

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 5, 2019

The Hickman county Board of Education met on August 5, 2019, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Approval of July 1, 2019 Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Lifetime Transportation Award

Communications to the Board

Director's Report

Financial Report

OPEB Trust Financial Statement

Grant Opportunity

Items Requiring Board Action

Negotiations for Extension of the Director of Schools Contract

Centerville Municipal Golf Course MOU Addendum

HVAC Annual Service Contract

EHMS Heat Boiler Bid

Fire Damper Inspection Bid

Janitorial Contract Bid

Contract To Audit School Accounts

Revised Board Policies 1.406, 1.804, 2.403, 2.601/5.605, 3.202, 4.605, 4.700, 6.200, 6.308, 6.506 (1st Reading)

Revised Board Policy 4.209 (2nd Reading)

Board Policy Review 1.600--1.808

Announcements

TSBA Fall District Meeting - Thursday, September 5, 2019 in Maury County

Adjourn

Monday, July 1, 2019
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 1, 2019, at 7:00 p.m. in Room 203 of the Central office Building. Board members in attendance were: Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Jim Hudgins. Vance Willis was absent from the meeting.

Tim Hobbs made a motion to approve the minutes from the special called meeting held on May 30, 2019 and the minutes from the regular meeting on June 3, 2019. Ron Gammons seconded the motion.

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

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

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

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

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

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

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

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

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

Ron Gammons made a motion to approve Option C on the Central Office Supervisor Pay Scale for the 2019-2020 school year as presented. Tim Hobbs seconded the motion.

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

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

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

Ron Gammons made a motion to amend the motion to leave the plan as presented in the packet and not remove the cap. Jane Herron seconded the motion.

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

On a roll call vote, the motion to amend the motion was defeated 3-4.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

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

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

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

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

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

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

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

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

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

The meeting was adjourned at 7:52 p.m.

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

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

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

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

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

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

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

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

Jane Herron made a motion to approve Budget Amendment 15. Tim Hobbs seconded the motion.

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

Vance Willis

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

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

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

Vance Willis

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

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

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

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

Vance Willis

On a roll call vote, the motion was approved 4-1.

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

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

Vance Willis

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

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

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

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

Tim Hobbs made a motion to approve the 142 Federal Projects School Budget for 2019-2020. Steve Gianakos seconded the motion.

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

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

Amy Bryant made a motion to approve the 143 Cafeteria School Budget for 2019-2020. Jim Hudgins seconded the motion.

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

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

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

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

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

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

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

- I. Call to Order
- II. Approval of May 6, 2019 Regular Board Meeting Minutes
- III. Approval of May 13, 2019 Special Called Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Employee of the Year--Ron Gammons
 - C. Principal of the Year--Tim Hobbs
 - D. Supervisor of the Year--Jane Herron
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Director of Schools
 - C. Family Resource Center End of Year Report--Family Resource Center Directors
 - D. Facilities Report--Dr. Jesse Register
- VII. Items Requiring Board Action
 - A. Director of Schools Evaluation--Board Chair
 - B. Annual Agenda--Director of Schools
 - C. Budget Amendments--Director of Schools
 - D. 2019-2020 Board Meeting Dates--Director of Schools
 - E. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - F. Authorize Director to Submit Reports, Applications, and Grants--Director of Schools
 - G. 2019-2020 Professional Personnel Decisions--Director of Schools
 - H. 2019-2020 Notice of Placement of Licensed Personnel--Director of Schools
 - I. 2019-2020 Re-Employment and Placement of Support Staff--Director of Schools
 - J. Grant Executive Committee Authority to Close Out School Year--Director of Schools
 - K. Declaration of Surplus--Director of Schools
 - L. Centerville Municipal Golf Course Memorandum of Understanding--Director of Schools
 - M. 2019-2020 141, 142, 143 School Budgets (if needed)--Director of Schools
 - N. Revised Board Policy 1.405, 3.400 (2nd reading)--Director of Accountability
 - O. Board Policy Review --Director of Accountability
- VII. Announcements
- VIII. Adjourn

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

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

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

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

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

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

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

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

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

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

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

Hickman County Board of Education
Annual Agenda 2019-2020

July

Student Discipline Hearing Authority Designation

August

Approval of School Audit Services Contract

September

October

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

Compliance Report

Textbook Certification

Approval of School Calendar

November

Approval of Supplement Splitting

December

Tenure (if available)

January

Set Board Retreat

February

Set Budget Calendar

March

Set School Attendance Zones

April

Adoption of Textbooks

May

Approval of 141, 142, 143 Budgets

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

Personnel Decisions and Placement

June

Adopt Board Meeting Schedule for 2020-2021

Grant Executive Committee authority to close out fiscal year

Report of Director's Evaluation

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

Steve Gianakos made a motion to approve budget amendments 16 and 17. Jim Hudgins seconded the motion.

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

Vance Willis

On a roll call vote, the motion was approved 6-1.

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

2019-2020
Hickman County Board of Education
Board Meeting Dates

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

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

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

Resolution 19-17
Assignment Authority
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 3rd day of June, 2019, that the Director of Schools shall have the authority to establish the amounts of funds that will be ASSIGNED for specific purposes for the fiscal year ended June 30, 2019.

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

Action: 6 Aye 0 Nay 1 Absent

Aye Nay Pass Absent

Amy Bryant
Ron Gammons
Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

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

Tim Hobbs made a motion to authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2018-2019 school year and for the rising 2019-2020 school year on behalf of the Hickman County School System. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

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

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

Ron Gammons made a motion that the Director of Schools re-employment list and placement of support staff for the 2018-2019 school year be placed in the minutes of the Board. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

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

Aye Nay Pass Absent

Amy Bryant
Ron Gammons
Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

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

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

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

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
	Amy Bryant		
	Ron Gammons		
	Steve Gianakos		

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was defeated 2-4.

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

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

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
	Ron Gammons		

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 4-2.

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

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-1.

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

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

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

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

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

Steve Gianakos made a motion to amend the agenda to include an additional foreign exchange student application from East Hickman High School to the Foreign Exchange Item on the agenda. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the amended agenda. Steve Gianakos seconded the motion. The Hickman County Board of Education will meet in regular session on Monday, July 1, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. A work session will be held in Room 203 of the Central Office Building at 6:00 p.m.

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

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

Steve Gianakos read a letter recognizing Sharon Burns as Employee of the Month.

Tim Hobbs recognized track and field athletes Blanche Ajami, Olivia Plunkett, and Haley Capps for advancing and participating at the state level of competition during the spring semester.

Michelle Gilbert requested to correct an error and move Sarah Vander Leest from Professional, Resignations to Professional, Hiring on the Director's Report. Tim Hobbs made a motion to approve the Director's Report. Jim Hudgins seconded the motion.

Memorandum

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

Leave of Absence

Professional
Support Staff

Hiring

Professional

Zach Bentley*
Meghan Bentley*
Cortnie Fitts
Savannah Barber
Daniel Irvine
Matthew Proctor
Landry Wade
Sandy Luna
Sarah Vander Leest
Support Staff

HCMS Computer
School Psychologist
EHMS 8th Grade Math
CES Special Education
EHHS Physical Education
EHHS Physical Education
EHES K
EHIS Special Education
EHES 2nd Grade

Resignation

Professional

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

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

Support Staff

Cailey Collins

EHHS ISS

Retirement

Professional
Support Staff

Transfers

Professional

Karen Cost
Shelda Qualls
Kitty Atencio
Savannah Anglin
Kendra Mayberry
Jennifer Brewer

HCMS 6th Grade Science to EHMS Interventionist
EHES 2nd Grade to CES School Counselor
CIS Special Education to EHHS English
CIS 5th Grade to CES Special Education
CES Special Education to Speech Language
CES 1st Grade to HCMS 6th Grade Science/Math/Social Studies

Support Staff

Appointment

Professional
Support Staff

Zach Bentley*
Eric Gilbert**
Hannah Pendergrass

HCMS Golf Coach
HCHS Assistant Golf Coach
EHMS Volleyball Coach

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

Ron Gammons made a motion to approve the financial report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

There were no trip requests presented to the Board.

Ron Gammons made a motion to waive the date as required in policy and make an exception to the policy to accept and consider foreign exchange students from EHHS and HCHS. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the applications of three foreign exchange students for attendance during the 2019-2020 school year, two from HCHS (Italy and Brazil) and one from EHHS (Russia). Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the 2019-2020 school fees. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the appointment of the Student Discipline Hearing Authority for the 2019-2020 school year. Tim Hobbs seconded the motion.

Student Discipline Hearing Authority
2019-2020
Beth Robinson--EHHS
Cynthia Hughes--HCHS
Bryan Anglin--HCMS
Eric Cannon--EHMS
Julia Thomasson--Special Programs
Becky Malugin--Chair

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

Jim Hudgins made a motion to approve the 2019-2020 BEP Salary Schedule. Steve Gianakos seconded the motion. Amy Bryant, Jane Herron, and Tim Hobbs declared a conflict of interest but stated they would be voting their conscience on behalf of the constituents they serve.

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

Vance Willis

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

Jim Hudgins made a motion to approve the close out budget amendments. Steve Gianakos seconded the motion.

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

Vance Willis

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

Tim Hobbs made a motion to approve the Memorandum of Understanding with the Town of Centerville regarding the Centerville Municipal Golf Course. Steve Gianakos seconded the motion. Steve Gianakos declared a conflict of interest because his son was a golfer at EHHS but stated he would vote his conscience on behalf of the students in his district.

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

Vance Willis

On a roll call vote, the motion was approved 5-1.

Jim Hudgins made a motion to allow the Director of Schools to remove the greens fee pay per play from the MOU if needed during negotiations. Jane Herron seconded the motion. On a voice vote, the motion failed 3-3.

Amy Bryant made a motion to approve revised board policy 4.209 with the change of the wording from "2018-2019 school year" to "prior school year" in Number under the online courses section of the draft policy. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve Provision 2, with monthly monitoring, for the School Breakfast and Lunch Program during the 2019-2020 school year. Steve Gianakos seconded the motion.

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

Tim Hobbs
Jim Hudgins

Vance Willis

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

Jane Herron made a motion to approve the Consolidated Application for IDEA and ESSA for the 2019-2020 school year. Jim Hudgins seconded the motion.

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

Vance Willis

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

Jim Hudgins made a motion to approve the Southeast Service Agreement. Steve Gianakos seconded the motion.

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

Vance Willis

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

Steve Gianakos made a motion to approve Bid Option 3 from National HVAC for the EHMS Boiler for \$77,720.00. Jim Hudgins seconded the motion.

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

Vance Willis

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

Jim Hudgins made a motion to approve the Bleacher Service bid for Facili Serv. Steve Gianakos seconded the motion.

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

Vance Willis

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

Jane Herron made a motion to approve the bid from National HVAC for the 2019-2020 HVAC Service Contract. Tim Hobbs seconded the motion.

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

Vance Willis

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

Tim Hobbs made a motion to approve the Kelsan bid for paper products. Ron Gammons seconded the motion.

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

Vance Willis

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

Steve Gianakos made a motion to approve the Raptor bid for visitor security management at \$12,800.00 per year and \$4,320.00 annually. Jane Herron seconded the motion.

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

Vance Willis

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

Jim Hudgins made a motion to approve the review of Board policies 1.400-1.503. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant announced that board members should have received the TSBA training schedule and information regarding the TSBA conference and Fall District Meeting through email.

The meeting was adjourned at 7:47 p.m.



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy 100, Centerville, TN 37033

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, August 5, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. A work session will be held in Room 203 of the Central Office Building at 6:00 p.m.

- I. Call to Order
- II. Approval of July 1, 2019 Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Lifetime Transportation Award--Amy Bryant
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Director of Schools
 - C. OPEB Trust Financial Statement--Director of Schools
 - D. Grant Opportunity--Donna Bradley and Kathy Dick
- VI. Items Requiring Board Action
 - A. Negotiations for Extension of the Director of Schools Contract--Board Chair
 - B. Centerville Municipal Golf Course MOU Addendum--Director of Schools
 - C. HVAC Annual Service Contract--Maintenance Director
 - D. EHMS Heat Boiler Bid--Maintenance Director
 - E. Fire Damper Inspection Bid--Maintenance Director
 - F. Janitorial Contract Bid--Maintenance Director
 - G. Contract to Audit School Accounts--Director of Schools
 - H. Budget Amendments--Business Officer
 - I. Revised Board Policies 1.406, 1.804, 2.403, 2.601/5.605, 3.202, 4.605, 4.700, 6.200, 6.308, 6.506 (1st reading)--Director of Accountability
 - J. Revised Board Policy 4.209 (2nd reading)--Director of Accountability
 - K. Board Policy Review 1.600--1.808--Director of Accountability
- VII. Announcements
 - A. TSBA Fall District Meeting--Thursday, September 5, 2019 in Maury County
- VIII. Adjourn



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

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6419 Rice Ln., Lyles, TN 37098

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: July 23, 2019
RE: August Director's Report

Leave of Absence

Professional

Joy Mangrum
Allie Sue Hughes
Marissa Tidwell

FMLA (August 15-September 16, 2019)
FMLA (September 16-January 3, 2019)
August 1-September 30, 2019

Support Staff

Hiring

Professional

Robbin Masters
Cecily Dotson
Marcy Tidwell
Amanda Kelly
Meaghan Lynam
Valerie Gonzlez
Sarah King
Mandy Mercer
Justin Sorrell
Tabitha Gossett
Levi Griego

EHHS Assistant Principal
Occupational Therapy
EHIS Principal
HCMS 8th Grade ELA
CES 1st Grade
CES 2nd Grade
HCMS Social Studies
EHMS Science
HCHS History
EHIS 3rd Grade
HCHS Sp Ed

Support Staff

Chrissy Goodwin
Lisa Williams
Shelly Pellerin
Patricia Shults
Jared Carkuff

EHIS Attendance
EHHS ISS
HCMS 6th Grade Sp Ed Asst
CES Sp Ed Asst
HCHS ISS

Resignation

Professional

Zachariah Thomas
Demetria Worley
Stephanie Ragsdale

EHMS 8th Grade Math
EHHS Math
CES 2nd

Support Staff

Tabby Davis
Deborah Lampley

School Nurse
EHIS PE Asst.

Retirement

Professional

Support Staff

Transfers

Professional

Keri Hanes**	EHIS Principal to EHES Intervention
Bryan Anglin	HCMS Asst. Principal to EHMS Principal
Ron Puckett*	HCMS 8th Grade to HCMS Asst. Principal
Eric Cannon	EHMS Principal to CIS Principal
Tara Gilbert	CES Speech to Centerville ESL
Nick Simmons	EHIS Asst. Principal to EHIS Intervention
Cassie Hale	EHMS 6th Grade to EHIS 5th Grade

Support Staff

Laura Harris	EHIS Sp Ed to CES Sp Ed
Donna Qualls	CIS Sp Ed to EHIS Sp Ed

Appointment

Professional

Support Staff

Kendra Beard	HCHS Assistant Volleyball Coach
Faith Armstrong	HCHS Assistant Soccer Coach
Maurice Carkuff	HCHS Assistant Football Coach
Maya Horner	EHHS Volleyball Coach
Daniel Poff	HCMS Assistant Football Coach
R.E. McDonald	HCMS Athletic Director

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

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

*Account Activity Summary
Hickman
04/01/2019 - 6/30/2019*

Beginning Value ^{1 See Definitions}	\$	2,126,120.88
<hr/>		
Additions ²		
Contributions ³	-	
Dividends & Interest ⁴	\$	10,923.56
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,327.75)
MS Fees ⁷	\$	(940.65)
System Distributions ⁸	\$	-
<hr/>		
Unadjusted Investment Earnings ⁹	\$	48,738.95
<hr/>		
Ending Value ¹⁰	\$	2,183,514.99

Definitions:

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

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

*Account Contribution Summary
Hickman
04/01/2019 - 6/30/2019*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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Account Dividend & Interest Summary
Hickman
04/01/2019 - 6/30/2019

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/01/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	620.98	Cash
04/01/2019	Dividend	PIONEER BOND Y	379.65	Cash
04/01/2019	Dividend	NUVEEN STRATEGIC INCOME INST	385.90	Cash
04/01/2019	Dividend	PUTNAM FLOATING RATE INC Y	256.32	Cash
04/01/2019	Dividend	E V SHT DURATION GOVT INC I	84.89	Cash
04/11/2019	Dividend	BLACKROCK HIGH EQ INCOME INST	206.31	Cash
04/16/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	209.51	Cash
04/30/2019	Interest Income	MORGAN STANLEY BANK N.A.	12.77	Cash
05/01/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	615.99	Cash
05/01/2019	Dividend	PIONEER BOND Y	397.77	Cash
05/01/2019	Dividend	NUVEEN STRATEGIC INCOME INST	387.00	Cash
05/01/2019	Dividend	PUTNAM FLOATING RATE INC Y	255.34	Cash
05/01/2019	Dividend	E V SHT DURATION GOVT INC I	82.24	Cash
05/16/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	209.47	Cash
05/31/2019	Interest Income	MORGAN STANLEY BANK N.A.	12.82	Cash
06/03/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	670.08	Cash
06/03/2019	Dividend	PIONEER BOND Y	416.06	Cash
06/03/2019	Dividend	NUVEEN STRATEGIC INCOME INST	388.13	Cash
06/03/2019	Dividend	PUTNAM FLOATING RATE INC Y	259.99	Cash
06/03/2019	Dividend	E V SHT DURATION GOVT INC I	85.25	Cash
06/13/2019	Dividend	AMERICAN EUROPACIFIC GRW F2	169.75	Cash
06/18/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	191.80	Cash
06/20/2019	Dividend	VANGUARD FTSE EMERGING MARKETS	138.48	Cash
06/21/2019	Dividend	ISHARES INC MSCI JAPAN ETF	184.68	Cash
06/21/2019	Dividend	ISHARES CORE MSCI EAFE ETF	2,479.43	Cash
06/21/2019	Dividend	ISHARES SP SMALLCAP 600 INDEX	128.61	Cash
06/21/2019	Dividend	ISHARES S&P MIDCAP 400 INDEX	94.70	Cash
06/21/2019	Dividend	ISHARES CORE S&P U.S. GROWTH	563.53	Cash
06/21/2019	Dividend	ISHARES CORE S&P U.S. VALUE	761.28	Cash
06/27/2019	Dividend	PUTNAM EQUITY INCOME Y	165.97	Cash
06/28/2019	Dividend	JOHN HANCOCK MULTI FACT MID	95.85	Cash
06/28/2019	Interest Income	MORGAN STANLEY BANK N.A.	13.01	Cash
		Total Dividends and Interest	10,923.56	

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Account Fee Summary
Hickman
04/01/2019 - 6/30/2019

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/09/2019	CASH TRANSFER	FUNDS TRANSFERRED	-1,327.75	Cash
04/12/2019	Service Fee	2ND QTR ADVISORY FEE	-944.35	Cash
04/16/2019	Service Fee Adj	NET PLATFORM CREDIT	3.70	Cash
		Total Withdrawals	-2,268.40	

*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 chose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested.

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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.

ADDENDUM #1 TO MEMORANDUM OF UNDERSTANDING (MOU)
Between Hickman County Board of Education and Town of Centerville

This document constitutes an Addendum to the agreement between the Hickman County Board of Education and the Town of Centerville signed by the Hickman County Board of Education on July 1, 2019.

The objective of this Addendum is to add responsibilities under Section I: Responsibilities of the Hickman County Board of Education to add the following language:

5. Students participating in golf matches hosted at Centerville Municipal Golf Course from opposing schools that are not enrolled in schools of the Hickman County Board of Education will be required to pay \$5.00 per player per match.

6. The Hickman County Board of Education will utilize Centerville Municipal Golf Course as the home course for the golf programs at East Hickman High School, East Hickman Middle School, Hickman County High School, and Hickman County Middle School.

All terms and provisions from the original MOU also apply to this Addendum.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the ____ day of _____, _____.

_____ Centerville Municipal Golf Course Superintendent

_____ Town of Centerville Mayor

_____ Hickman County Board of Education Chair

_____ Hickman County Director of Schools

Invitation To Bid

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

Part B specifications can be found at www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "HVAC Services/Repair and Installation". Bids will be opened on Monday, May 20, 2019 at 11:00 a.m. in the Finance Office.

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

Present Penny Mayberry

BME Mechanical & Electrical

National HVAC Service

please see attached

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

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

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

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

Part B specs: Bid form

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

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

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

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

R-22 - ~~40.00~~
Freon charge LB. \$ 410A - 25.00

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

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

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

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

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

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

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

Proposal Number: **VK-5155E4-2A**

Proposal Date: **05/10/2019**

By:

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

And

For:

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

Hereinafter: **National HVAC Service**

Hereinafter: **Customer**

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

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

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

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

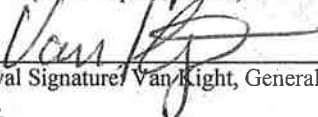
This proposal is the property of National HVAC Service and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of National HVAC Service as evidenced by their signature(s) below. This Agreement sets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

NATIONAL HVAC SERVICE

CUSTOMER


Signature (Sales Representative): Van Kight

Authorized Representative Signature


Approval Signature: Van Kight, General Manager

Mike Plunkett
Name & Title (Print/Type)

5-10-2019
Date

Date

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

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

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

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

Assured Maintenance Agreement Provided by National HVAC Service for:

8 Hickman Co. Schools Annual HVAC PM

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

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

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

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

- TESTING** for proper operation; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.
- INSPECTING** for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

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

- CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.
- ALIGNING** belt drives; drive couplings; air fins, etc.
- CALIBRATING** safety controls; temperature and pressure controls, etc.
- TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
- LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

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

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

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

	Qty	Component	Manufacturer	Model	Serial #	Rating	Location
1	450	Assorted HVAC Eqpt.	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
2	2	Cooling Towers	Assorted	Assorted	Assorted	Assorted	2- Different Schools
3	8-10	Boilers	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
4	8-10	Pumps	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
5							
6							
7							
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18							
19							
20							

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

Special Services/Provisions for:

8 Hickman Co. Schools Annual HVAC PM

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

July 1, 2019 through June 30, 2022.

