, but no later than the end of the  
3 route, any student refusing to obey the driver or exiting the bus without the driver's permission  
at a point other than the student's destination for that trip.<sup>4</sup>
- 4 Students who ride school buses shall attend the school designated unless the Board designates an  
5 alternate school. If a parent chooses to send his/her child to another school in the system, the parent  
6 must provide transportation to and from that school.

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**Legal References**

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

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**Cross References**

Bus Safety and Conduct 6.308

# Hickman County Board of Education

Descriptor Term:

**Special Use of School Vehicles**

Descriptor Code:

**3.402**

Issued Date:

**04/04/22**

Rescinds:

**3.402**

Issued:

**01/06/20**

## 1 **SCHOOL BUSES**

2 All standard rules of student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are  
4 recommended by the principal.

5 The principal will make all transportation arrangements with the director of transportation and the  
6 director of schools.

7 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.  
8 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting  
9 extra use of buses will be furnished to each school principal.

10 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity  
trips during the regular school year.

12 School buses may be used only for the transportation of school personnel on authorized school business.  
13 No other individual or group may rent a school bus without written request to the director of schools'  
14 office.

## 15 **BOARD-OWNED VEHICLES**

16 The director of schools shall recommend for board approval a list of Board-owned vehicles to be  
17 assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-  
18 related sites and must comply with IRS requirements, including implications for reporting taxable  
19 income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24)  
20 hours a day to perform services required by their job responsibilities. Other than commuting to and from  
21 work, use of these vehicles for personal use is prohibited.

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### Cross References

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302



# Hickman County Board of Education

Descriptor Term: <b>Traffic and Parking Controls</b>	Descriptor Code: <b>3.403</b>	Issued Date: <b>04/04/22</b>
	Rescinds: <b>3.403</b>	Issued: <b>01/06/20</b>

- 1 The principal of each school shall develop and implement a plan to ensure maximum vehicular and  
2 pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan  
3 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading  
4 and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and  
5 dismissal times for car and bus students.
- 6 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated  
7 areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.
- 8 Parking regulations for each school will be developed by the principal and published in the school  
9 handbook.

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## Cross References

Code of Conduct 6.300  
Interrogations and Searches 6.303  
Suspension/Expulsion/Remand 6.316

# Hickman County Board of Education

Descriptor Term: <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date: <b>04/04/22</b>
	Rescinds: <b>3.404</b>	Issued: <b>01/06/20</b>

1 The Board recognizes that certain employees may need to use their private vehicles for school  
2 purposes regularly or occasionally. To safeguard the school system, employees and students in matters  
3 of liability, particularly as this relates to an employee transporting a student or students, the following  
4 policy shall be observed:

- 5 1. To use a private vehicle for school purposes, the employee must have the written permission of the  
6 director of schools or his designee.  
7
  - 8 a. This permission may be in the form of a standing permit for employees who use their own  
9 vehicles regularly for school purposes. The permit shall state the particular purpose, and  
10 whether it includes transportation of students.
  - 11 b. For all special trips involving students, including field trips, a special permit must be  
12 obtained in advance for the specific trip signed by the transportation supervisor and director  
13 of schools.
- 14 2. Employees so authorized to use their vehicles for school business purposes shall be provided  
15 liability coverage by the school system.
- 16 3. The school system shall assume no responsibility for liability in case of accident, unless the  
17 employee has the proper authorization described above;
- 18 4. The Board specifically forbids any employee to transport students for school purposes without  
19 prior authorization by the director of schools or his designee; and
- 20 5. No student shall be sent on school errands in his, an employee's, or a system-owned vehicle.

21 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for  
22 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle  
23 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as  
24 determined by the director of schools.<sup>1</sup>

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## Legal References

1. TCA 29-20-403(b)(3); Tenn. Att'y Gen. Op. No. 04-136 (August 24, 2004)

Parents/volunteers that serve as volunteer drivers for school events and/or activities must provide a copy of the following before driving:

- 1) Copy of valid Tennessee driver's license
- 2) Copy of automotive insurance policy or card that indicates coverage for liability insurance. Current minimum limits are: [ \$100,000 per person and \$300,000 per accident for bodily injury; \$50,000 per accident for property damage

Copies of both must be on file with the principal in order to be eligible to drive students.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Beta Club

Proposed fundraising activities: Field Day concessions  
6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade

Purposed Uses of funds raised Beta Convention

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Beta Club students

Method by which school will receive profit Currency

Requested by Kim Talley Date 4-1-24  
Name/Title

Approved by Jana S. Huggins Date 4-2-24  
Principal

Approved by John Mullins Date 4-2-24  
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.