LABOR RATES:

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

Material Markup:

35% on all parts

Refrigerant:

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

Flat rate charges:

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

Sub Contractors / Cranes/ Rental Equipment:

20 % markup.

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



Hickman County Board of Education

RE: HVAC Service

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

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


Harold Loveless - 1404 Oakmont Circle, Centerville TN
Chris Totty – 105 West Swan St., Centerville TN

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

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

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

Respectfully,


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

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

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

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

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

Part B specs: Bid form

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

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

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

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

Freon charge LB. \$ R22 \$145.00 R410A \$25.00 per lb.

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

Flat rate hourly charge per lead tech \$ 89.00

Flat rate hourly charge per helper tech \$ 89.00

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

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

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



STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE



349134

BME, INC

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

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

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

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

State of Tennessee

349134

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

BME, INC

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

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



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE



Services

HVACR SERVICE MAINTENANCE

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

COOLING TOWERS

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

PROCESS PIPING

- Certified Welding
- Repair
- Stainless Steel

BUILDING AUTOMATION

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

INDOOR AIR QUALITY/MOLD CONTROL

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

PLUMBING

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

ELECTRICAL

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

PREDICTIVE MAINTENANCE

- Vibration Analysis
- Thermography
- Balancing
- Oil Analysis

POWER WASHING

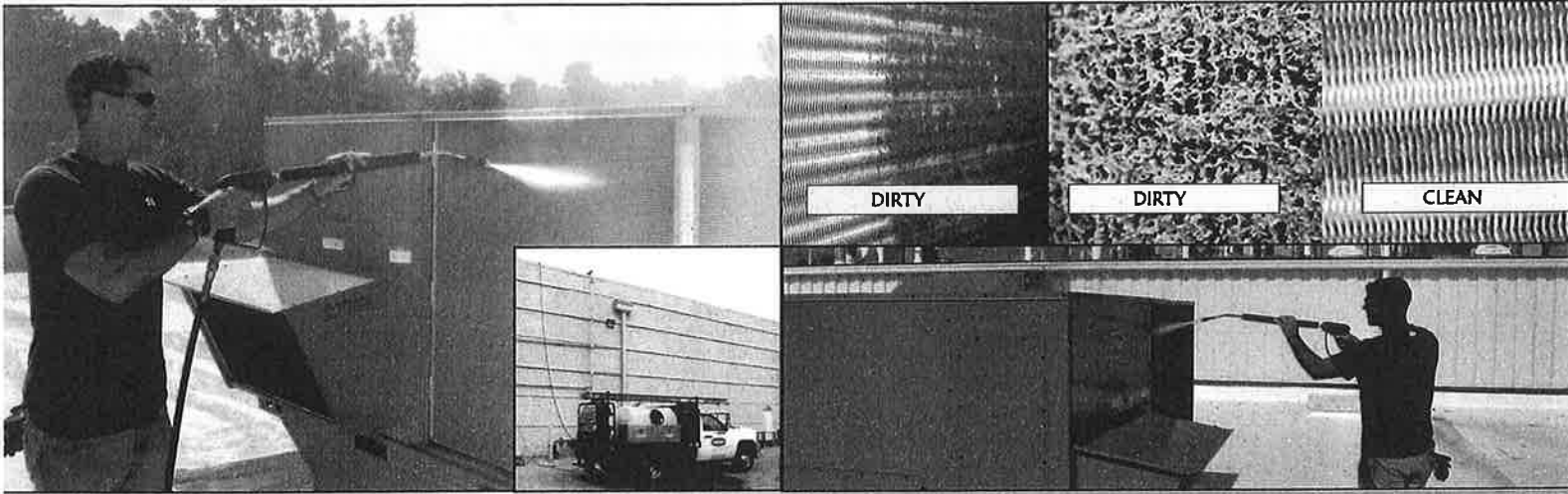
- HVAC condenser and evaporator coils
- Cooling towers

DESIGN/BUILD ENGINEERING

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



Coil Cleaning and Pressure Washing



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

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

BME's cleaning services include:

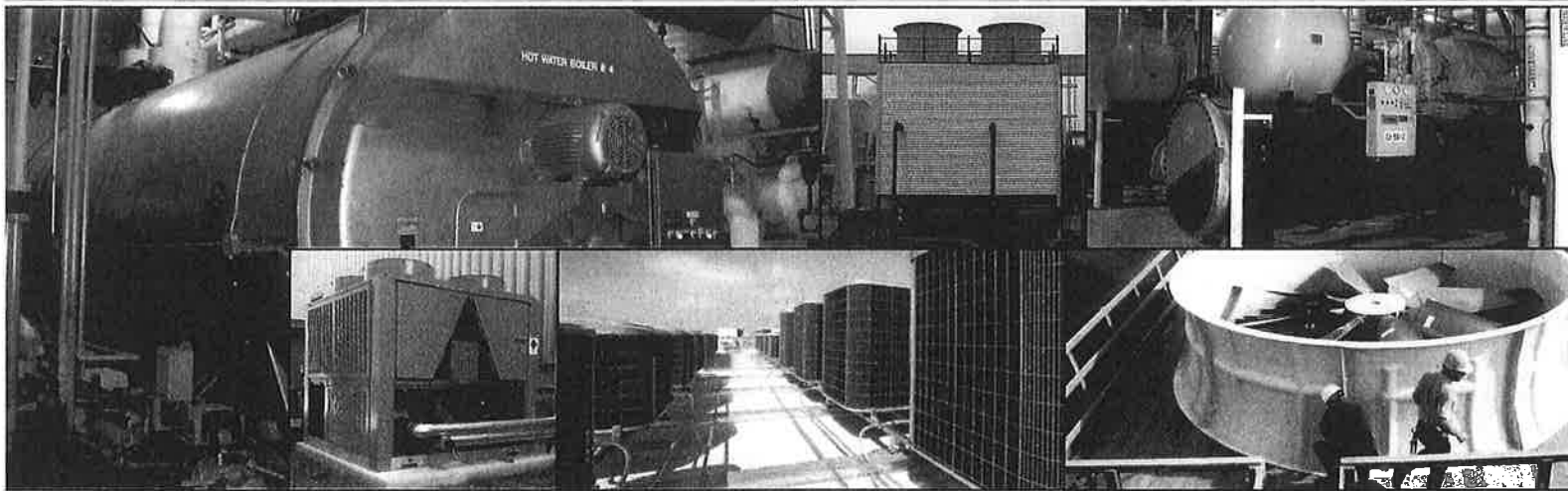
- HVAC condenser and evaporator coils
- Cooling towers
- Concrete drives, sidewalks and parking lots
- Oil stain removal
- Rain gutters
- Roof cleaning
- Building exteriors





HVAC

Industrial & Commercial



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

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

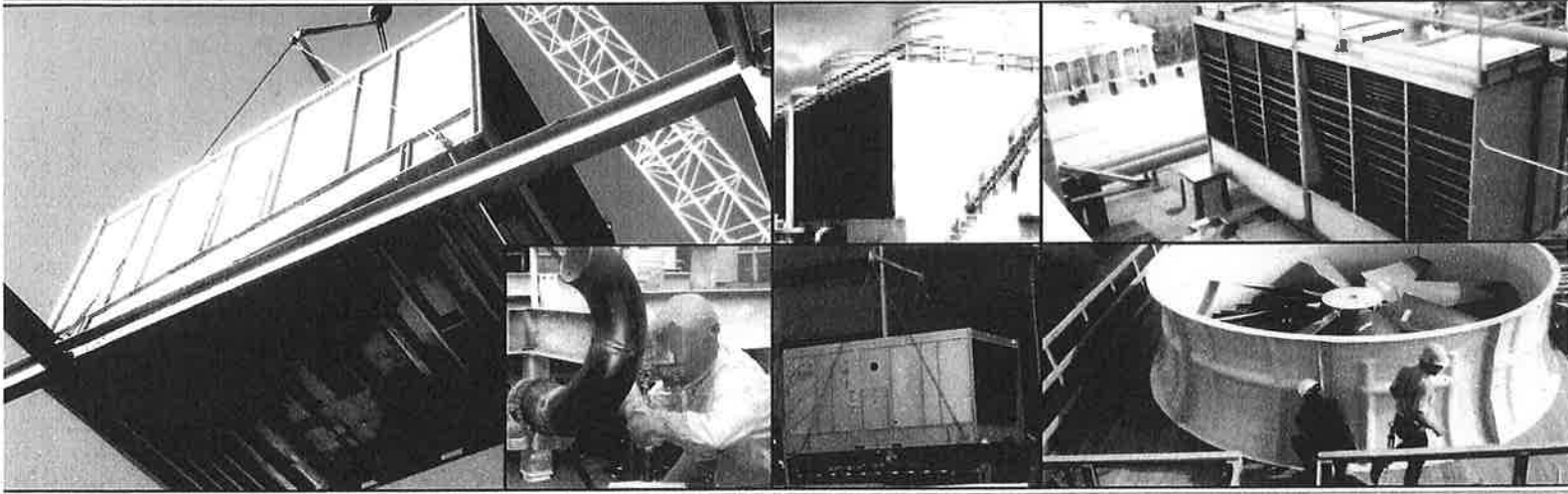


Some of the services we offer:

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



Cooling Towers



A COOL INVESTMENT

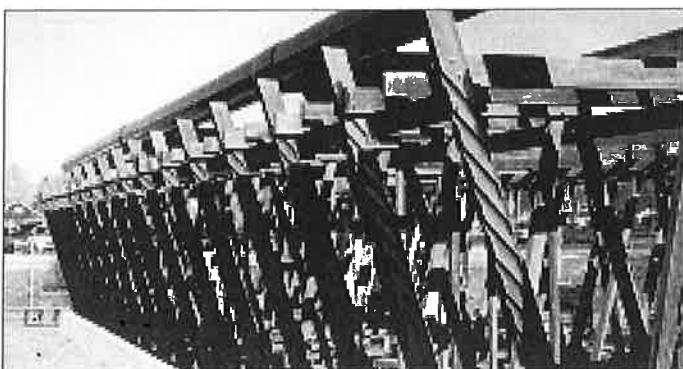
BME COOLING TOWER REBUILDS ARE AS GOOD AS NEW!

NEW TOWERS • RENOVATION • REPAIR • PARTS

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

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

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



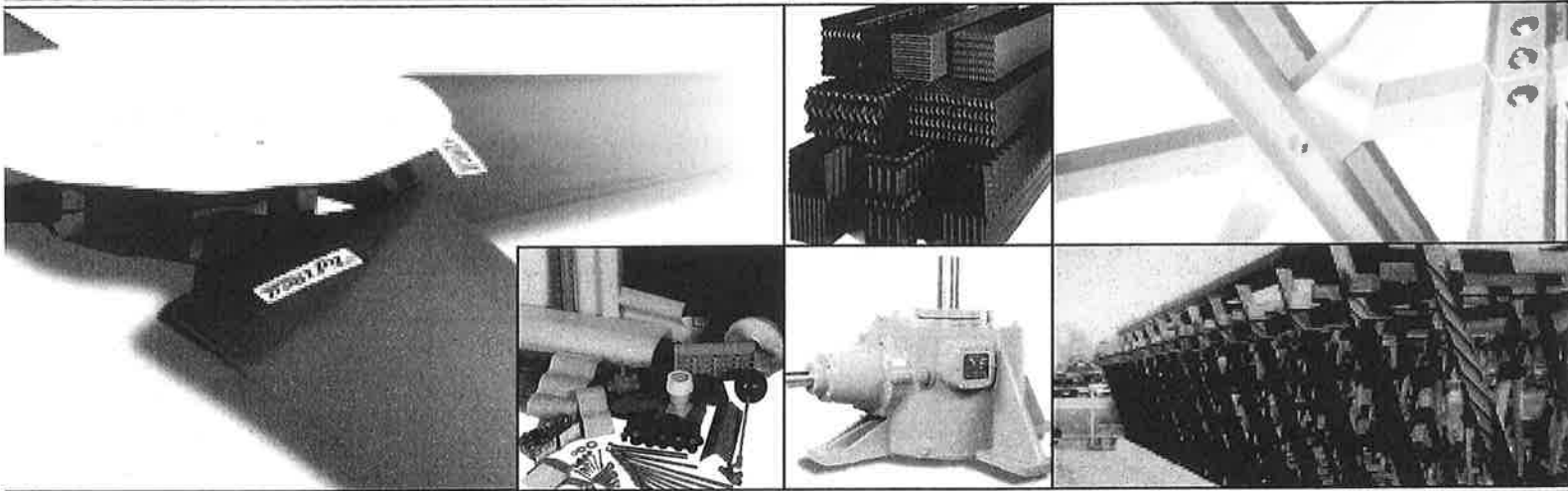
Given those reasons to choose a rebuild over a new installation, here's the support you can expect from BME.

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

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



Cooling Tower Parts



QUALITY & COMMITMENT

BME...YOUR INDEPENDENT SOURCE FOR COOLING TOWER PARTS

THE BEST PART FOR THE BEST PRICE

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

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

WHEN YOU NEED A PART IMMEDIATELY

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

A COMMITMENT TO MEETING YOUR NEEDS

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

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

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

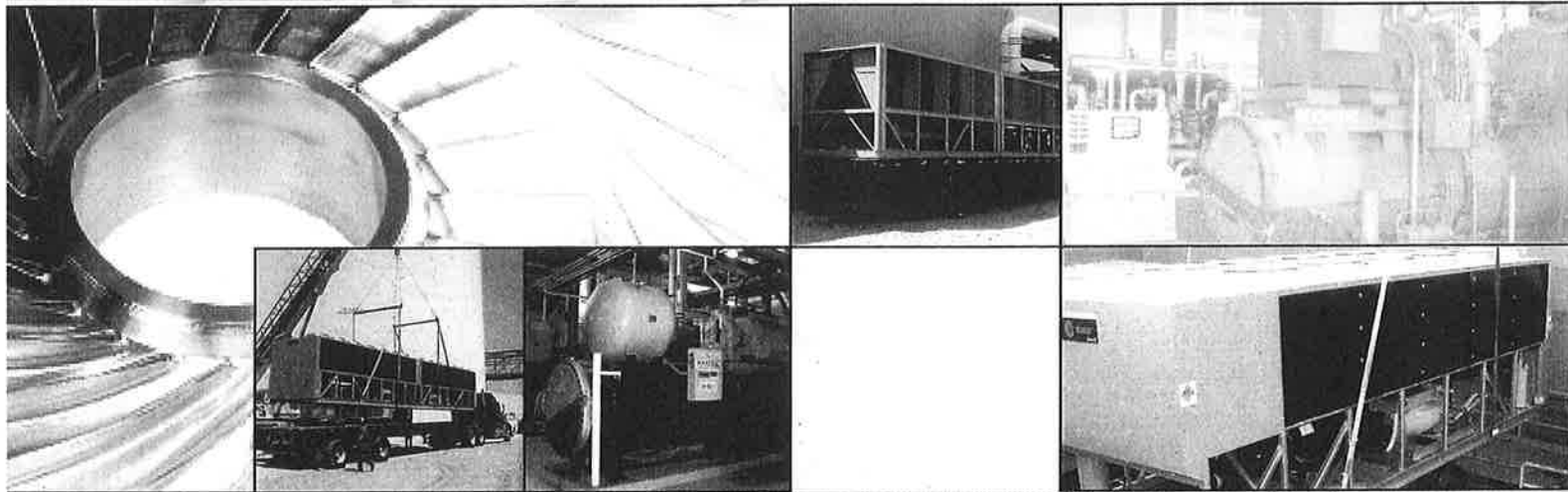
As an independent company, we have your interests in mind. We can supply you with the best component part for the best price, along with installation advice or total turnkey support. So when a cooling tower need arises, keep BME Cooling Tower Division in mind. **We are Your Independent Cooling Tower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

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

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



Chillers



REFRIGERANT MANAGEMENT

CHILLER SOLUTIONS

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

PROBLEMS...SOLUTIONS

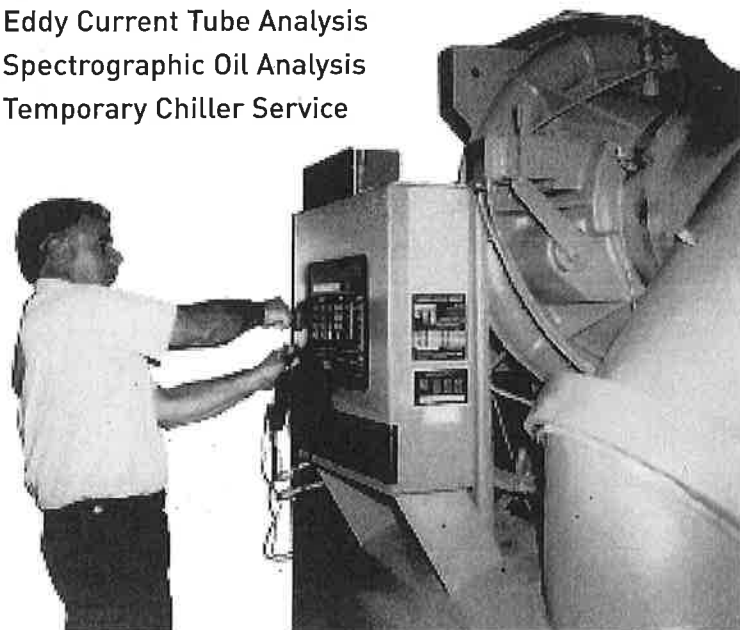
When equipment breaks down; fast, effective and budget-conscious solutions are essential. At BME we pride ourselves on over three decades of practical solutions and satisfied customers.

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

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

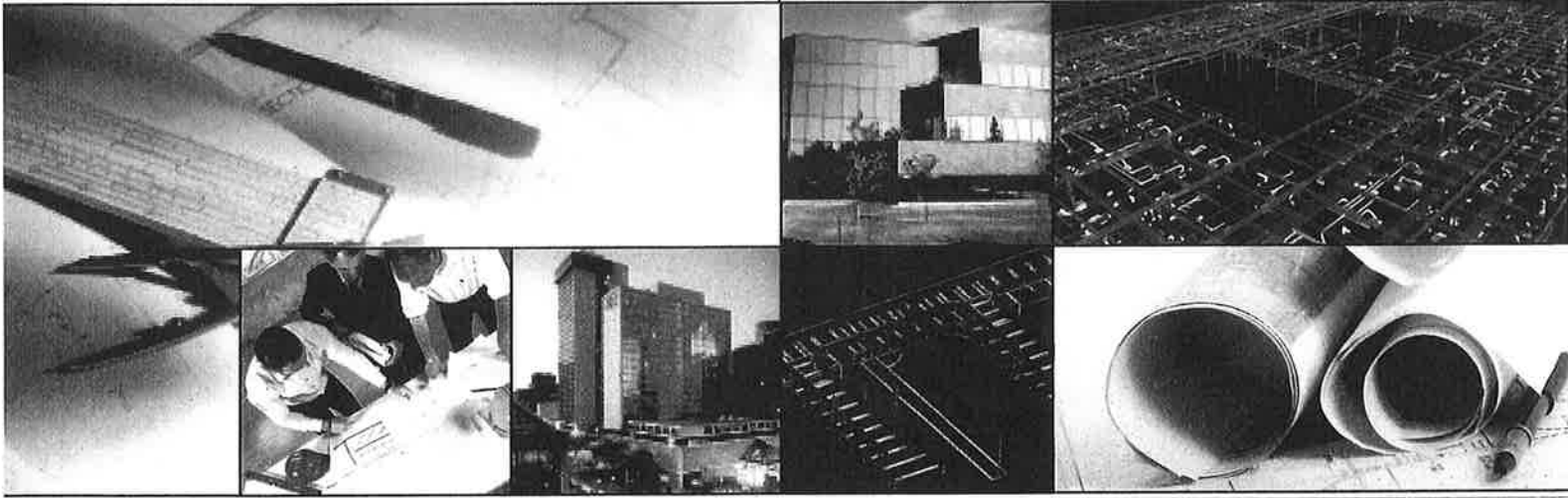
BME Options:

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





Design / Build



INNOVATIVE • EFFECTIVE

RENOVATION AND NEW CONSTRUCTION

Innovative and Effective Design-Build Solutions...

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

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

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

WHAT MAKES BME BETTER?

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

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

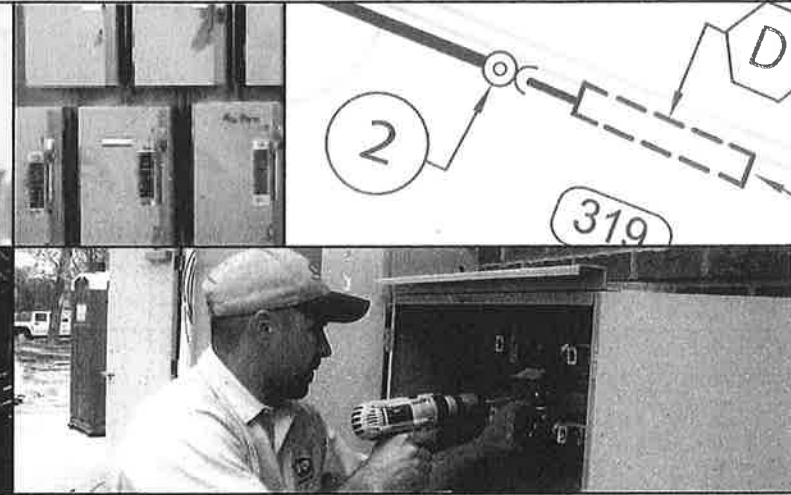
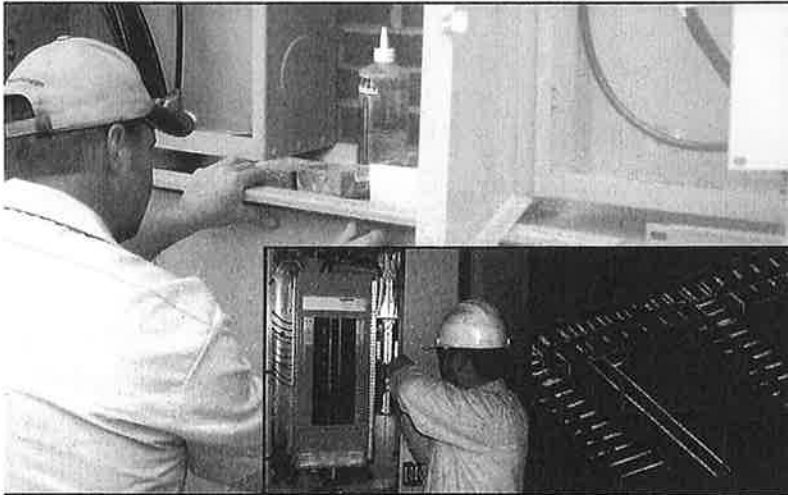
BME CAPABILITIES

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





Electrical



DESIGN & EXECUTION

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



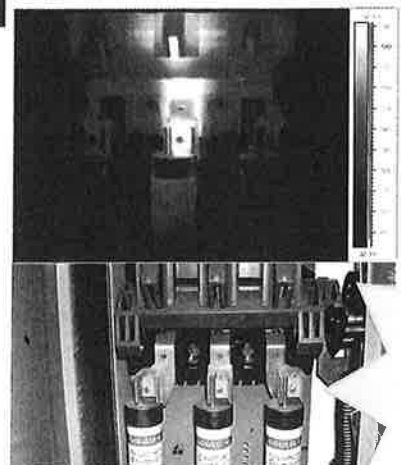
ELECTRICAL SERVICES

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

PREVENTIVE/PLANNED MAINTENANCE

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

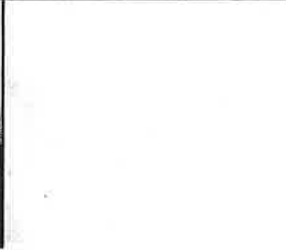
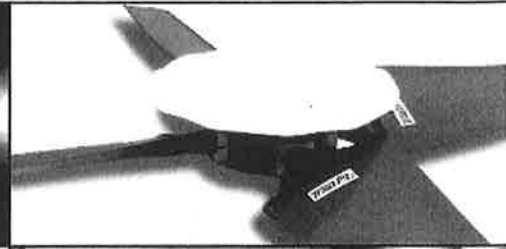
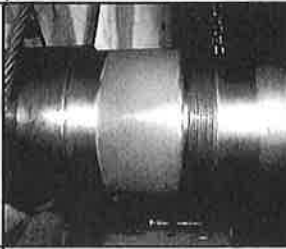
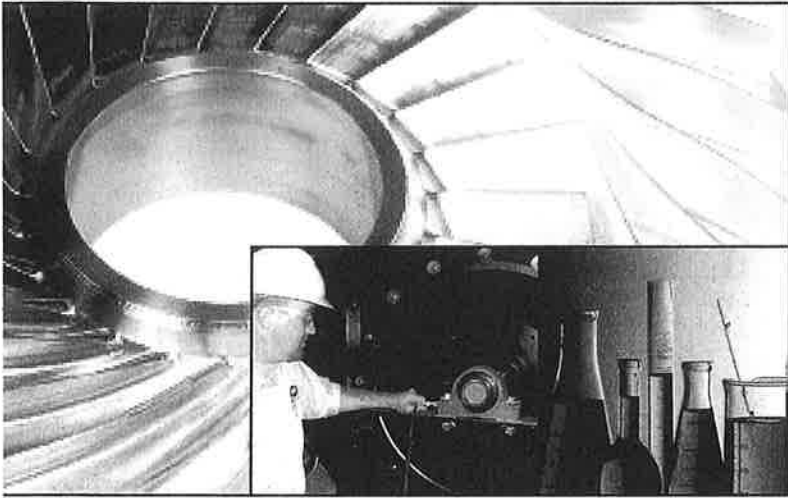
- Thermographic analysis of electrical equipment to diagnose defects and find equipment ready to fail.
- Clean & Check connections in electrical equipment to minimize resistance and prevent arc-faults.
- Panel/Phase Balancing—Prevent damage to costly equipment from phase failure caused by unbalanced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



Energy Savings Solutions on Back



Specialized Services



Predictive Maintenance Programs



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

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

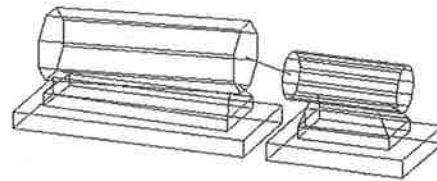
PDM Program Benefits Include:



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

ME continues to engineer after Predictive Maintenance Applications

Vibration Analysis



Are you experiencing excessive vibration or having repeated

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

Thermography Inspections:

ABC Corp Main Plant			
Equipment ID	Area	Equipment	Notes
101	FAK	TRANS REACTOR CHIC PUMP	DISCONNECT
Information	None	Line	None
Date of exam	8/20/08	SWT	255.4°F
Date of issue	10/20/08	PRV	253.4°F
Moisture indicator	None	Delta T	163.7
Moisture temperature	25.4°F		
Description: High Delta T at 12 o'clock position			
Recommendation: Repair or replace disconnect			

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

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

The Hickman County Finance Office is accepting sealed bids for "EHMS Heat Boiler". This is a RE-BID.

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

Part B specifications are available in the building maintenance office at 115 Murphree Ave, Centerville, TN 37033, or by calling 931-729-3391 Ext. 2243 or online at: www.hickmank12.org/request-for-proposal.

All sealed bids must be clearly marked on mailing outside of envelope "EHMS Heat boiler" and mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033. All sealed bids shall be opened and read aloud in the Finance Office, on Monday July 29, 2019 at 10:30 a.m.

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

Present Penny Mayberry
Carroll Davis

BME

A1 42668.00

A2 48242.00

A3 75980.00

Tennessee Elite Mechanical LLC

A1 35397.00

A2 38035.00

A3 73081.00



Part B – BOILER Bid Specs/Bid form:

Scope:

Verification of sizing, State permits, installation of 1.5 million BTU HEAT BOILER at east middle school.

Boiler bid to include any engineering print if required, equipment, labor associated with the replacement, addition of boiler(s), including isolation valves, pump isolation valves, three way mixing valves, all sensors, programming into existing Allerton controller, circulation b&g pump(s) re-located to floor for maintenance accessibility, and any other electrical and misc. Requirements and or supplies. To include all piping, welding, gas line re-routing, leak checked and any leaks to welds verified and fixed.

Exhaust piping to be inspected and replaced if needed, addition of second if chosen in alternate, all roofing work, penetration, sealing and proper flashing, securing of piping hangers and screened top caps to stack.

Bid as follows:

Alternate A:

Installation (as in scope) 1.5 million BTU 4 stage Boiler and associated costs \$ 42,668.00.

Alternate B:

Installation of primary BOILER 1.5 million BTU 4 stage Boiler 1, as in alternate A, but in addition to include all isolated piping riser/valves for piping, pump, etc. For a future BOILER 2 back up BOILER to boiler 1 in alternate A.

\$ 48,242.00

Alternate C

The combination of above Alternate A, B and to include BOILER number 2 same as BOILER 1 in scope above full package, installed at the same time, as one project meeting all specs above:

\$ 75,980.00

Tennessee Elite Mechanical LLC
 9024 Urubamba Drive
 Lyles, TN 37098 US
 6153751772
 admin@tnelitemechanical.com



Estimate

ADDRESS

Hickman County Schools

ESTIMATE # 1318

DATE 07/24/2019

EXPIRATION DATE 08/29/2019

ACTIVITY	QTY	RATE	AMOUNT
EHMS Boiler Replacement de19-055			
Services			35,397.00
Alt A. Replacement of existing boiler and install low temp valve, boiler pump, and necessary piping, electrical, controls, and flue vent.			
Services			38,035.00
Alt B. Installation of primary boiler as in Alt A. and install isolation valves for installation of future boiler 2 on gas and water piping.			
Services			73,081.00
Alt C. The combination of Alt A and B and installation of boiler 2 installed at the same time, as one project meeting all specs.			

By signing this document, the customer agrees to the services and conditions outlined in this document. Payment is due upon the completion of the job. All late payments are subject to finance charges. Customer is responsible for all fees associated with collection of late payment including additional administrative cost, court cost, and attorney fees.

TOTAL

Accepted By

Accepted Date

Part B – BOILER Bid Specs/Bid form:

Scope:

Verification of sizing, State permits, installation of 1.5 million BTU HEAT BOILER at east middle school.

Boiler bid to include any engineering print if required, equipment, labor associated with the replacement, addition of boiler(s), including isolation valves, pump isolation valves, three way mixing valves, all sensors, programming into existing Allerton controller, circulation b&g pump(s) re-located to floor for maintenance accessibility, and any other electrical and misc. Requirements and or supplies. To include all piping, welding, gas line re-routing, leak checked and any leaks to welds verified and fixed.

Exhaust piping to be inspected and replaced if needed, addition of second if chosen in alternate, all roofing work, penetration, sealing and proper flashing, securing of piping hangers and screened top caps to stack.

Bid as follows:

Alternate A:

Installation (as in scope) 1.5 million BTU 4 stage Boiler and associated costs \$ 35,397.00

Alternate B:

Installation of primary BOILER 1.5 million BTU 4 stage Boiler 1, as in alternate A, but in addition to include all isolated piping riser/valves for piping, pump, etc. For a future BOILER 2 back up BOILER to boiler 1 in alternate A.

\$ 38,035.00

Alternate C

The combination of above Alternate A, B and to include BOILER number 2 same as BOILER 1 in scope above full package, installed at the same time, as one project meeting all specs above:

\$ 73,081.00

PENNSYLVANIA NATIONAL
MUTUAL CASUALTY INSURANCE COMPANY
HARRISBURG, PA

BID BOND

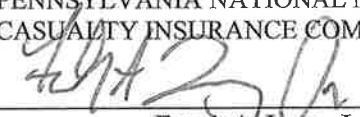
KNOW ALL MEN BY THESE PRESENTS: That **Tennessee Elite Mechanical, LLC**
9024 Urubamba Drive
Lyles, TN 37098, Principal,
and PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, Surety, are held and
firmly bound unto **Hickman County Schools**
114 North Central Ave., Ste. 203, Centerville, TN 37033, Obligee,
in the sum of **TEN PERCENT OF THE BID AMOUNT**
Dollars (**\$10% OF BID AMOUNT**)
for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally,
firmly by these presents.

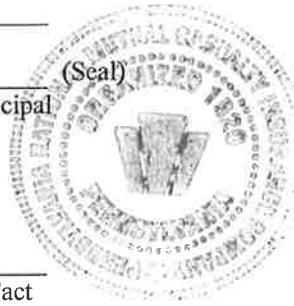
WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for
East Hickman Middle School Boiler Replacement, Lyles, TN - Replace 1.5 million btu boiler

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be
specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or
contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages
which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall
be null and void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this July 29, 2019.

Tennessee Elite Mechanical, LLC
By: 
David Crowover, Managing Member, Principal

**PENNSYLVANIA NATIONAL MUTUAL
CASUALTY INSURANCE COMPANY**
By: 
Frank A. Long, Jr., Attorney-In-Fact



PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY
Harrisburg, Pennsylvania

8086

POWER OF ATTORNEY

Know All Men By these Presents, That PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint JOHN ARTHUR SPANN III, JOHN ARTHUR SPANN IV, MICHELLE LEE ELDRIDGE, FRANK A. LONG JR., FRANKLIN LEE SPANN, AND GWEN K. SPANN, ALL OF NASHVILLE, TENNESSEE (EACH) its true and lawful Attorney(s)-in-Fact to make, execute, seal and deliver for and on its behalf, as surety, as its act and deed:

ANY AND ALL BONDS AND UNDERTAKINGS PROVIDED THE AMOUNT OF NO ONE BOND OR UNDERTAKING EXCEEDS THE SUM OF TEN MILLION DOLLARS ----- (\$10,000,000.00) ALL POWER AND AUTHORITY HEREBY CONFERRED SHALL HEREBY EXPIRE AND TERMINATE WITHOUT NOTICE AT MIDNIGHT ON SEPTEMBER 30, 2026, AS RESPECTS EXECUTION SUBSEQUENT THERETO.

And the execution of such bonds in pursuance of these presents shall be as binding upon said Company as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Harrisburg, Pennsylvania, in their own proper persons.

This appointment is made by and under the authorization of a resolution adopted by the Board of Directors of the Company on October 24, 1973 at Harrisburg, Pennsylvania which is shown below and is now in full force and effect.

RESOLVED, that (1) the President, any Vice President, the Secretary, or any Department Secretary shall have power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Company, and affix the Company's seal thereto, bonds, undertakings, recognizance's, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any of such Officers of the Company may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-Fact with authority to execute waivers and consents on behalf of the Company; and (3) the signature of any such Officer or of any Assistant Secretary or Department Assistant Secretary and the Company seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such Officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

In Witness Whereof: PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY has caused these presents to be signed and its corporate seal to be hereto affixed on September 13, 2016.

PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY



Mark Fitzgerald
Mark Fitzgerald, Vice President - Surety

Commonwealth of Pennsylvania, County of Dauphin – ss:

On September 13, 2016, before me appeared Mark Fitzgerald to me personally known, who being by me duly sworn, did say that he resides in the New Jersey, that he is the Vice President – Surety of PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, that he is the individual described in and who executed the preceding instrument, and that the seal affixed to said instrument is the corporate seal of said Company, and that said instrument was signed and sealed on behalf of said Company by authority and direction of said Company, and the said office acknowledged said instrument to be the free act and deed of said Company.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Claire E Martin, Notary Public
Lower Allen Township, Cumberland County
My Commission Expires May 19, 2018
Member, Pennsylvania Association of Notaries

Claire E. Martin
Notary Public

I, Mark Fitzgerald, Vice President – Surety of the PENNSYLVANIA NATIONAL MUTUAL CASUALTY INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by the said Company, which is still in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the corporate seal of said Company on 7/29/2019

Mark Fitzgerald
Vice President - Surety



00 45 21 – DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TN
COUNTY OF Hickman

The undersigned, principal officer of TN Elite Mechanical, the Contractor, an employer of five or more employees contracting with Hickman County Schools, the Owner, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Contractor.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9-113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affiant saith not.

[Signature]

Principal Officer

STATE OF TN
COUNTY OF Dickson

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

Witness my hand and seal at office this 26 day of July, 2019.

[Signature]

Notary Public

My commission expires: 2/22/22

END OF AFFIDAVIT



Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
DAVID CHARLES CROWNOVER

2 Business name/disregarded entity name, if different from above
TENNESSEE ELITE MECHANICAL LLC

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

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

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

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

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
9024 URUBAMBA DRIVE

6 City, state, and ZIP code
LYLES, TN 37098

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

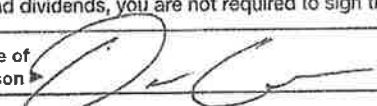
Social security number									
				-					
or									
Employer identification number									
4	7	-	2	4	2	9	2	9	8

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶  Date ▶ **02/10/2019**

General Instructions

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

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

Purpose of Form

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

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

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

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

The Hickman County Finance Office will be accepting sealed bids for annual "Fire Damper Inspections". This is a RE-BID.

All bidders must have TN business license, 1 million liability insurance, and workman compensation insurance and certificates to be attached to bid. Bidders must meet the TCA code 49-5-406 complying with all local, State, and Federal laws regarding employees being permitted to work in school properties and no prior convicted felons, drug offenders, or sex offenders will be employed to work on any school properties.

All sealed bids must be clearly marked on the outside of the mailing envelope "Fire Damper Inspections" and must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203 Centerville TN 37033. Bids will be opened on Monday, July 29, 2019 at 10:00 a.m. in the Finance Office.

Part B specifications are available in the building maintenance office at 115 Murphree Ave, Centerville, TN 37033, or by calling 931-729-3391 Ext. 2243 or online at: www.hickmank12.org/request-for-proposal.

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

*Present Penny Mayberg
Candace*

Bids Rec'd	
Tennessee Elite Mechanical LLC	22580.00
BME	20448.00



Proposal

Date: July 29, 2019

Customer:

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

Project: Fire Damper Inspections

BME Inc. is pleased to submit the following proposal to inspection the fire dampers at he listed locations. An inspection form/report will be provided upon the completion of each inspection.

Scope of Work:

- Centerville Elementary School
- Centerville Intermediate School
- Hickman County Middle School
- Hickman County High School
- East Hickman Elementary School
- East Hickman Intermediate School
- East Hickman Middle School
- East Hickman High School

Clarifications:

- Any required repairs will be quoted
- If an access door is required and not present, a quote will be submitted to install one.

Specific Conditions:

- This proposal is based upon all work being performed during the normal working hours of 7:30 a.m. - 4:30 p.m., Monday through Friday, excluding holidays.
- A late payment charge of 1 ½% per month (annual percentage rate of 18%) shall be added to the unpaid past due balance after 30 days.
- This quotation is subject to revision if not accepted within 30 days.

Quotation Amount:

BME, Inc. will provide the above damper inspection for the sum of **\$20,448.00**

- To signify your acceptance, please sign, date and return the proposal to my attention with an approved purchase order.

Additional Services:

Please inquire about our:

- Plumbing services and repair
- Electrical services and repair
- LED lighting upgrades

Thank you for this continued opportunity to be of service. If you have any questions or need additional information please contact me directly. We look forward to working with you on this project.

Respectfully,

BME Inc.

Ginny Patterson

Ginny Patterson
General Manager Tennessee
Tele: 888-897-8696
Fax: 888-897-8697
Cell; 615-812-5078
Email: gpatterson@bmeinc.com

Date: _____
Authorized Signature: _____ Title _____
Purchase Order #: _____

General Terms and Conditions:

ASBESTOS: Identification or abatement of any asbestos that may be found during the performance of the work outlined in this proposal is not covered and will be quoted separately unless specifically addressed in the context of the quotation. Equipment in buildings built prior to 1980 is considered to have asbestos-containing material.

DELIVERY: N/A.

FREIGHT: N/A

WARRANTY: All materials and workmanship supplied by BME Inc. are guaranteed against defects for a period of one year from the date of installation. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The exclusive remedy shall be that the BME, Inc. will replace or repair any part of its work, which is found to be defective. Any alterations, additions, adjustments or repairs made by others will release and terminate all warranty obligations of BME, Inc. The BME, Inc. will not be responsible for refrigerant loss, leakage, or replacement. BME, Inc. will not be responsible for special, incidental or consequential damages caused by others. BME, Inc. will not be responsible for damage to its work by others or for improper use of equipment by others. In order for this warranty to be valid, all invoices must be paid in full.

LIABILITY: The BME, Inc. shall not be liable for any losses or damages as a result of an interruption in use of equipment or due to labor disturbances, freeze up, fire, rust or corrosion commercial delays, flooding, electrical power problems, low voltage, low water pressure, accident, loss of business, war conditions, and/or acts of God or any circumstance beyond our control. It is expressly agreed that the Benner Company assumes no liability for negligence or fail whatsoever, other than to perform the services herein set forth and in no event shall the BME, Inc. be liable for incidental or consequence damages of any nature. BME, Inc. will not be liable for repairs to any equipment damaged by reason of negligence, faulty system design, misuse, abuse by others or caused by conditions beyond our reasonable control.

INSURANCE COVERAGE: The only limits of liability provided by this contractor are those contained within the proposal. Any additional coverage required will be at owner's cost and based upon availability and will be considered a change order to the base contract.