DOUG LANE  
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS  
8419 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



**John Mullins**  
Superintendent of Schools  
116 MURPHREE AVENUE  
CENTERVILLE, TN 37033

CHRISTY MAYS  
450 Hwy. 50, Centerville, TN 37033

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

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

~~School Support Organization~~  
**Request For Fundraising Activities**

Organization Girl's & Boy's Basketball

Proposed Fundraising Activity Calendar

Date(s) 5-1-24 - 5-31-24

Location(s) HCHS

Requested By Gavin Gordon  
President/Chair of Organization

4-23-24  
Date

Recommended By R: P  
Principal

4-23-24  
Date

Approved John Mullins  
Director of Schools or Designee

4.23.24  
Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee

\_\_\_\_\_  
Date

**\*\* A signed copy will be mailed to the organization and forwarded to the school\*\***

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ELC Class 806

Proposed fundraising activities: Special Olympics

Purposed Uses of funds raised

Raised funds will be used to pay for the shirts of students who's family cannot afford. ELC will class account will pay any additional costs.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

school-wide

Method by which school will receive profit sales of shirts

Requested by Levi Griego/ELC Teacher Date 4.10.24  
Name/Title

Approved by [Signature] Date 4/12/2024  
Principal

Approved by John Mullins Date 4.15.24  
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



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Wreaths (Fall)

Purposed Uses of funds raised: Transportation fees, senior night flowers, chords-Basketball

Expected Student involvement (school-wide or specific school organization): Community wide

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach April 17, 2024  
Name/Title Date

Acknowledge by: [Signature] 4-24-24  
Bookkeeper Date

Approved by: [Signature] \_\_\_\_\_  
Principal Date

Approved by: John Mullins 4-25-24  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Mums sale (Fall)

Purposed Uses of funds raised: Transportation fees-Football

Expected Student involvement (school-wide or specific school organization): Community wide, outside of school

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach April 17, 2024  
Name/Title Date

Acknowledge by: [Signature] 4.24.24  
Bookkeeper Date

Approved by: [Signature] \_\_\_\_\_  
Principal Date

Approved by: John Mullins 4.25.24  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Carwash-Bake Sale

Purposed Uses of funds raised: Squad class fees

Expected Student involvement (school-wide or specific school organization): Community wide, outside of school

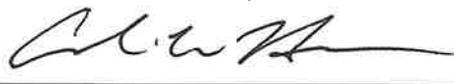
Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach  
Name/Title

April 17, 2024  
Date

Acknowledge by:   
Bookkeeper

4.24.24  
Date

Approved by:   
Principal

\_\_\_\_\_  
Date

Approved by:   
Director of Schools\*

4.24.24  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Poinsettias (Fall)

Purposed Uses of funds raised: Transportation fees-Football

Expected Student involvement (school-wide or specific school organization): Community wide, outside of school

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach  
Name/Title

April 17, 2024  
Date

Acknowledge by:   
Bookkeeper

4.24.24  
Date

Approved by:   
Principal

\_\_\_\_\_  
Date

Approved by:   
Director of Schools\*

4.24.24  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Selling candy bars-World's finest chocolate

Purposed Uses of funds raised: Cheer uniforms and accessories

Expected Student involvement (school-wide or specific school organization): Cheer team to sell to members of community

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach April 17, 2024  
Name/Title Date

Acknowledge by:  4-24-24  
Bookkeeper Date

Approved by:  \_\_\_\_\_  
Principal Date

Approved by:  4.24.24  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Selling candles-Heritage

Purposed Uses of funds raised: Camp fees

Expected Student involvement (school-wide or specific school organization): Cheer team to sell to members of community

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach  
Name/Title

April 17, 2024  
Date

Acknowledge by:   
Bookkeeper

4.24.24  
Date

Approved by:   
Principal

\_\_\_\_\_  
Date

Approved by:   
Director of Schools\*

4.25.24  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Cheer

Account Number \_\_\_\_\_

Proposed fundraising activities: Sponsor my Uniform

Purposed Uses of funds raised: Cheer Uniforms and accessories

Expected Student involvement (school-wide or specific school organization): Community wide

Method by which school will receive profit: Cash/Check

Requested by: Andrea Furkins-Head Coach March 19, 2024  
Name/Title Date

Acknowledge by:  4.24.24  
Bookkeeper Date

Approved by:  \_\_\_\_\_  
Principal Date

Approved by:  4.25.24  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

## **HICKMAN COUNTY LEGISLATIVE BODY**

Budget Committee Schedule  
Fiscal Year 2024-2025

Thursday, May 9th, 2024

5:30 Regular Meeting

6:00 Non-Profit Presentation

Monday, May 13th, 2024

5:30 Work Session Budget Meeting

County General

Drug Fund

AFT Fund

Debt Service

Hwy. Dept.

Tuesday, May 14th, 2024

5:30 Work Session Budget Meeting

Solid Waste

School

ARPA

Monday, May 20th, 2024

5:30 Budget Meeting (Committee Approval)

Thursday, May 23rd, 2024 (if needed)

5:30 Work Session Budget Meeting

Budget Books to Commission by May 31st, 2024

Budget Books available to Co. Commission

Regular County Legislative Body Meeting

Monday, June 3rd, 2024

Budget published in H.C. Times as per TCA 5-21-111(a)(1)(A)

Monday, June 10th, 2024

5:30 Public Hearing on 24-25 Budget as per TCA 5-21-111(a)(2)

Monday, June 24th, 2024

Budget Presentation and Resolutions to County Commission