- A. Property Damage and Bodily Injury - \$1,000,000 CSL
- B. Auto Property Damage and Bodily Injury - \$1,000,000 CSL

HAZARD COMMUNICATION PROGRAM: The Benner Company is complying with OSHA Hazard Communication Standard Title 29 Code of Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDS's by insuring that containers are labeled, and providing training to all employees. MSDS's provide specific information on the chemical's use and will be readily available to you in all company vehicles. This program applies to all work operations in our company, on all job sites where our employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

NATIONAL RECYCLING & EMISSIONS REDUCTION PROGRAM: BME, Inc. is complying with Section 608 of Title VI of the 1990 Clean Air Act. The objective of this program is to reduce the use and emissions of CFCs and HCFCs, which are harmful to humans and the environment. All BME employees, who handle CFCs and HCFCs, whether under normal or emergency work conditions at any job site, will be in complete compliance with the law.

PERMITS: The cost of obtaining any applicable permits is not included in the price mentioned above.

Tennessee Elite Mechanical LLC
 9024 Urubamba Drive
 Lyles, TN 37098 US
 6153751772
 admin@tnelitemechanical.com



Estimate

ADDRESS

Hickman County Schools

ESTIMATE # 1319

DATE 07/26/2019

EXPIRATION DATE 08/29/2019

ACTIVITY	QTY	RATE	AMOUNT
2019-2020 School Year Service Proposal for Fire Damper Operational Inspections			
Labor Rates for additional repairs to dampers or linkages: Regular hours - \$78.00/hr. Tech - \$58.00/hr Helper Overtime - \$117.00/hr Tech - \$87.00/hr Helper \$20.00 Trip Charge per trip			
Services		22,580.00	22,580.00

Scope of work to include the following:

- EHHS - 94 combo, 131 fire dampers
- EHMS - 111 fire dampers
- EHIS - 12 fire dampers
- EHES - 0 dampers
- HCHS - 360 dampers
- HCMS - 111 fire dampers
- CIS - 12 fire dampers
- CES - 0 dampers

Visual inspection of each fire damper, remove linkages, and test operation of dampers.
 Placement of inspection certificate stickers on passed dampers. Placement of damper location stickers under dampers on ceiling to mark location of dampers.
 To use customer supplied blue prints to locate and map locations. Provide electronic and hard copy documentation of inspections.

NOTE: Any dampers or linkages found defective or obstructed will be quoted and approved prior to any repairs or replacements being made. Any test switches needed for operation of fire/smoke dampers will be additional. Any hard ceilings that require access panels will be additional.

By signing this document, the customer agrees to the services and conditions outlined in this document. Payment is due upon the completion of the job. All late payments are subject to finance charges. Customer is responsible for all fees associated with collection of late payment including additional administrative cost, court cost, and attorney fees.

TOTAL

\$22,580.00

Accepted By

Accepted Date

00 45 21 – DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TN
COUNTY OF Hickman

The undersigned, principal officer of TW Elite Mechanical, the Contractor, an employer of five or more employees contracting with Hickman County Schools, the Owner, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Contractor.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9-113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affiant saith not.

[Signature]
Principal Officer

STATE OF TN
COUNTY OF Dickson

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

Witness my hand and seal at office this 26 day of July, 2019.

[Signature]
Notary Public

My commission expires: 2/22/22

END OF AFFIDAVIT





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/26/2019

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

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

PRODUCER Brown & Brown of Tennessee, Inc. dba Spann Insurance 6 Cadillac Drive, Suite 200 Brentwood TN 37027	CONTACT NAME: Casey Morphis PHONE (A/C, No, Ext): (615) 383-8000 E-MAIL ADDRESS: cmorphis@bbtennessee.com	FAX (A/C, No): (615) 385-8360
	INSURER(S) AFFORDING COVERAGE	
INSURED TENNESSEE ELITE MECHANICAL LLC 9024 URUBAMBA DR LYLES TN 37098-1964	INSURER A: Main Street America Assurance Company	29939
	INSURER B: NGM Insurance Company	14788
	INSURER C: MidSouth Mutual Insurance Company	12839
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1971586733 **REVISION NUMBER:**

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


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MPG1933L	11/14/2018	11/14/2019	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
							Identity Recovery Cov	\$ 25,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			MPG1933L	11/14/2018	11/14/2019	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUG1933L	11/14/2018	11/14/2019	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC04518-2019	06/02/2019	06/02/2020	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

Location: 9414 E. Eagle Dr., Lyles, TN 37098

East Hickman Middle School is included as Additional Insured under the General Liability and Automobile Liability policies when required by written contract executed prior to a loss.

CERTIFICATE HOLDER**CANCELLATION**

Hickman County Government 114 N. Central Ave Centerville TN 37033	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Request for Taxpayer Identification Number and Certification

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

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

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. DAVID CHARLES CROWNOVER	
2 Business name/disregarded entity name, if different from above TENNESSEE ELITE MECHANICAL LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 9024 URUBAMBA DRIVE	Requester's name and address (optional)
6 City, state, and ZIP code LYLES, TN 37098	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
[][] - [][] - [][][][]	
or	
Employer identification number	
4 7 - 2 4 2 9 2 9 8	

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 for Part II, later.

Sign Here	Signature of U.S. person	Date ▶ 02/10/2019
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

The Hickman County Finance Office will be accepting bids for a 3 year "Schools Janitorial Contract" – July 1, 2020 – June 30, 2023.

All bidders must have a minimum of 5 years in the janitorial business of cleaning facilities of not less than 100,000 sq. ft. and up to 225,000 sq. ft. Bidders must provide notarized affidavit attached to the bid, that employees must be random drug tested yearly, and have security background checks. Bidders must comply with TCA 49-5-406 local, state, federal regulations regarding working on school properties. All bidders must attach: TN business license, 1 million liability business insurance, and workers compensation insurance certificates to the bid.

Specifications and Part B specs can be found online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Schools Janitorial Contract". Bids will be opened on Monday, July 15, 2019 at 10:00 a.m. in the Finance Office.

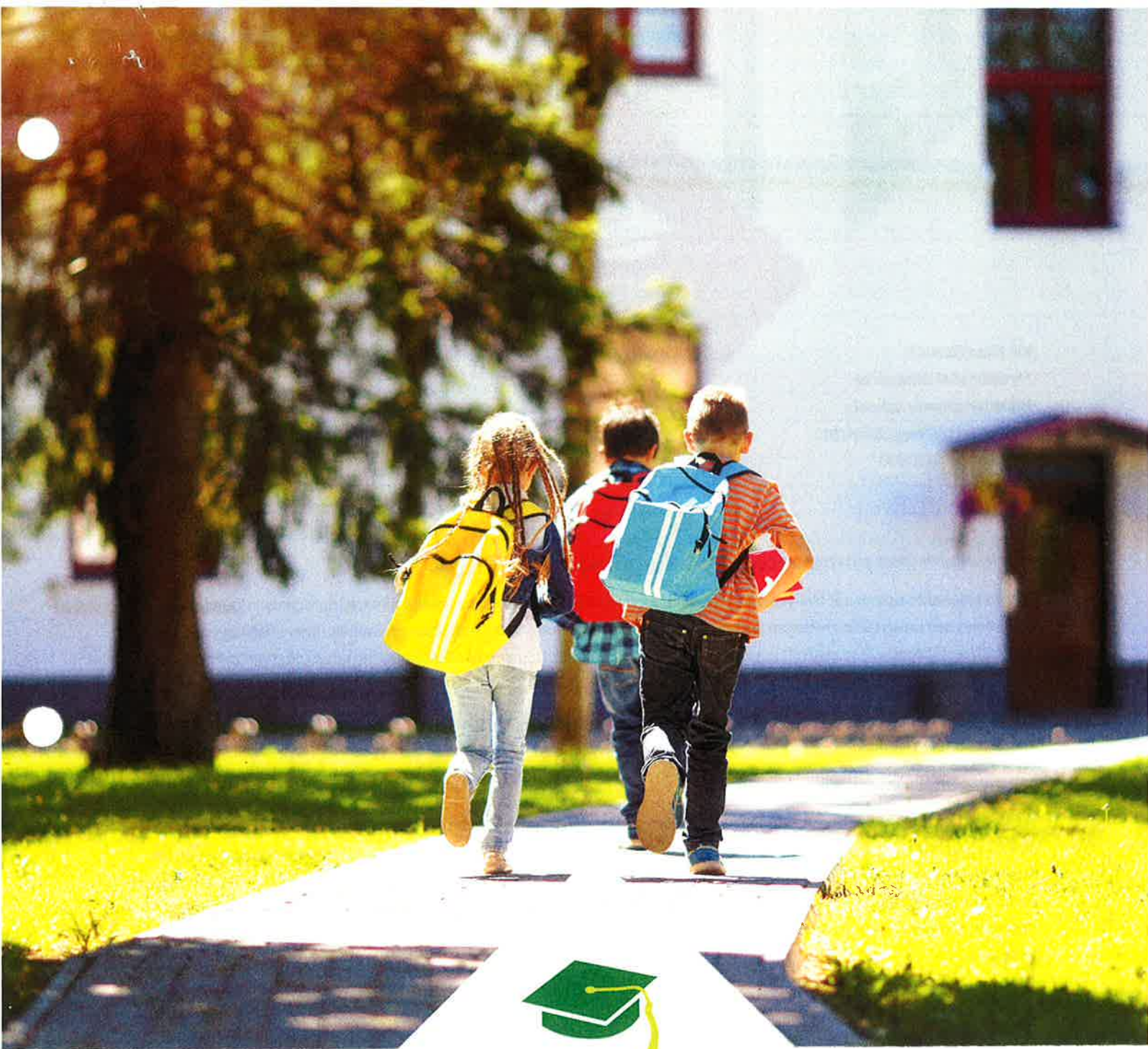
The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Present Penny Mayberry
Cardi Davis

Bids Rec'd

SSC option 1 480,050.00 total
option 2 533,062.00 total

ABM option 1 794,771.04
option 2 644,478.00



Expertise · Commitment · Value

A CUSTODIAL SOLUTIONS PROPOSAL PREPARED FOR HICKMAN COUNTY SCHOOLS
JULY 15, 2019



Mr. Mike Plunkett
Director of Maintenance
Hickman County Schools
114 N. Central Ave., Suite 203
Centerville TN 37033

July 15, 2019

Dear Mr. Mike Plunkett and Hickman County Evaluation Committee:

We are pleased to submit our five-year business and operations proposal for the custodial services at Hickman County Schools. SSC knows and understands Hickman County Schools and your culture, overall objectives as well as other challenges. Going forward we will continue to use that powerful knowledge and partnership and will customize the future program to the unique needs of Hickman County Schools.

We would like to highlight partnership strengths that will guarantee you a transparent and seamless transition to the new contract terms as follows:

Experience in Market and Within Your District

We understand the unique needs of the K-12 education market and more importantly the specific needs of Hickman County Schools. SSC has been a part of your district and your community for almost 20 years. As your incumbent service provider, the headaches that come with a full transition of management, hourly associates, equipment and supplies, and the loss of employee benefits will be nonexistent. **The loss of employee benefits coupled with a one-year waiting period would also lead to dramatic turnover.** We have worked to achieve a "partnership" status with you and this has taken time and commitment on both sides.

Management Team

The contract management team in place that oversees your account is the most integral part of our program. As your current custodial service provider, you are familiar with the experience and stability that Jennifer Friz and Debbie Buchanan provide. Our team has a combined 25 years of experience providing services to Hickman County Schools. Our team is committed to not just the school district, but to the community.

As we look towards the future, we have a clear succession plan in place to continue our quality of service. Our commitment to developing talent from within has identified Vickie Cravens and we are preparing her for the role of unit director.

Quality Outcomes

To further improve outcomes, SSC recently transitioned from Team Coach to our newly upgraded technology Cleantelligent. This new system allows real-time input via smart phone or tablet use. By utilizing this system, it allows us to be more efficient in addressing any quality concerns in real time.

Market Leader in Employee Engagement

Compass Group and SSC strongly believe that our people set us apart from the competition. Our associates are our most important asset. We know that we have to take care of our people to put them in a position to take care of our clients. Our benefits package has a big impact on the overall value our associates find in their roles with SSC and is a strong consideration as we recruit and retain the best talent. **We offer a full, comprehensive benefits package to transitioning and new associates after only 90 days, rather than one year like our competitors.** The package includes numerous options for medical, dental, vision, 401(k) and disability, just to name a few. We have included a comprehensive overview of our benefit packages in our RFP response. We know there is a direct correlation with retaining good associates by providing them with a great benefit and rewards program that makes a marked difference in our people strategy. I also want to point out that the medical benefits outlined in our RFP response are ACA compliant – more importantly, we pay a portion of the employee’s annual premium regardless of selection as outlined below:

- Bronze – Employer pays 80%, Associate pays 20% (same split on family coverage).
- Silver – Employer pays 70%, Associate pays 30% (same split on family coverage).
- Gold – Employer pays 65%, Associate pays 35% (same split on family coverage).

We understand that our competitors only pay a minimal portion of the single bronze plan as required by law: All other portions are 100% paid by the employee.

Supplies and Equipment

By providing the latest innovations in custodial supplies and equipment, SSC maximizes the efficiency and effectiveness of our workforce while improving sustainability by reducing the impact on our environment.

Financial Savings

As the district has evolved, SSC has stayed focused on achieving the district’s custodial goals while also recognizing budgetary objectives. SSC has provided two financial options for your review; 1) our “Current ” model at \$480,050 annually are the services that we are currently providing with 23.4 FTES our “RFP Scope ” model at \$533,062 annually is based on RFP’s scope of increase daily services from current scope and include 25.4 FTES.

Training Program

Uncompromising, ongoing program outlining all facets of cleaning and safety-related issues, which includes an intensive video training series as well as testing.

As we look to the future we are dedicated to continuing the trend of identifying and delivering savings to you as our partner.

Future Vision Built from Experience

Our vision for the next five years includes the following enhancements:

- Improving the quality control efficiencies through the use of Cleantelligent technology.

Again, thank you for the opportunity to submit a custodial services proposal. We look forward to remaining a part of your community and continuing our relationship with you and to implementing our exciting new facets of this proposal. With SSC, our momentum to achieve excellence will only continue with no starting over and no learning curve.

Sincerely,

SETH A. FERRIELL

Seth Ferriell
President

Vallen Emery

Vallen Emery
Regional Vice President

Jennifer J. Friz

Jennifer Friz
Regional Manager



SSC

services for education
EXPERTISE · COMMITMENT · VALUE



CONTENTS

**A Custodial Solutions Proposal Prepared for
Hickman County Schools
July 15, 2019**

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Pricing >	89
Miscellaneous >	97

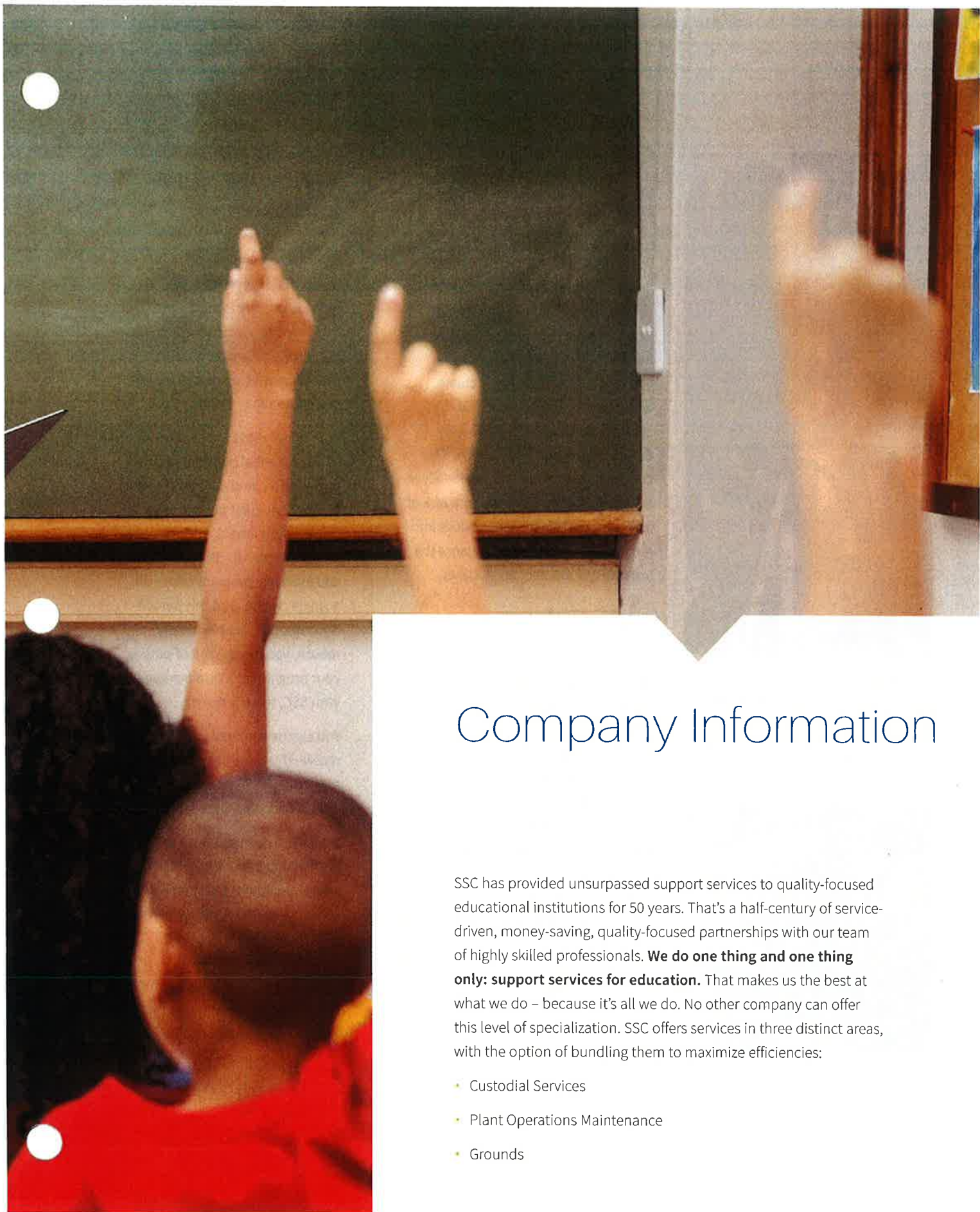
This proposal, designed specifically for Hickman County Schools, is confidential and proprietary to Compass Group USA Inc. Except with prior written approval by Compass Group, dissemination to others outside of your organization is not allowed. Hickman County Schools admits that Compass Group may be irreparably harmed by a violation of confidentiality by Hickman County Schools and, therefore, Compass Group shall be entitled to judicial equitable relief, including injunction and specific performance, in the event of any breach of confidentiality by Hickman County Schools. This proposal is valid for 60 days after its presentation and/or delivery to you. In keeping with SSC Services for Education sustainability efforts and green initiative, your proposal is printed double-sided on recycled paper.





Company Information





Company Information

SSC has provided unsurpassed support services to quality-focused educational institutions for 50 years. That's a half-century of service-driven, money-saving, quality-focused partnerships with our team of highly skilled professionals. **We do one thing and one thing only: support services for education.** That makes us the best at what we do – because it's all we do. No other company can offer this level of specialization. SSC offers services in three distinct areas, with the option of bundling them to maximize efficiencies:

- Custodial Services
- Plant Operations Maintenance
- Grounds



◆
6
◆

Not all heroes wear capes – ours wield mops, drive lawn mowers, keep HVACs running smoothly, and know our partners' facilities like the back of their white-gloved hands.



Customized Approach

Our goal is to provide the highest standard of customer service and consistent quality while serving as the best stewards of our customers' staff and students. Each of our partners is unique, with different sets of needs. One-size-fits-all programs simply do not cut it. That's why we work with each account individually to create and maintain a customized and cost-effective approach that meets those unique goals and budgets. This concentration on superior service allows our partners to focus on the core task of educating and reallocating savings into programs that can further enhance the learning environment for students.

Dedicated Team and Corporate Support

Unfortunately for our competitors, our team is hands-down the best in the industry. It quite simply can't be beat and is one of the major keys to our success. Their dedicated, tireless efforts and expertise allow us to offer a level of customer support that is unmatched. Many of our associates, including several key leaders, have a long tenure with SSC. They provide our company and customers with an unparalleled level of experience.

CHOOSING A PROGRAM, NOT A PERSON

Our contract managers responsible for overseeing individual districts are solely dedicated to your district 24/7/365. Our program trains everyone to be successful in their designated role.

With this in mind, we caution all of our potential partners against choosing a company based solely on one particular person. Life can throw us curveballs, and we must be able to plan for that. Should you choose a program based on a single person, and this person becomes unavailable for any reason, you run the risk of putting your program at a disadvantage. With SSC, there is no risk.

You can be sure that you will receive the same best-in-class service with SSC no matter which of our managers is assigned.

We feel so strongly about a partnership that we hold joint interviews with the district when selecting our managers. We also look to the district to provide a portion of the manager's performance review. We do this to ensure that the mission and vision are always customer-focused.

SSC AT A GLANCE

3

Lines of Service



Clients



Date established

1969

50

years of experience



HQ in Knoxville, TN



9,000+

Employees

98%

Client retention

\$423m

Revenue increase
since 2010

180m

Sq. ft. serviced per day



Ranging from

32k-23m

Sq. ft.

Acres managed

9,000

Per year





COMPASS GROUP NORTH AMERICA

As a member of Compass Group North America, we are able to leverage the resources that this \$18.6 billion food and support services organization has to offer. Compass Group has existing relationships with nearly 1,000 educational institutions through its Chartwells, Bon Appétit, Flik Independent School Dining and Canteen operating divisions.

This support also brings peace of mind to our customer relationships by allowing us to take more risks and guarantee outcomes. Compass Group is also uniquely able to offer upfront capital investments for the improvement of our customers' facility infrastructures. These investments can have immediate, as well as long-term, financial payoffs for your facilities.

Education

- Bon Appétit
- Canteen
- Chartwells
- CulinArt
- Flik Independent School Dining
- Gourmet Dining
- SSC Service Solutions

Business and Industry

- Bon Appétit
- Canteen
- CulinArt
- Eurest
- Eurest Services
- FLIK Hospitality Group
- Restaurant Associates
- Unidine

Vending/Coffee Services

- Best Vendors Management
- Canteen
- Tradecraft

Remote Sites

- Eurest Support Services Worldwide

Healthcare

- Canteen
- Crothall Healthcare
- CulinArt
- Morrison Community Living
- Morrison Healthcare
- TouchPoint Support Services
- Unidine

Restaurants

- Bon Appétit
- Levy
- Restaurant Associates
- Wolfgang Puck Catering

Sports and Entertainment

- Levy
- Wolfgang Puck Catering

Purchasing

- Foodbuy

Strategic Partner

- Thompson Hospitality

Compass Group provides unwavering financial stability to support our growth, allowing us to invest in innovations for our customers.

Overall, Compass Group PLC ranked ninth out of over 800 companies evaluated, speaking to the company's prioritization of sustainability and green practices.

COMPASS GROUP PLC

Compass Group PLC was recently named to Newsweek's Top 10 Green Companies in the World. The rankings were determined by a panel of experts who were tasked with evaluating the largest companies around the globe on corporate sustainability and environmental impacts. Performance was measured using eight KPIs, including energy, greenhouse gases (GHG), water, waste, reputation, sustainability pay link, sustainability board committee and audited environmental metrics.

Some initiatives that contributed to Compass Group PLC's high rank, along with their environmental impacts, are described here:

- Transforming more than 248,000 gallons of used cooking oil into biodiesel since 2004 and reducing carbon dioxide emissions by more than 1,874 tons
- Transitioning to dry-mopping technique in cleaning operations
- Converting food waste into plant and soil compost by using specialized bacteria

Read the full article here:

<http://www.newsweek.com/green/top-10-green-companies-world>

Notable Achievements

- Fortune Magazine's Change the World List – Top 50
- Food Management Magazine – No. 1 of the Top 50
- Fortune Magazine's Global 500
- Newsweek Magazine – Top 10 Green Companies in the World
- Forbes America's Best Employers List

Nearly
600,000
employees

Worldwide



Operations in more than

50
countries



Revenue

£23.2
billion

in 2018



Company Information

A Partnership You Can Trust

We commit that Hickman County Schools will save the money you need to reinvest in programs and we will partner with you to achieve your goals. You can trust in our reputation:

- 98% client-retention rate.
- \$423 million revenue gain since 2010.
- CIMS-certified with honors.
- LEED-certified associates on board.
- Proven quality assurance programs.
- Superior management support through our corporate family.

Personalized Quality with Unparalleled Resources

Ensuring that every customer receives the highest quality service requires a personalized, one-on-one approach. SSC has the backing of the largest support services company in the country to guarantee financial, personnel and technological resources. It truly is the best of both worlds.

Our resources:

- SSC's president knows every facet of the business – he has been with SSC for more than 27 years.
- We have strong vendor relationships and minority partnership options to meet any need.
- We are supported by Compass Group, based in Charlotte, North Carolina. Compass Group North America is the leading foodservice management and support services company with \$18.6 billion in revenues in 2018.
- To facilitate the often stressful and complicated RFP process, we've developed a partnership with E&I Purchasing Services.
- Our team has dozens of certifications and trade organization partnerships such as LEED, CIMS, ASBO, APPA, Playground Safety Compliance, and many more.

As you review our solution, you will see that SSC has the expertise to implement a program tailored to meeting and exceeding the specifications and priorities you have communicated to us. With 50 years of experience, SSC is a leader in providing support services for educational institutions. We ensure that, through our dedicated staff, diligent leadership and proven practices and procedures, we will provide remarkable service at a budget-friendly price.

Your Goals Are Our Goals:

To enhance the quality of life for students, faculty, staff, alumni and visitors by providing excellent service for your facilities.

In 2016, Weathermatic, an innovator in water conservation technology, and SSC teamed up to provide scholarships for students from Texas A&M and Tarleton State universities. The funds supported the students' travel and participation in Weathermatic's Save Water | Give Life program, which provides clean water and well-drilling education to sensitive communities throughout the world.

GIVING BACK

Engaging Students in Water Conservation Efforts

It is unlikely that water conservation crosses the minds of college students as they prepare for the semester ahead. When studying for exams or eating with friends at the dining hall, they likely aren't thinking of the many families around the world who don't have access to clean water. At SSC, we feel it is our responsibility to give back to the communities we serve and help foster a healthy and responsible environment for the next generation.

Since 2013, Save Water | Give Life has provided clean water wells for thousands in the world in need of water by donating one gallon of safe drinking water for every gallon of landscape irrigation water saved on U.S. customers' commercial properties. Texas A&M and Tarleton State have initiated campuswide landscape water conservation programs that are expected to save an estimated 100,000,000 gallons of water annually.



For the last two years, the trip experience has included:

- Interacting with village members while serving on a hygiene education team and well-drilling team, which found clean water
- Experience in community building, collaborative projects, and social engagement
- Insights into nonprofit operations in a global environment

"On behalf of everyone at Weathermatic, we want to send our sincerest thanks to SSC for supporting the water conservation projects at Texas A&M and Tarleton State," says Brodie Bruner, Executive Vice President, Sustainability Services, Weathermatic.

"These projects are impactful beyond the campuses through the Save Water | Give Life program. SSC provided a truly life-changing experience for its student scholarship winners. We know water sustainability and student engagement are in demand at virtually every educational institution. SSC and Weathermatic are delivering this in a very unique and powerful way. We look forward to expanding our water conservation programs with SSC to more campuses and to more villages in desperate need of clean water!"

Texas A&M Students Help Provide Water In Guatemalan Village

Six students from The Texas A&M University system were recently awarded travel scholarships to Guatemala where they coordinated the digging of a water well with Living Water International for a village in desperate need of clean water.

The scholarships were provided by SSC Services for Education. The students planned and helped dig a water well in El Amatillo, a small Guatemalan village of about 800 whose residents live in 125 houses and have lacked access to clean water facilities.

After several days of drilling and with the help from men in the El Amatillo area, a successful water well was completed. Additionally, the students spent several days teaching hygiene lessons to local residents, including lessons on proper hand-washing and parasite prevention.

Participating Texas A&M students included Maureen McClellan of Katy; Razan Ghabin of Dubai and Houston; Desiree Espericueta and Sasha Guzman of Texas A&M-San Antonio; and Marilyn Dunn and Seif Hediya of Prairie View A&M.

Accompanying the students were SSC representative Sarah Boreen, and Ida Noack of irrigation services firm, Weathermatic, which partnered with SSC on a project called Save Water | Give Life that helps the almost one billion people worldwide who do not have daily access to clean water.

“There was plenty of time for community building, and the students enjoyed visiting with the women and children of the village and working alongside the men of the community,” said Boreen.

“The days were long and intense, but the students truly loved the experience. It was rewarding to see students from various Texas A&M campuses coming together and bonding as a team with the common goal of bringing clean water to El Amatillo.”

“We love the opportunity to showcase this program as it illustrates how strong partnerships can benefit the community,” said SSC president, Seth Ferriell. “I appreciate Weathermatic, Living Water and, most importantly, Texas A&M University for helping us accomplish this for the people of El Amatillo.”

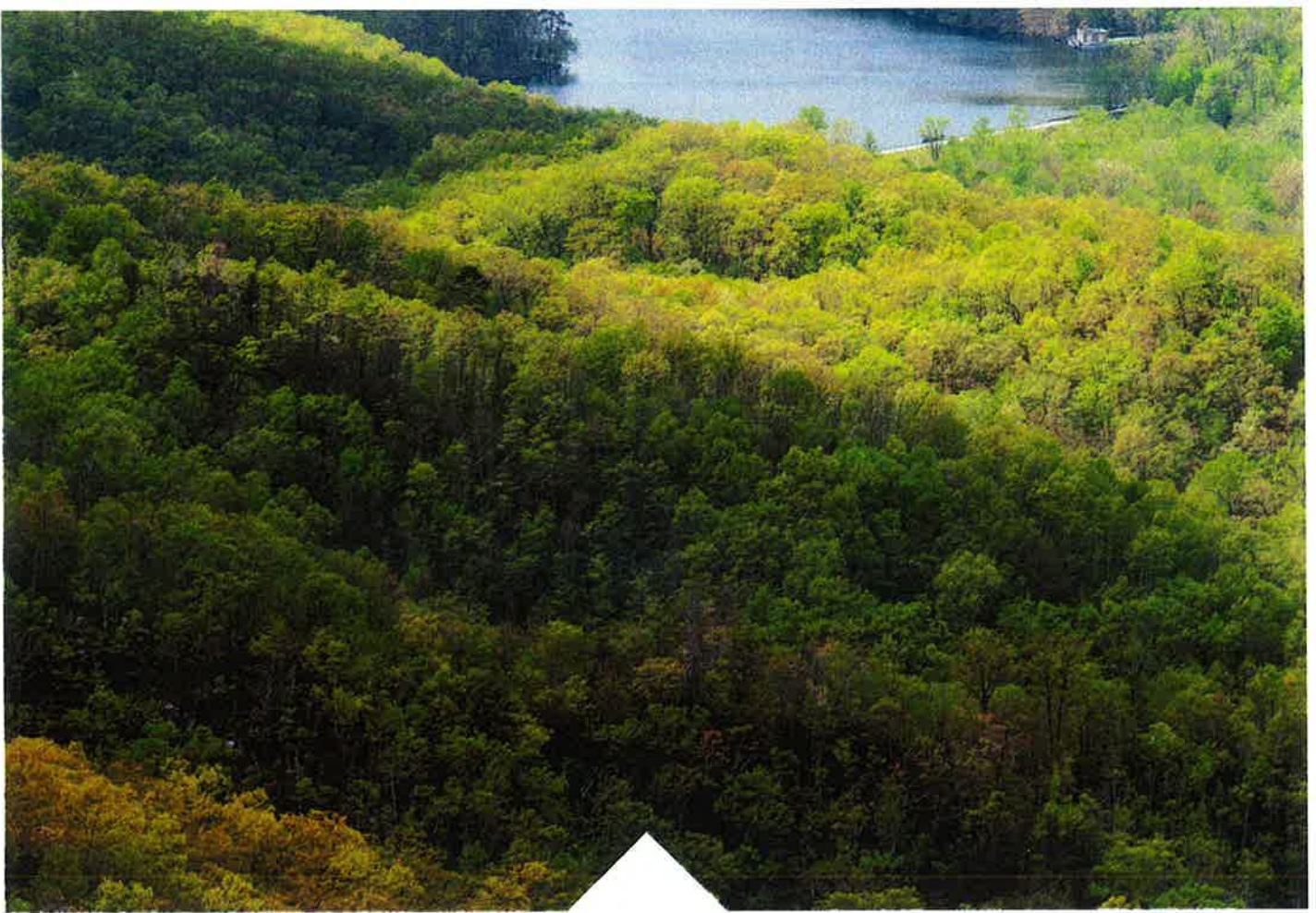
SSC awarded similar travel scholarships to Texas A&M students in 2016 to build a water well in Nicaragua, and also in 2017 where students provided a well in El Salvador.

2018 marks the third year that SSC has participated in this program, and is one that Ferriell hopes to extend to SSC’s K-12 branch as a student-parent service project later this year.

PROFESSIONAL ASSOCIATIONS AND CERTIFICATIONS

Below is a partial list of certifications and professional associations that SSC either belongs to or supports.





SSC AND HICKMAN COUNTY SCHOOLS

We are thrilled to present our customized proposal for Hickman County Schools. In the following pages, you'll find our vision for your custodial services is designed to meet your specific needs. We've fine-tuned our approach through 50 years of innovative partnerships, and we are proud Hickman County Schools is one of our key clients. Having been your partner for the past 20 years, we know the intricacies of the school campus, but, more importantly, we know you. Because of the environment of mutual trust and integrity, your openness to new ideas and your willingness to challenge us to be better at what we do, we are stronger now than when we first began our relationship.

We are eager to continue building an even stronger and more effective partnership with you, working diligently, communicating regularly, continuously sharing innovative ideas and measuring ourselves against the key performance indicators. The foundation of our strategy is focused on ensuring Hickman County Schools experiences high-quality services while being fiscally responsible to the business model. We know striving for operational excellence and innovation is paramount.

SSC'S APPROACH



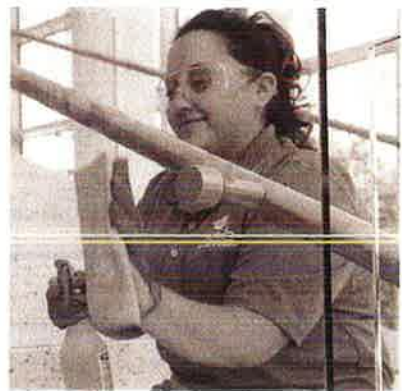
We build **trust** by providing consistent, excellent service, continuing to listen to and respond to your needs; partnering with you to become fully integrated and invested in your success.



We **listen** and partner with you to develop a custom program that exceeds expectations.

We create a **plan** just for you based on your specific needs and objectives.

We work smart,
and we work hard.
Every day.



We **measure** our service and communicate with you in order to best provide for your facilities, students, faculty, staff and visitors.

We **transition** and recruit the team – your team. Together with you, SSC will become a part of your family.

We **train** and develop our dedicated team to excel. This helps us provide the best possible service and gives all employees an opportunity to grow in their careers.



“

I work for the
best company
in the world.

Sohn Stancell, SSC Manager

”

◆

**With SSC, you can be assured
the price quoted to you is
the price for which we will
provide exceptional service
for you and your students.**

Based on years of experience assisting educational institutions across the country, we've learned that the decision to outsource support services is most commonly due to the following needs:

- Enhanced training and supervision
- Improved programs
- Consistent, measurable QA programs
- Minority participation
- Personnel and staffing adjustments

We know that the decision to outsource your support services, while beneficial in many ways, can also lead to some concerns, such as:

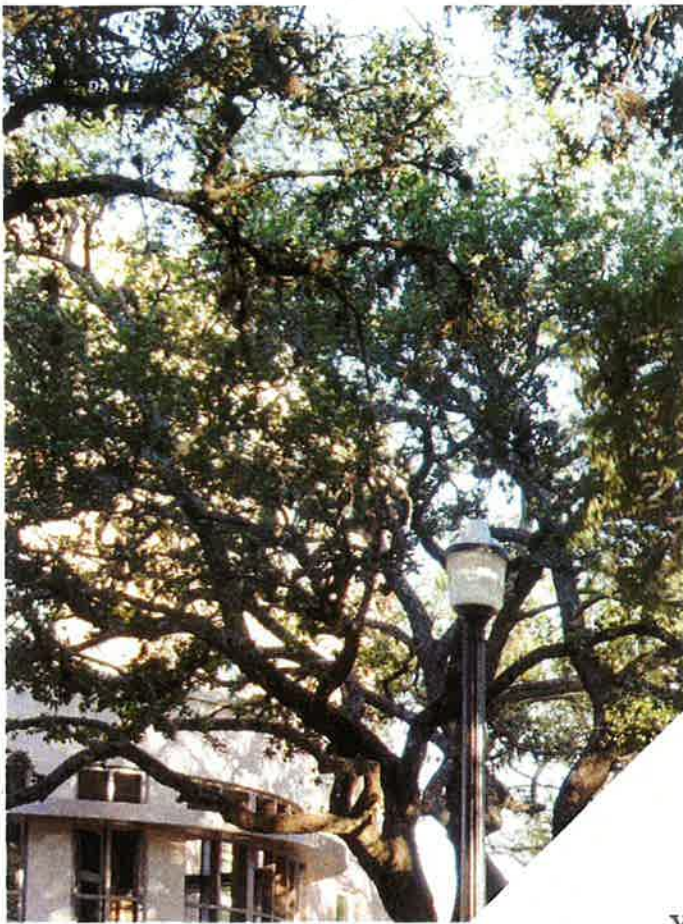
- Employee protection
- Quality control
- Loss of control/accountability

No need to worry! We will address and alleviate these concerns both in our proposal and as your partner. Whenever any concerns arise, we will stand by your side to ensure everyone understands the true benefits of outsourcing, and any fears you may have can be put to rest.

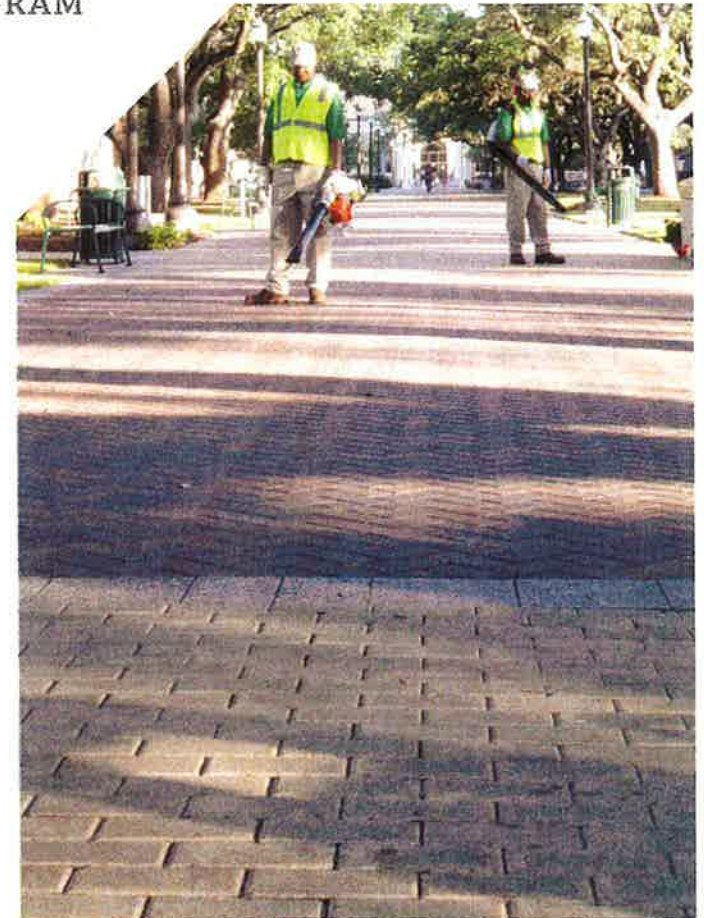
One of the primary reasons educational institutions decide to outsource support services is to save money.

When this decision is made, we believe you should not only know you are going to receive the quality of service described, but you should also have peace of mind knowing that your budget is set and will not have unknown and undesired additions and changes made over the course of the contract.

Additionally, the knowledge that your support services budget is set allows you the opportunity to reallocate these savings into other areas of need, such as additional faculty, student programs, facility updates, technology upgrades and more.



**YOUR
PROGRAM**





Quality Assurance Programs

A well-structured quality assurance program is a key component in contract compliance. In fact, we want to be graded on our work, as we believe that's the only way we can achieve desired results. We supply all of the tools you need to monitor the services provided. We can't manage what we don't measure, therefore, SSC has developed a program designed to continuously monitor and report our job performance for all service lines.

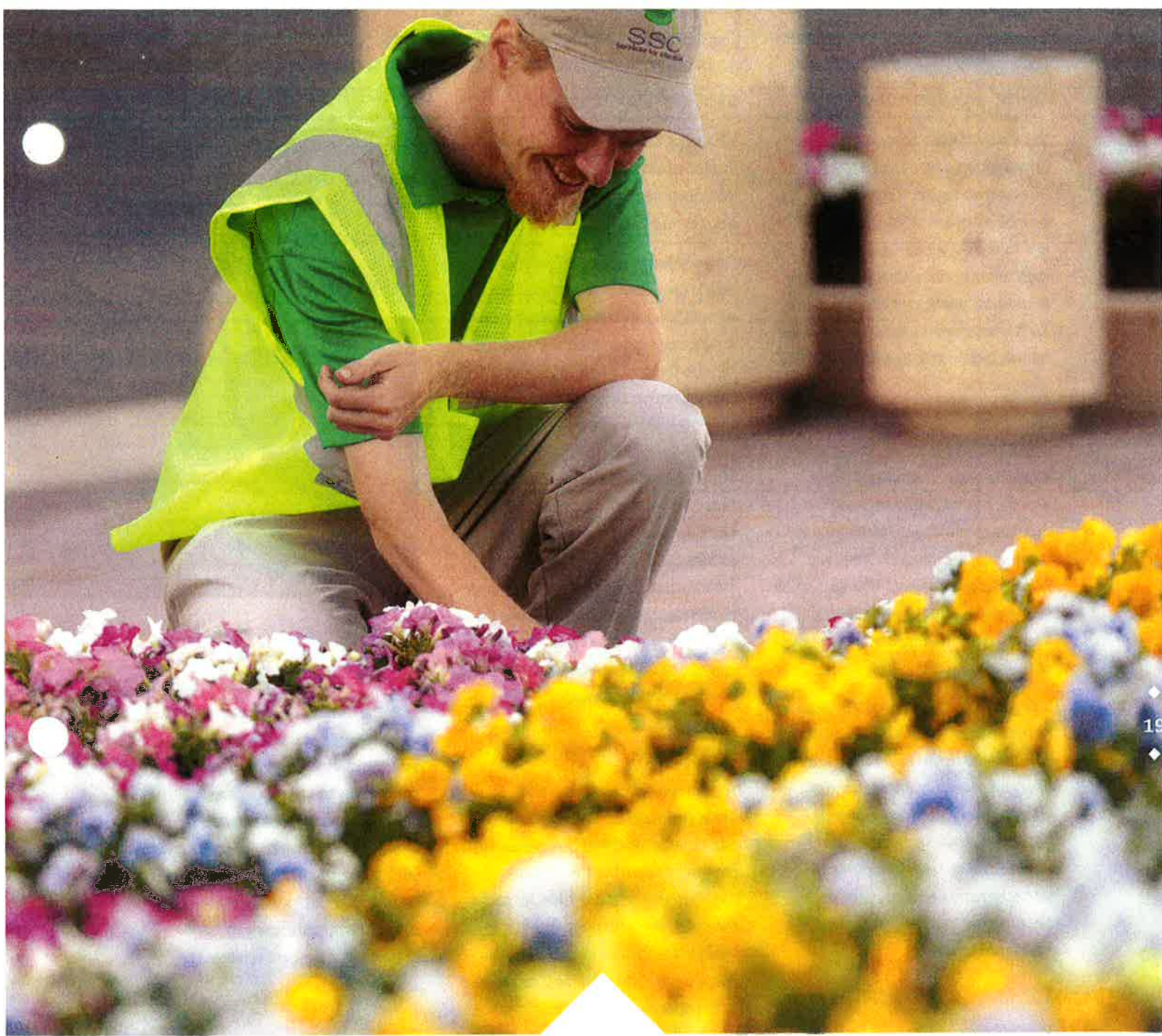
Regarding custodial services, we adhere to an APPA level 2 industry standard, at a minimum, at all times.

To keep things as convenient for you as possible, all of our quality assurance solutions are accessible online. We are committed to management control and techniques that enhance performance, as well as establishing and maintaining effective channels of communication with our partners.

Minority Participation

We wholeheartedly support and regularly collaborate with local and minority-owned vendors who have established success rates.

Evidence of this commitment is our partnership with Thompson Hospitality, the nation's 10th-largest minority-owned service company, and a certified Minority Business Enterprise. As a primary operating partner, Thompson Hospitality will provide direct Tier 1 supplier diversity credit.



Personnel and Staffing

Outsourcing support services assists greatly in reducing fringe costs and workers' compensation risk, as well as removing the responsibility of support services staffing and related tasks from your HR department. Not only will this open up your resources, but you will see firsthand how SSC cares a great deal about our team.

Our associates are the cornerstone of our day-to-day business. We train, develop and mentor them to provide excellent service for our customers and to be proud members of the SSC team. Associates exhibit a can-do-attitude in an environment that promotes a passion for growth, quality and teamwork.

Employee Protection

SSC knows that in order for outstanding service to be provided for Hickman County Schools, we must provide an outstanding and supportive environment for our team. They are the foundation of our success and we are focused on taking care of them. Under SSC's management, associates are well trained, productive and driven to do a great job.

You can rest assured that the associates you've grown accustomed to seeing and counting on will not change, as their knowledge and experience within your facilities and community is invaluable. They will have the opportunity to flourish and be even more productive with in-depth, client-specific training and new, state-of-the-art equipment.

SSC goes to great lengths to provide the desired benefits for all associates who transfer to our payroll. We also offer career advancement that most educational institutions cannot, because our sole focus is support services. We are always looking for standout team members who we can promote to supervisory and managerial positions.

Quality Concerns

Decades of industry experience have allowed us the opportunity to create and implement time-proven methodologies. SSC has a variety of programs and systems with virtually unlimited options to provide the best quality services for Hickman County Schools and your constituents. Every one of our clients receives a customized program that meets unique facility and budget needs, allowing you to focus on the core task of education.

No Pain To Change

Changing something as complex as custodial services especially is a risk you don't need to worry about when you choose to partner with SSC.

Because we are uniquely positioned and know Hickman County Schools so well, you will not have any hidden or real costs associated with change. What is the cost associated with a learning curve another company will have? It is estimated this cost can exceed thousands of dollars and should be figured into the overall financial proposal. How long will a learning curve take and will they try to pass those costs on to you? The stability that comes with retaining our current operating team eliminates a costly two-year learning curve that would disrupt forward momentum and progress already started.

WHY SSC? Trusted Partner

You can believe in our promises because we deliver on them time and time again. Other companies say they will deliver, but our experience has been they just don't live up to their promises and often attempt to renegotiate their proposed deal. Our entire team is ready for and committed to the opportunities and challenges that lie ahead. We understand what is important to Hickman County Schools and believe in complete transparency. Our track record and retention rates speak for themselves. We have won several key accounts from the competition for various reasons, but overwhelmingly, clients tell us there are cultural differences, a lack of innovation and entrepreneurial spirit, inflexible programs, lack of training and inferior quality.



Simply Put

SSC provides Hickman County Schools with the lowest risk and the guarantee of delivering results. We want the entire Hickman County Schools community to know our proposal is flexible and we look forward to entering into active conversations with you. Our partnership will continue to be built on trust, open and honest communications and compromises that produce the best results.

We take pride in our employees, who have long and successful careers with SSC.

Enhanced Training and Supervision

Leadership can make or break the success of any program. As part of Compass Group, one of the country's largest employers, SSC's ability to deliver experienced leaders is second to none. It's our core competency and ensures we have the best people to meet your needs every day. Our recruiting and development program focuses on education to deliver skilled leaders and attract the best talent.

We take pride in our employees, who have long and successful careers with SSC. Many of our leaders started with SSC decades ago and have worked their way up to their current roles. This longevity gives us a unique perspective, as our leaders have exceptional working knowledge of the industry and understand the issues you are facing.

All SSC managers involved with Hickman County Schools' operations complete a rigorous hands-on training and mentoring program that equips them with the know-how and perspective to handle any situation that may arise.

Improved Programs

Hickman County Schools will benefit from our thorough and stress-tested operational approach created to ensure our facilities are well maintained and inspection ready at all times. Our standards and practices are supported by a strong catalog of cleaning products, supplies and equipment. SSC's program is precise and tightly focused with an awareness of the importance of aesthetics and a commitment to quality assurance.

SSC completed, with honors, the requirements for the Cleaning Industry Management Standard (CIMS) certification program and provides initial and ongoing training for each associate to ensure our level of service meets or exceeds expectations.

As you will see in our solution, SSC's training programs and methodologies work together to ensure APPA levels and client specifications are continuously met. We also provide multilevel accountability and measurable quality assurance programs to guarantee exceptional customer satisfaction.

“

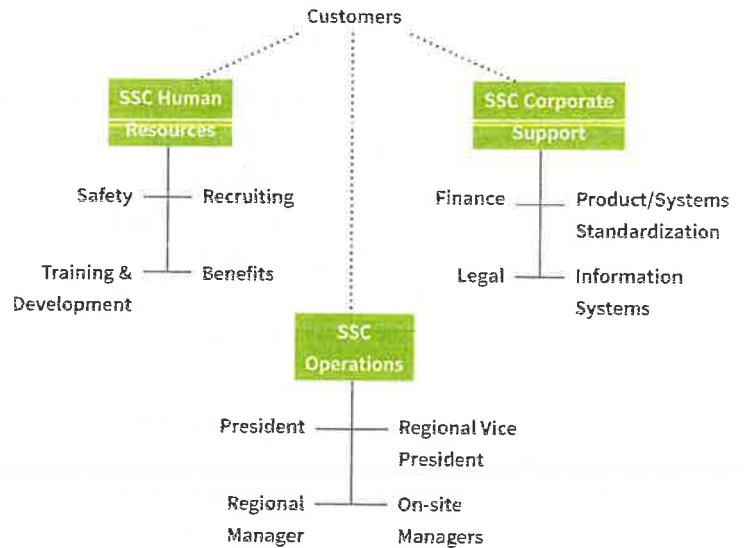
SSC has proven themselves time and time again in meeting and even exceeding expectations.

Mark Babashanian, SSC Customer

”

CORPORATE SUPPORT

A major reason for our success is the dedicated work of each and every employee within our corporate structure. Through their tireless efforts, we are able to offer a level of customer support that is unmatched by other facility service providers. Many of our employees, including several of our key leaders, have a long tenure with SSC. These leaders provide our company and our customers with an unparalleled level of experience.



OUR LEADERSHIP



Seth Ferriell

President

My role is to teach and empower our employees to deliver high-quality responsive service for our customers.

I work with clients and employees to allow SSC, our clients and our employees to be highly successful through a customized product.

I get the most satisfaction from teaching people and watching them grow their own careers.

David Payne

Vice President of Facilities Maintenance

My engineering background and leadership experience in plant operations are instrumental in supporting our team and providing clients with the best service. I strive to develop a personal relationship with each client partner – this allows for open and ongoing communication as we move ahead together. I look forward to working with customers and meeting their facility operation needs.



George Bernardon

Regional Vice President, Grounds Management

I work with institutions to enhance curb appeal, make athletic fields more aesthetically pleasing, and make playgrounds and athletic fields safer. After renovating a landscape, watching and listening to the users of these venues is exhilarating. Teaching and sharing years of experience with grounds or athletic field managers and athletic directors is extremely rewarding.



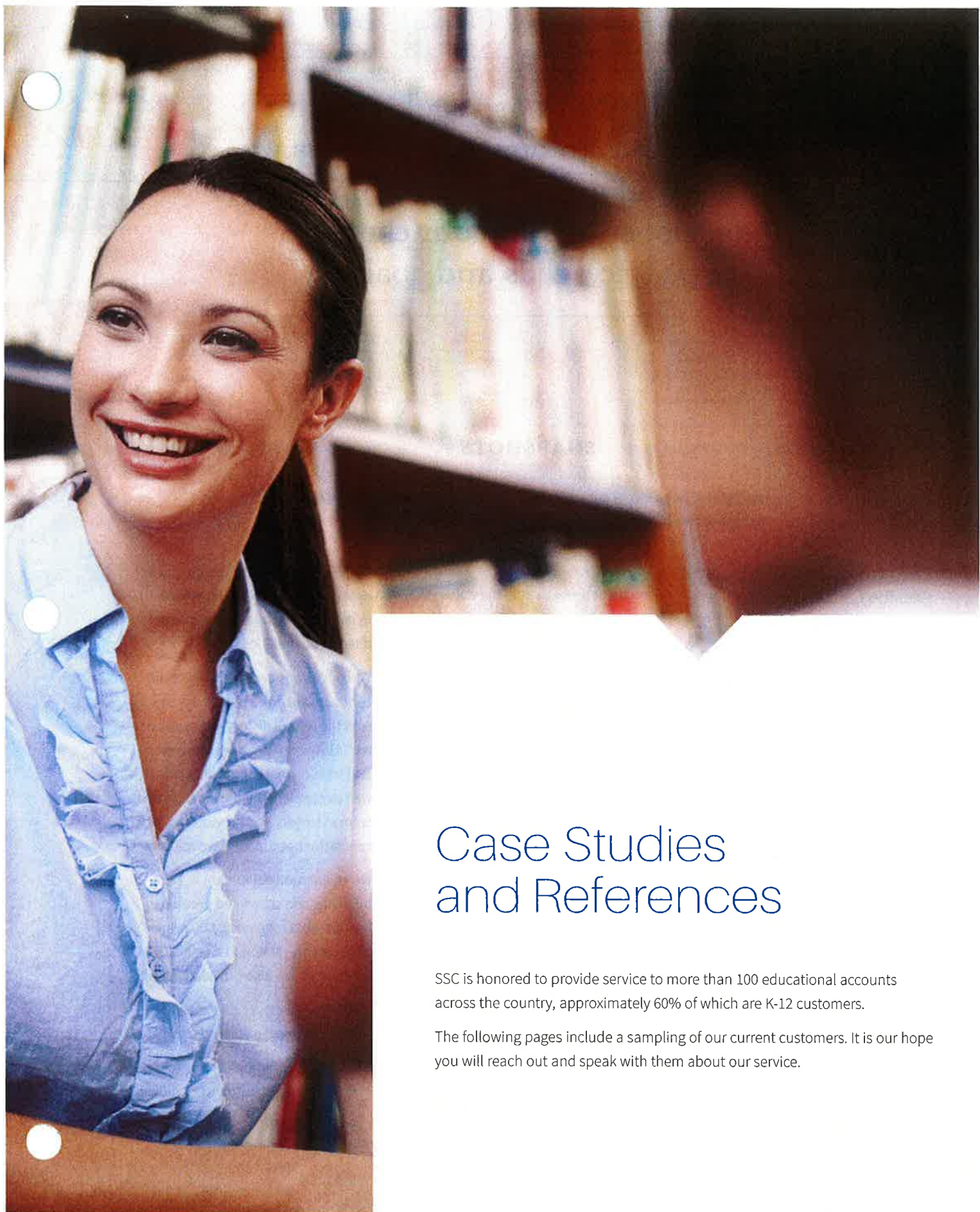




SSC

services for education
EXPERTISE·COMMITMENT·VALUE

Case Studies and References



Case Studies and References

SSC is honored to provide service to more than 100 educational accounts across the country, approximately 60% of which are K-12 customers.

The following pages include a sampling of our current customers. It is our hope you will reach out and speak with them about our service.

◆

At SSC, we don't use cookie-cutter approaches to our partnerships. Each and every relationship is developed around our clients' specific needs and goals.

SNAPSHOTS

Highlighting just a few of our partners, the mini case studies below detail our on-site team's highest priorities and the most successful initiatives at each.

LEARN Regional Educational Service Center

When Eileen S. Howley, executive director of LEARN, decided to make the change to outsource facilities management, she did her due diligence in selecting SSC.



We hit the ground running, and LEARN experienced an immediate positive impact on the quality of their service. Dr. Howley was kind enough to share a few words of her experience:

"There have been several hallmarks of SSC that I would like to underscore. SSC's staff and services have been consistent. Second, when there are issues, SSC has been incredibly responsive. For example, one of our buildings houses live fish tanks, and when there have been issues – any time of the day or night – SSC has been responsive.

SSC is proactive, for example, informing me about issues such as the status of our boiler, and working with us on moving locations and building reorganization ... Gary and his staff are always responsive and deliver. During this long winter, they consistently prepared our buildings for opening, conducted safety examinations following the new guidelines, and responded promptly to any requests and needs."

DeKalb County School District

SSC provides plant operations and maintenance



services to DeKalb. Due to the size and complexity of this 160-school institution, the account was at APPA Level 5 when SSC came on board. We are currently trending in the right direction with resident regional manager Christopher Jackman reporting to the client as often as inspection standards require.

Mark Collins, who has two decades of experience with SSC, is also involved in reporting as the senior regional director of operations.

When SSC was awarded the DeKalb contract, we took a unique approach with the school district. We provided an "insourcing" program to develop and train current school district staff, as well as supplemented with additional team members and provided a resident contractor backup for the department.

We inventoried equipment in 160 buildings and scheduled preventive maintenance for over 19,000 pieces of plumbing, HVAC and electrical equipment. We also provided DeKalb:

- Previously unavailable analytical data and increased productivity
- Real-time communications to requester on status of work orders
- Increased reliability and repair of school buildings

“

The SSC staff did an outstanding job ... I want you to know that, at the conclusion of the business day today, I have yet to receive a single complaint about the service you and your team provided. I would say that is exceptional performance!

Darrell Towe, SSC Customer

”

SSC CUSTOMERS

Richland School District Two

Columbia, South Carolina
5,198,157 square feet
Client since 1995
Will Anderson
Executive Director of Operations
803-736-3774
wanderson@richland2.org

Spartanburg County School District 7

Spartanburg, South Carolina
1,148,439 square feet
Client since 1989
Terry Gilmer
Director of Operations
864-594-4500
tgilmer@spart7.org

Jasper County

Jasper, South Carolina
761,759 square feet
Client since 2018
Dr. Rechel Anderson
Superintendent
843-489-8892
rechel.anderson@rcsd.net



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/21/2018

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

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

PRODUCER Willis of North Carolina, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217 USA	INSURER A: National Union Fire Insurance Company of P	NAIC # 19445
	INSURER B: ACE Property & Casualty Insurance Company	20699
	INSURER C: New Hampshire Insurance Company	23841
	INSURER D: National Fire & Marine Insurance Company	20079
	INSURER E: American Home Assurance Company	19380
	INSURER F: Illinois National Insurance Company	23817

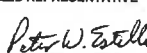
COVERAGES **CERTIFICATE NUMBER: W7671369** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	GL 5425724	09/30/2018	09/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Damage <input type="checkbox"/> All Ins. Why	Y	CA 9581320	09/30/2018	09/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. <input checked="" type="checkbox"/> RETENTION \$ 0	Y	XOO G27738631 004	09/30/2018	09/30/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC 031467819	09/30/2018	09/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Liquor Liability		GL 5425720	09/30/2018	09/30/2019	Each Common Cause \$1,000,000 Aggregate \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
\$1,000,000 SIR applies as respect to General Liability per terms and conditions of this policy.

The umbrella policy follows the primary insurance coverage captioned above subject to the policy terms and conditions.
SEE ATTACHED

CERTIFICATE HOLDER Viox Services 15 West Voorhees St Cincinnati, OH 45215	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 5

AGENCY Willis of North Carolina, Inc.		NAMED INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation Policy #WC 031467819 Covers States of
AL, AR, CO, CT, DC, DE, GA, HI, IA, ID, IN, KS, LA, MD, MI, MN, MO, MS, MT, NE, NM, NV, OK, OR, RI, SC, SD, TN, TX, WV.

\$1,000,000 SIR applies as respect to Liquor Liability per terms and conditions of this policy.

EMCOR Facilities Services, Inc., DBA Viox Services, US Bank and their respective affiliates, directors, officers, representatives, agents and employees are included as Additional Insureds as respects to General Liability, Auto Liability and Umbrella/ Excess policies where required by written contract.
It is further agreed that coverage under the General Liability shall be Primary and Non-Contributory with any other Insurance in force for or which may be purchased by Additional Insured where required by written contract.

INSURER AFFORDING COVERAGE: National Union Fire Insurance Company of Pittsburgh NAIC#: 19445
POLICY NUMBER: CA 9581320 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Garagekeepers	Limit	\$2,000,000

INSURER AFFORDING COVERAGE: National Union Fire Insurance Company of Pittsburgh NAIC#: 19445
POLICY NUMBER: CA 9581321 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Automobile Liability - MA Any Auto Self-Ins. Phy Damage	Combined Single Limit	\$2,000,000

INSURER AFFORDING COVERAGE: National Union Fire Insurance Company of Pittsburgh NAIC#: 19445
POLICY NUMBER: CA 9581323 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Automobile Liability - VA Any Auto Self-Ins. Phy Damage	Combined Single Limit	\$2,000,000

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BATCH: 876067

CERT: W7671369

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AGENCY CUSTOMER ID: _____
 LOC #: _____



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of North Carolina, Inc.		NAMED INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: National Fire & Marine Insurance Company NAIC#: 20079
 POLICY NUMBER: 42-XSF-302909-03 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Business Auto Liability Any Auto	Combined Single Limit	\$3,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
 POLICY NUMBER: WC 031467826 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation/ Employers Liability WC - Per Statute	E.L. Each Accident E.L. Disease-Pol Lim E.L. Disease Each Emp	\$2,000,000 \$2,000,000 \$2,000,000

ADDITIONAL REMARKS:
 Policy Covers States of: AK, AZ, IL, KY, NC, NH, NJ, PA, UT, VA, VT

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
 POLICY NUMBER: WC 031467821 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation/ Employers Liability WC - Per Statute	E.L. Each Accident E.L. Disease-Pol Lim E.L. Disease Each Emp	\$2,000,000 \$2,000,000 \$2,000,000

ADDITIONAL REMARKS:
 Policy Covers States of: MA, WI, Stop Gap Coverage: ND, OH, WA, WY.

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 4 of 5

AGENCY Willis of North Carolina, Inc.		NAMED INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: American Home Assurance Company NAIC#: 19380
POLICY NUMBER: WC 031467825 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Workers Compensation/ Employers Liability	E.L. Each Accident E.L. Disease-Pol Lim	\$2,000,000 \$2,000,000
WC - Per Statute	E.L. Disease Each Emp	\$2,000,000

ADDITIONAL REMARKS:
Policy Covers State of CA

INSURER AFFORDING COVERAGE: Illinois National Insurance Company NAIC#: 23817
POLICY NUMBER: WC 031467820 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation/ Employers Liability	E.L. Each Accident E.L. Disease-Pol Lim	\$2,000,000 \$2,000,000
WC - Per Statute	E.L. Disease Each Emp	\$2,000,000

ADDITIONAL REMARKS:
Policy Covers State of FL

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
POLICY NUMBER: WC 031467822 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation/ Employers Liability	E.L. Each Accident E.L. Disease-Pol Lim	\$2,000,000 \$2,000,000
WC - Per Statute	E.L. Disease Each Emp	\$2,000,000

ADDITIONAL REMARKS:
Policy Covers State of ME

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AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 5 of 5

AGENCY Willis of North Carolina, Inc.		NAMED INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
POLICY NUMBER: XWC 4595617 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Employers Liability	Each Accident	\$2,000,000
	Each Employee	\$2,000,000

ADDITIONAL REMARKS:

Excess Workers Compensation for OH

INSURER AFFORDING COVERAGE: AIU Insurance Company NAIC#: 19399
POLICY NUMBER: WC 031467827 EFF DATE: 09/30/2018 EXP DATE: 09/30/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation/	E.L. Each Accident	\$2,000,000
Employers Liability	E.L. Disease-Pol Lim	\$2,000,000
WC - Per Statute	E.L. Disease Each Emp	\$2,000,000

ADDITIONAL REMARKS:

Policy Covers State of NY

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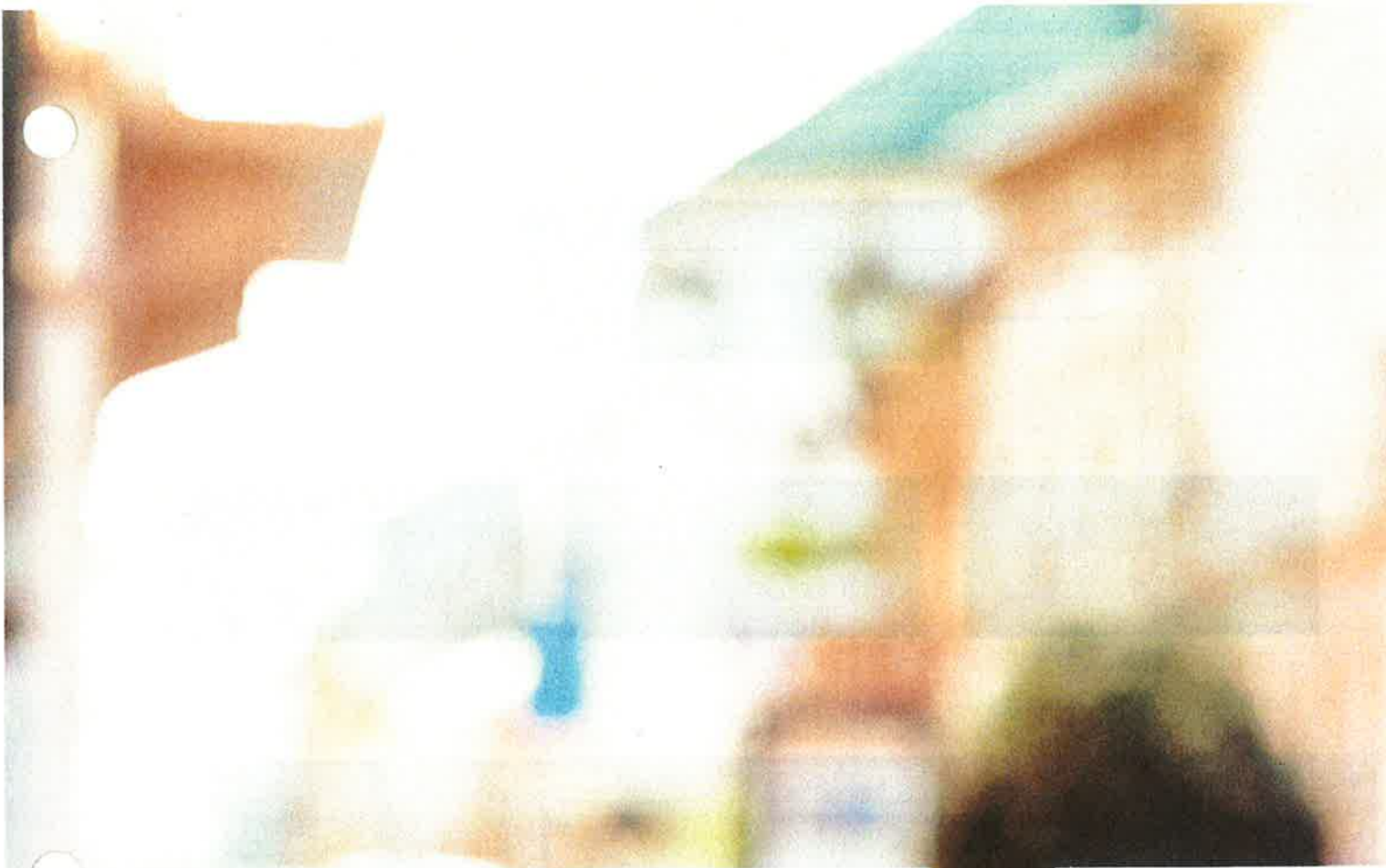
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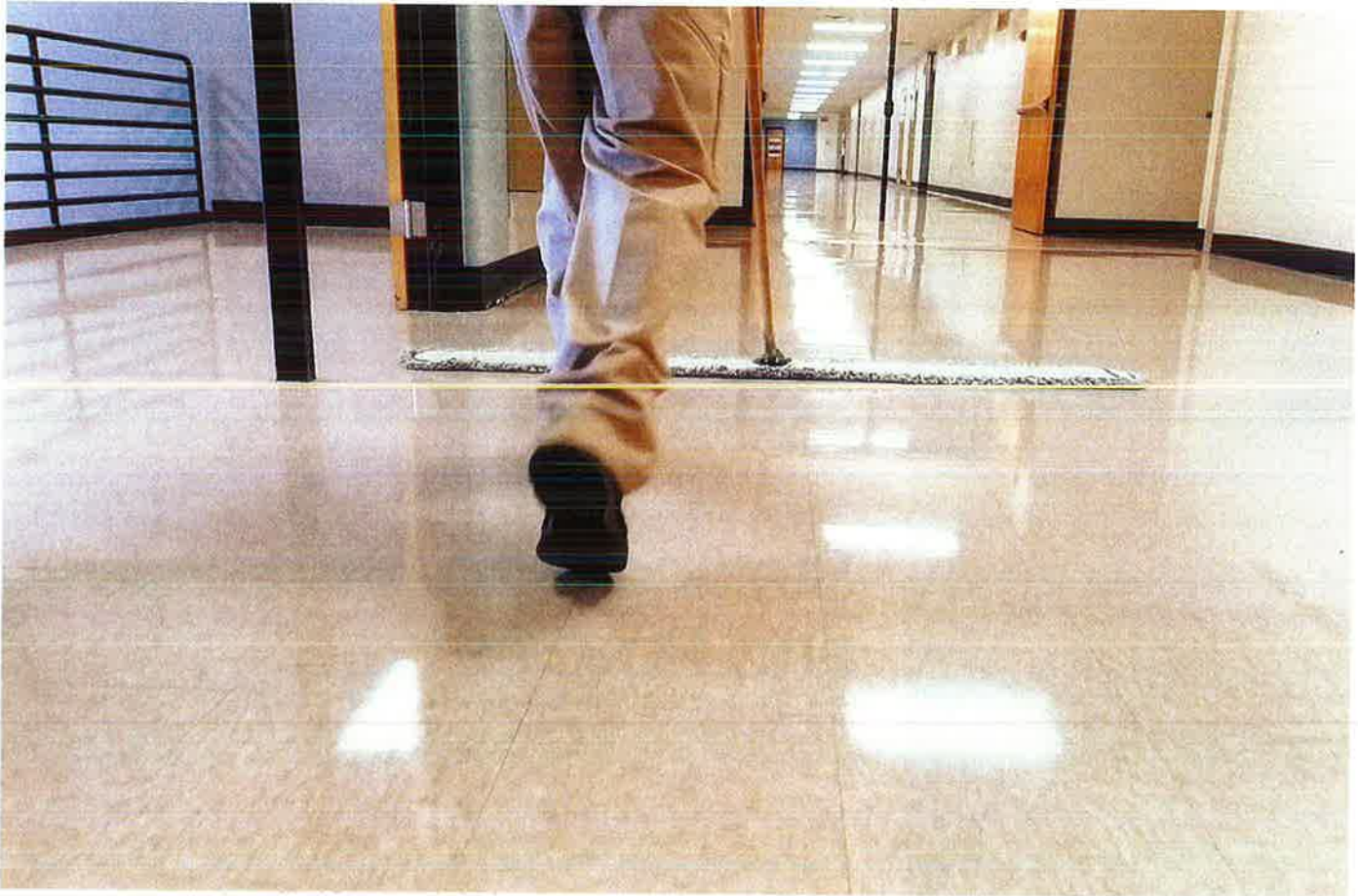
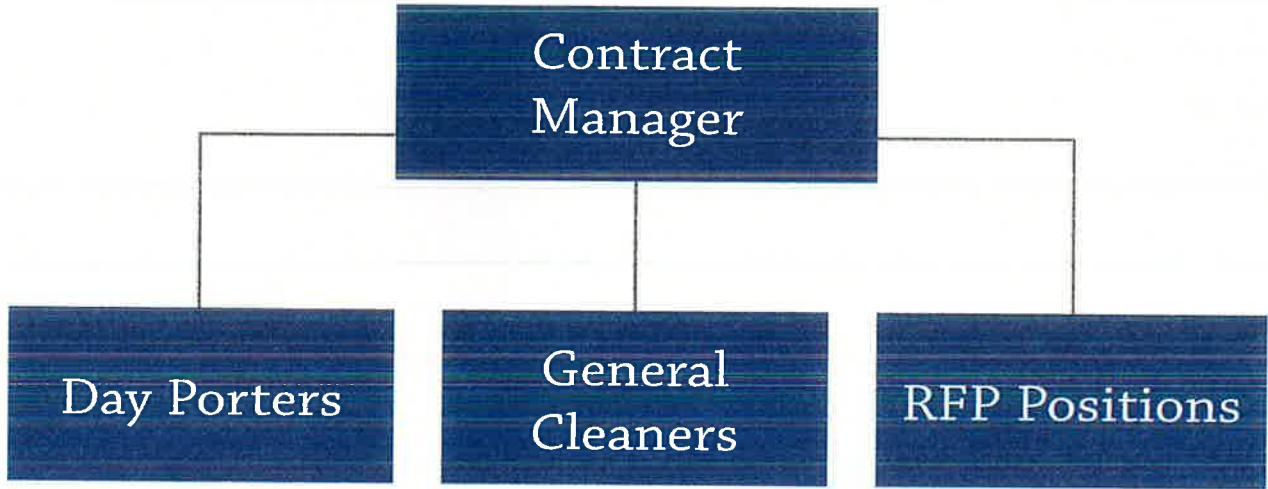


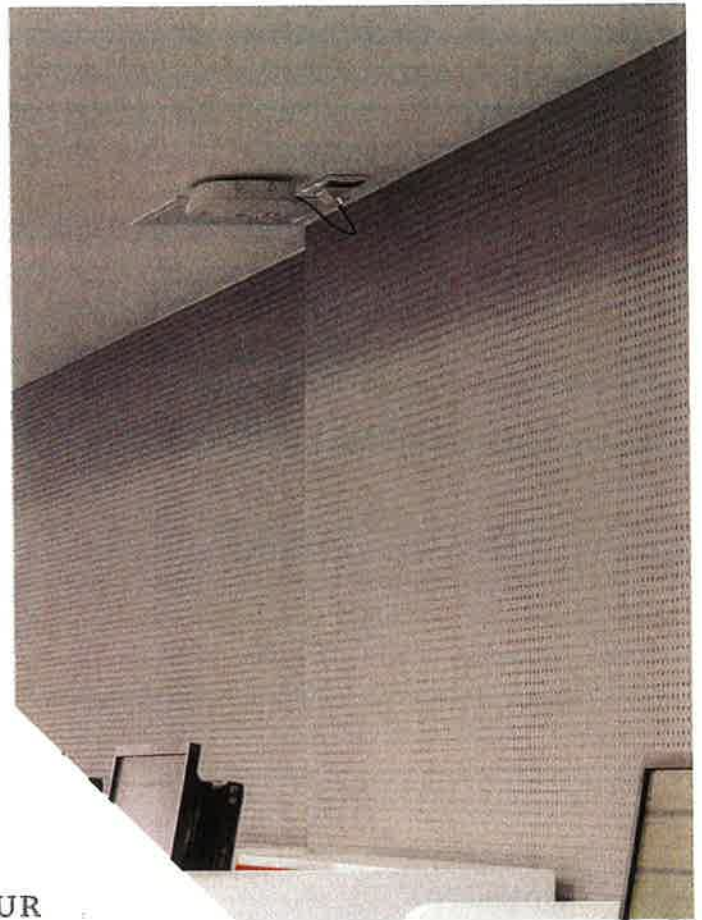
Staffing Plan and Policies



Staffing Plan and Policies

HICKMAN COUNTY SCHOOLS STAFFING





YOUR
MANAGEMENT
TEAM



“

The hard work and great attitude of your management and staff help provide a positive and lasting first impression.

Edd Martin, SSC customer

”

Jennifer Friz

Regional Director of Operations

I work with my team to deliver a superior product to clients. Creating a safe environment for our staff and partners each day is a top priority.



Vallen Emery

Regional Vice President

I'm a problem solver by nature. Solutions manifest themselves in several different ways and I enjoy the challenge in finding them.



MANAGEMENT INFRASTRUCTURE

Corporate Support

SSC and Compass Group resources are always available to our customers. As outlined in the organizational chart, these divisions are ready and willing to assist you as needed. Our leadership team has decades of hands-on experience – their valuable input and influence are available to each and every one of our customers.

Regional Management

SSC believes it is crucial to give our unit director constant corporate support with a regional director of operations (RDO). Jennifer Friz, your account RDO oversees operations within your specific geographic area, as well as regular on-site visits. During a typical visit, the RDO will conduct an intensive tour of the facilities. This involves, but is not limited to, inspecting supplies, equipment and completed work, communicating with staff and initiating training for our managers, supervisors and general cleaners. They will also visit with key administrative personnel to ensure satisfaction and contract compliance. Your RDO is always available by phone and email.

On-Site Unit Director

It is our belief that we are only as good as the on-site director assigned to each account. Debbie Buchanan is the unit director, day-to-day leader and face of our operations within your facilities. As employees of SSC, unit directors receive intensive training regarding technical, administrative and personnel issues in order to run a smooth and efficient operation. This dedicated individual is trained specifically in the educational environment and has extensive experience in the unique needs of your facilities.



Team Member Associates

2019 Benefit Summary

2019 BENEFIT SUMMARY FOR TEAM MEMBER ASSOCIATES

Look Beyond Your Paycheck

Compass Group offers a comprehensive total rewards package that attracts and retains high caliber associates needed to successfully compete in our fast-paced industry. Our benefits package is competitive and offers a wide range of options, including tools and resources that help you live your best life, grow personally and professionally, and get rewarded for the results you deliver.

Compass Group Benefit Programs

We realize that associates have different benefit needs — needs that will probably change as their personal lives change. So we are proud to offer our associates choice, through our flexible benefits program.

The benefits Compass Group offers are briefly summarized in this document, however for a full description of the benefit plan terms and conditions please refer to the Summary Plan Descriptions (SPDs) and Summary of Benefits Coverage (SBCs).

ELIGIBILITY*

Full-time Team Member associates are eligible for benefits on the first day of the month following two months of service after the completion of the company's one-month orientation period.

Eligible dependents include your lawful spouse (regardless of gender) who is not living separate and apart from you, children (including stepchildren, to the end of the month in which he or she becomes age 26), and unmarried children age 26 or older who

are mentally or physically unable to care for themselves, but only if the disability arose at a time when the child could have been covered as a dependent under Compass Group's benefits.

Compass Group requires associates to submit documentation proving the relationship of all dependent(s) covered under a medical, dental and/or vision plan.

* Some exceptions apply — differences in eligibility should be communicated by your manager. Union associates should refer to the eligibility language in their collective bargaining agreement.

Core Benefits MEDICAL

Compass Group proudly offers our national network plans, Bronze Plus, Silver Plus and Gold Plus plans, through: Aetna, Blue Cross Blue Shield of North Carolina, and United Healthcare. If you live in an area where no networks are available, you will have the option of Out-of-Area Plans.

Medical carriers are offered by state. In most areas, at least one carrier is offered as "Best in Market". In select areas, Regional HMOs may be offered — coverage under these regional plans may vary.

WHAT IS 'BEST IN MARKET'?

Best in Market PPO medical carriers provide you with access to the largest provider network in your state and the deepest network discounts - to help save you money. With each PPO plan, you have the option to select in-network or out-of-network providers. Higher benefits are paid when you choose a provider in the carrier's network.

It is important to know that all of the plans offer the same quality care, but the way the cost is split between you and the plan are different.

- **Bronze Plus Plan:** This plan meets the federal definition of affordability and requires the lowest payroll deduction, but has a higher deductible that must be satisfied before benefits are paid. On average, the plan will pay 60% of covered charges when you use in-network providers.
- **Silver Plus Plan:** This is our mid-level plan. You must meet your deductible before most benefits are paid, except for in-network office visits which are covered by paying a copay. On average, the plan will pay 70% of covered charges when you use in-network providers.
- **Gold Plus Plan:** This plan provides the most comprehensive coverage and benefit level, but also has the highest payroll deduction. You must meet your deductible before most benefits are paid, except for in-network office visits which are covered by paying a copay. On average, the plan will pay 80% of covered charges when you use in-network providers.

CVS CAREMARK™ is the Pharmacy Benefit Manager for our national network plans. Regional HMOs that may be available to you administer their own prescription drug coverage.

TELADOC*

Associates and their eligible dependents enrolled in a Compass Group medical plan, can speak with a U.S. board-certified doctor through the convenience of phone, video or mobile app visits. Teladoc is available 24/7/365 to diagnose, treat and prescribe medication, if necessary, for many medical issues.

* The services offered to associates enrolled in a Regional HMO plan will vary.

DENTAL

You have a choice of two dental plan options through Aetna, and both plans pay 100% for checkups and cleanings, when you use a network dentist. The Comprehensive Dental Plan has a higher annual maximum and includes coverage for orthodontia.

VISION

Vision Service Plan (VSP), the nation's largest provider of eye care benefits, administers our vision coverage. You have the option to select from two vision plan options – both provide coverage for an annual eye exam, and offer a higher level of benefits when you see an in-network provider.

FLEXIBLE SPENDING ACCOUNTS

Spending accounts let you pay yourself back — on a pre-tax basis — for certain healthcare and dependent daycare expenses.

- A **Healthcare Spending Account** lets you reimburse yourself with tax-free dollars up to \$2,650 (minimum of \$100) per year.
- A **Dependent Daycare Spending Account** lets you reimburse yourself with tax-free dollars up to \$5,000 (minimum of \$100) for daycare and pre-school programs for your children under age 13 and eldercare services for other qualifying dependents (\$2,500, if you're married and file separate tax returns).

COMMUTER BENEFITS

Commuter Spending Account's (CSA) allow you to pay for eligible parking and transportation expenses with pre-tax money. This is a month-to-month benefit, so you can enroll, change or cancel it at any time.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Compass Group provides a basic life insurance benefit at no cost to you, and you have the option to purchase additional coverage on yourself or your eligible dependents. You may also choose to purchase Accidental Death & Dismemberment (AD&D) coverage for you, or for you and your family.

DISABILITY

You may choose to enroll in Short Term Disability (STD) coverage, providing a tax-free weekly income for up to 26 weeks, payable if you have a qualified non-occupational disability. For associates that work in CA, HI, NJ, NY, PR or RI - these areas provide mandated disability benefits. You may also choose to enroll in Long Term Disability (LTD) coverage that provides a monthly income after you have been disabled for 26 weeks.

RETIREMENT SAVINGS PLAN – 401(K)

The 401(k) retirement program allows you to save from 1 to 50 percent of your pay (before income-tax withholding) and invest it in a variety of assets - stocks, bonds and mutual funds. As an incentive when you join the program, Compass Group may make a basic matching contribution of \$0.35 on each dollar you contribute, up to the plans maximum percentage of your gross compensation.

AWARD WINNING WELLNESS PROGRAMS

Compass Group has designed wellness programs that can help you improve your overall health and well-being.

- **100% coverage for preventive care*** in our medical, dental and vision plans for you and your dependents.
- **Employee Assistance Program (EAP)**
- **Wellness Rewards****
- **Lifestyle Health Coaching****
- **Condition Management Programs****
- **Livongo for Diabetes Program****
- **24/7 Substance Abuse Treatment Helpline**

*To be covered as a preventive care service, the care must meet nationally recognized guidelines — like minimum age and frequency rules. Contact your carrier for more information.

**This program is only available to associates and/or covered dependents enrolled in a Compass Group medical plan.

Other Benefits

ASSOCIATE DISCOUNT & SHOPPING PROGRAMS

Our Discount Marketplace offers discounts and quality products from thousands of retailers, restaurants, hotels and more. If you want the convenience of financing a purchase without using existing credit, take advantage of our Associate Shopping Program to buy brand-name products through convenient payroll deductions over 12 months interest free.

MERCER FINANCIAL WELLNESS

Getting and keeping your finances on track will go a long way to help you protect yourself and your loved ones, no matter what you encounter along the way. Take advantage of the Mercer Financial Wellness programs to see your financial life in one place, track your spending, set a budget, speak to a "Money Coach" and build healthy money habits.

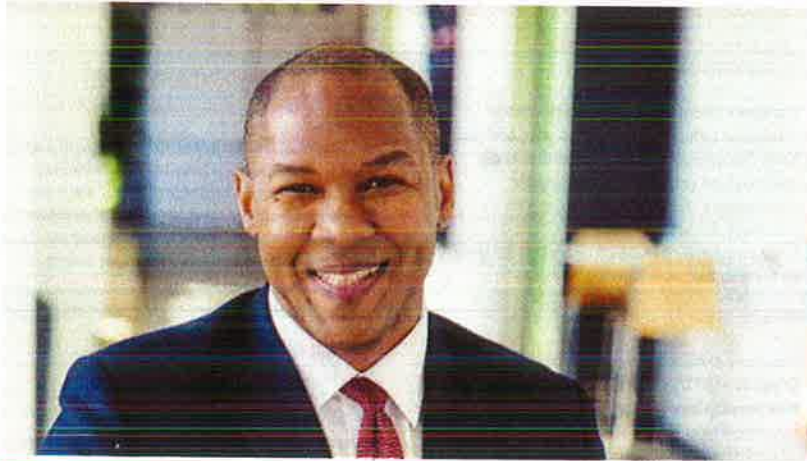
VOLUNTARY BENEFITS

Our Voluntary Benefit plans provide expanded coverage if you have a serious illness, an injury from an accident or in the event of your death. Other offerings include fully-insured legal, identity theft coverage, auto or homeowners' insurance, pet insurance and more.

The purpose of this summary is to introduce associates to the benefit plans available. More detailed information is available in our Summary Plan Descriptions (SPDs) and our official plan documents. All terms and conditions of all of our benefit plans are controlled by the official plan documents as interpreted in the sole and absolute discretion of the plan administrator. This information is NOT intended for associates governed by a Collective Bargaining Agreement, or associates of Mazzone Hospitality, Occasions Catering, Compass One Healthcare and Eures Support Services of Canada.

ALTOGETHER GREAT

Learn more about Compass Group and review other important benefits information, at www.altogethergreat.com/rewards.



Management and Professional Associates

2019 Benefit Summary

2019 BENEFIT SUMMARY FOR MANAGEMENT AND PROFESSIONAL ASSOCIATES

Look Beyond Your Paycheck

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We realize that associates have different benefit needs — needs that will probably change as their personal lives change. So we are proud to offer our associates choice, through our flexible benefits program.

The benefits Compass Group offers are briefly summarized in this document, however for a full description of the benefit plan terms and conditions please refer to the Summary Plan Descriptions (SPDs) and Summary of Benefits Coverage (SBCs).

ELIGIBILITY*

Full-time associates are eligible for all benefits, with the exception of Short-Term Disability (STD), the first day of the month following one month of service. You will automatically be covered under the STD policy after completing six months of service.

Eligible dependents include your lawful spouse (regardless of gender) who is not living separate and apart from you, children (including stepchildren, to the end of the month in which he or she becomes age 26), and unmarried children age 26 or older who are mentally or physically unable to care for themselves, but only if the disability arose at a time when the child could have been covered as a dependent under Compass Group's benefits.

Compass Group requires associates to submit documentation proving the relationship of all dependent(s) covered under a medical, dental and/or vision plan.

* Some exceptions apply — differences in eligibility should be communicated by your manager.

Core Benefits

MEDICAL

Compass Group proudly offers our national network plans, Bronze Plus, Silver Plus and Gold Plus plans, through: Aetna, Blue Cross Blue Shield of North Carolina, and United Healthcare. If you live in an area where no networks are available, you will have the option of Out-of-Area Plans.

Medical carriers are offered by state. In most areas, at least one carrier is offered as "Best in Market". In select areas, Regional HMOs may be offered — coverage under these regional plans may vary.

It is important to know that all of the plans offer the same quality care, but the way the cost is split between you and the plan are different.

WHAT IS 'BEST IN MARKET'?

Best in Market PPO medical carriers provide you with access to the largest provider network in your state and the deepest network discounts - to help save you money. With each PPO plan, you have the option to select in-network or out-of-network providers. Higher benefits are paid when you choose a provider in the carrier's network.

- **Bronze Plus Plan:** This plan meets the federal definition of affordability and requires the lowest payroll deduction, but has a higher deductible that must be satisfied before benefits are paid. On average, the plan will pay 60% of covered charges when you use in-network providers.
- **Silver Plus Plan:** This is our mid-level plan. You must meet your deductible before most benefits are paid, except for in-network office visits which are covered by paying a copay. On average, the plan will pay 70% of covered charges when you use in-network providers.
- **Gold Plus Plan:** This plan provides the most comprehensive coverage and benefit level, but also has the highest payroll deduction. You must meet your deductible before most benefits are paid, except for in-network office visits which are covered by paying a copay. On average, the plan will pay 80% of covered charges when you use in-network providers.

CVS CAREMARK™ is the Pharmacy Benefit Manager for our national network plans. Regional HMOs that may be available to you administer their own prescription drug coverage.

TELADOC*

Associates and their eligible dependents enrolled in a Compass Group medical plan, can speak with a U.S. board-certified doctor through the convenience of phone, video or mobile app visits. Teladoc is available 24/7/365 to diagnose, treat and prescribe medication, if necessary, for many medical issues.

* The services offered to associates enrolled in a Regional HMO plan will vary.

DENTAL

You have a choice of two dental plan options through Aetna, and both plans pay 100% for checkups and cleanings, when you use a network dentist. The Comprehensive Dental Plan has a higher annual maximum and includes coverage for orthodontia.

VISION

Vision Service Plan (VSP), the nation's largest provider of eye care benefits, administers our vision coverage. You have the option to select from two vision plan options – both provide coverage for an annual eye exam, and offer a higher level of benefits when you see an in-network provider.

FLEXIBLE SPENDING ACCOUNTS

Spending accounts let you pay yourself back — on a pre-tax basis — for certain healthcare and dependent daycare expenses.

- A **Healthcare Spending Account** lets you reimburse yourself with tax-free dollars up to \$2,650 (minimum of \$100) per year.
- A **Dependent Daycare Spending Account** lets you reimburse yourself with tax-free dollars up to \$5,000 (minimum of \$100) for daycare and pre-school programs for your children under age 13 and eldercare services for other qualifying dependents (\$2,500, if you're married and file separate tax returns).

COMMUTER BENEFITS

Commuter Spending Account's (CSA) allow you to pay for eligible parking and transportation expenses with pre-tax money. This is a month-to-month benefit, so you can enroll, change or cancel it at any time.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Compass Group provides a basic life insurance benefit at no cost to you, and you have the option to purchase additional coverage on yourself or your eligible dependents. You may also choose to purchase Accidental Death & Dismemberment (AD&D) coverage for you, or for you and your family.

DISABILITY

You receive STD and basic Long Term Disability (LTD) coverage at no cost to you. STD benefits are payable for illnesses or injuries that last more than five days, but less than 26 weeks. LTD benefits are payable after you have been disabled for 26 weeks. The basic LTD coverage is provided by Compass Group, but you may elect supplemental coverage that protects additional income.

RETIREMENT SAVINGS PLAN – 401(K)

The 401(k) retirement program allows you to save from 1 to 50 percent of your pay (before income-tax withholding) and invest it in a variety of assets - stocks, bonds and mutual funds. As an incentive when you join the program, Compass Group may make a basic matching contribution of \$0.35 on each dollar you contribute, up to the plan maximum percentage of your gross compensation.

AWARD WINNING WELLNESS PROGRAMS

Compass Group has designed wellness programs that can help you improve your overall health and well-being.

- **100% coverage for preventive care*** in our medical, dental and vision plans for you and your dependents.
- **Paid Time Off for Annual Preventive Care**
- **Wellness Rewards****
- **Lifestyle Health Coaching****
- **Condition Management Programs****
- **Livongo for Diabetes Program****
- **Employee Assistance Program (EAP)**
- **24/7 Substance Abuse Treatment Helpline**

*To be covered as a preventive care service, the care must meet nationally recognized guidelines — like minimum age and frequency rules. Contact your carrier for more information.

**This program is only available to associates and/or covered dependents enrolled in a Compass Group medical plan.

Other Benefits

ASSOCIATE DISCOUNT & SHOPPING PROGRAMS

Our Discount Marketplace offers discounts and quality products from thousands of retailers, restaurants, hotels and more. If you want the convenience of financing a purchase without using existing credit, take advantage of our Associate Shopping Program to buy brand-name products through convenient payroll deductions over 12 months interest free.

VOLUNTARY BENEFITS

Our Voluntary Benefit plans provide expanded coverage if you have a serious illness, an injury from an accident or in the event of your death. Other offerings include fully-insured legal, identity theft coverage, auto or homeowners' insurance, pet insurance and more.

EDUCATIONAL ASSISTANCE

You are eligible to participate in the Educational Assistance Program after you complete one year of service. Through this program, you can be reimbursed for job-related courses.

BUSINESS TRAVEL ACCIDENT INSURANCE

Business Travel Accident Insurance provides a full range of emergency services when traveling 100 or more miles away from home on business travel.

MERCER FINANCIAL WELLNESS

Getting and keeping your finances on track will go a long way to help you protect yourself and your loved ones, no matter what you encounter along the way. Take advantage of the Mercer Financial Wellness programs to see your financial life in one place, track your spending, set a budget, speak to a "Money Coach" and build healthy money habits.

The purpose of this summary is to introduce associates to the benefit plans available. More detailed information is available in our Summary Plan Descriptions (SPDs) and our official plan documents. All terms and conditions of all of our benefit plans are controlled by the official plan documents as interpreted in the sole and absolute discretion of the plan administrator. This information is NOT intended for associates governed by a Collective Bargaining Agreement, Mazzone Hospitality, Occasions Catering, Compass One Healthcare and Eures Support Services of Canada.

ALTOGETHER GREAT

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Part-Time
Associates

2019 Benefit Summary

2019 BENEFIT SUMMARY FOR AETNA VOLUNTARY PLANS

Look Beyond Your Paycheck

In order to help associates maintain their personal healthcare needs, Compass Group provides affordable, voluntary benefits to eligible associates.

IMPORTANT

These plans do not count as minimal essential coverage under the Affordable Care Act (ACA). These are a supplement to health insurance and are not a substitute for major medical coverage.

Lack of major medical coverage (or other minimum essential coverage) may result in an additional tax payment.

Aetna Voluntary Plans

Compass Group offers this program through Aetna Life Insurance Company to help pay for doctor visits and hospitalization. Most importantly, Aetna's plans are affordable.

ELIGIBILITY

Newly eligible associates have 60 days from their hire date or the date they become eligible to enroll.

Enrollment information will be mailed to the associate's home address by Aetna.

Important Information about these benefit plans: The Aetna Fixed Benefits Plan is a hospital confinement indemnity plan with other fixed indemnity benefits. The plan provides limited benefits. Benefits provided are supplemental and are not intended to cover all medical expenses. The plan pays fixed dollar amounts regardless of the amount that the provider charges.

Benefit Options

FIXED BENEFITS PLAN

Pays fixed cash benefits for specific medical services and includes Aetna's nationwide provider network to help you save money.

Group Fixed Indemnity coverage is not available if you live and work in New Hampshire. The policy does not meet Massachusetts Minimum Creditable Coverage standards.

DENTAL PLAN

Covers a portion of your bill for common dental procedures.

VISION PLAN

Reimburses you for an exam, frames, lenses or contact lenses up to an annual limit.

SHORT-TERM DISABILITY

Pays a portion of your salary up to a set number of weeks, if you become disabled and are unable to work.

TERM LIFE INSURANCE

Pays your beneficiary if you pass away, to help with funeral or other expenses

Other Benefits

Accident Insurance* – Accident insurance can help cover your out-of-pocket costs you may experience after an accident. The plan pays benefits for covered injuries or events such as torn ligaments, concussions, cuts that require stitches and broken bones which occur on or after your coverage effective date.

Cancer and Specified Disease Insurance (Critical Illness Insurance)* – Cancer and Specified Disease Insurance provides you a benefit if you are diagnosed with a covered medical condition such as a heart attack or stroke on or after your coverage effective date.

Hospital Confinement Indemnity Insurance* – This coverage pays a benefit if you have a covered stay in a hospital, critical care unit, or rehabilitation facility.

* Accident, Cancer and Specified Disease and Hospital Confinement Indemnity Insurance are limited benefit policies. They are not health insurance and do not satisfy the requirement for minimum essential coverage under the Affordable Care Act.

Legal Insurance – The Hyatt Legal Plan provides access to a nationwide network of attorneys. You can get legal advice or services any time you have a personal legal concern, including help with the preparation of wills and powers of attorney, immigration assistance, property tax assessments, and more.

You can access the following Voluntary Benefits at any time during the year:

Pet Insurance (Nationwide) – Nationwide® offers two plan options to help you provide your pets with the best care possible. Both plans reimburse on vet bills including accidents, illnesses and hereditary conditions. **

Choice Auto and Home Program – The only way to be sure you're getting the best deal on your home and auto insurance is to comparison-shop. The Choice Home and Auto Program can provide you with price quotes from multiple carriers so you can compare them and be sure your coverage is the best value. **

Identity Theft Protection – Enroll in these benefits for credit and identity monitoring, plus coverage up to \$1 million to help pay certain out-of-pocket expenses in the event you are a victim of identity theft.

Discount Marketplace (PerkSpot) – Through this program, you and your family can get fantastic travel deals, entertainment tickets, great gifts, fitness items and practical everyday necessities — all online at specially negotiated discounted prices.

Associate Shopping Program (Purchasing Power) – Purchasing Power provides you with a way to pay for major purchases through payroll deduction instead of using cash or credit. Through Purchasing Power, you can purchase higher cost products like computers, washers and dryers.

Mercer Financial Wellness – Getting and keeping your finances on track will go a long way to help you protect yourself and your loved ones, no matter what you encounter along the way. Take advantage of the Mercer Financial Wellness programs to see your financial life in one place, track your spending, set a budget, speak to a "Money Coach" and build healthy money habits.

** Some exclusions may apply. Certain coverages may be subject to pre-existing exclusion. See policy documents for a complete list of exclusions. Home insurance is not available in FL through the carriers offered in this program and may not be part of MetLife Auto & Home's benefit offering in MA.

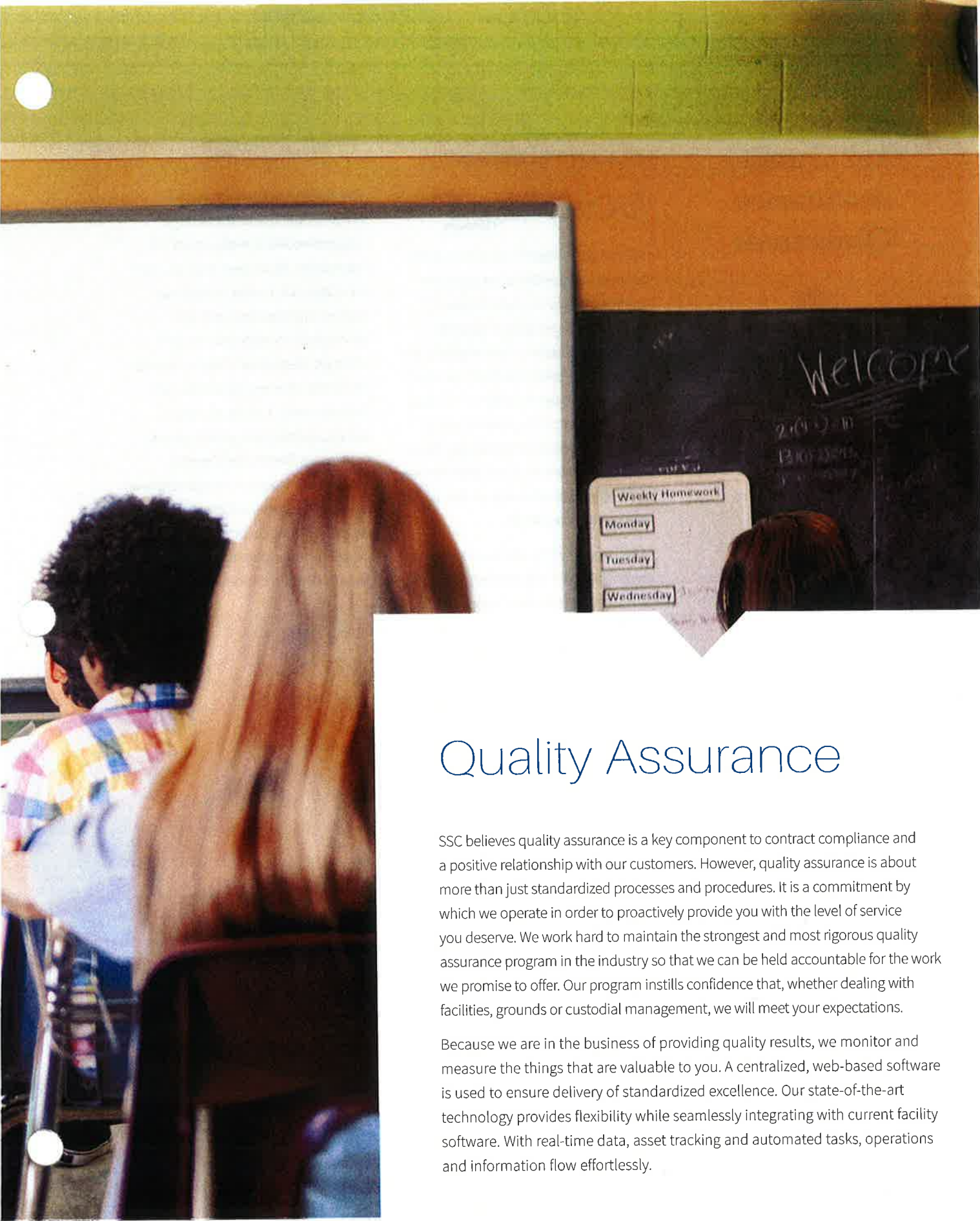
This material is for information only and is not an offer or invitation to contract. See plan documents for a complete description of benefits, exclusions, limitations and conditions of coverage.





Quality Assurance





Quality Assurance

SSC believes quality assurance is a key component to contract compliance and a positive relationship with our customers. However, quality assurance is about more than just standardized processes and procedures. It is a commitment by which we operate in order to proactively provide you with the level of service you deserve. We work hard to maintain the strongest and most rigorous quality assurance program in the industry so that we can be held accountable for the work we promise to offer. Our program instills confidence that, whether dealing with facilities, grounds or custodial management, we will meet your expectations.

Because we are in the business of providing quality results, we monitor and measure the things that are valuable to you. A centralized, web-based software is used to ensure delivery of standardized excellence. Our state-of-the-art technology provides flexibility while seamlessly integrating with current facility software. With real-time data, asset tracking and automated tasks, operations and information flow effortlessly.

Our Quality Assurance Objectives

1

Provide measurable assurance that services are delivered with consistent quality and are evaluated for continuous improvement opportunities

2

Create an ongoing cycle of measurably improved service levels

3

Objectively monitor and evaluate the service provided in compliance with your scope of work

4

Support ongoing and open communication with you to obtain constructive feedback

CLEANTELLIGENT



SSC's CleanTelligent software provides all the tools needed to improve and monitor quality throughout your facilities by leveraging consistent standards of quality. CleanTelligent is a web-based application that provides a central database of customer surveys. Site managers enter, monitor, track, analyze and report on data that offers real-time validation of our performance and immediate information about needed improvements.

A key feature of CleanTelligent is the centralization of data online, which allows for regional and corporate oversight, as well as benchmarking among client sites. With CleanTelligent's daily managerial follow-up and review, SSC can easily identify trouble areas and track improvements.

Furthermore, CleanTelligent gives our management the ability to create custom surveys and questionnaires specific to your facilities. Once completed, the surveys can be entered into the database and used to generate performance reports and graphs. In addition, CleanTelligent provides automatic reports via email so your facility's performance can be viewed in real time. This allows us to identify and address potential issues before they become problems.

Mobile Computing Devices

The realities of the education environment demand real-time responsiveness in every aspect of operations. To achieve that, our staff members use mobile computing devices that interface with our centralized management system. Through these smartphones, laptops and other devices, associates can instantly track their work, report issues, update work orders, receive new assignments, input quality assurance inspection results, and even compile customer satisfaction survey responses. Data is centrally stored, instantly retrievable and searchable, and backed up for total security.



“

I personally want to thank you and your company for the services you have provided. I have been more than satisfied with the business relationship and quality of service.

SSC customer

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Accountability

As you can see in the personnel section, we have multiple levels of management in place to further ensure quality assurance for our customers. This is a value-added service to promote high levels of accountability among our associates.

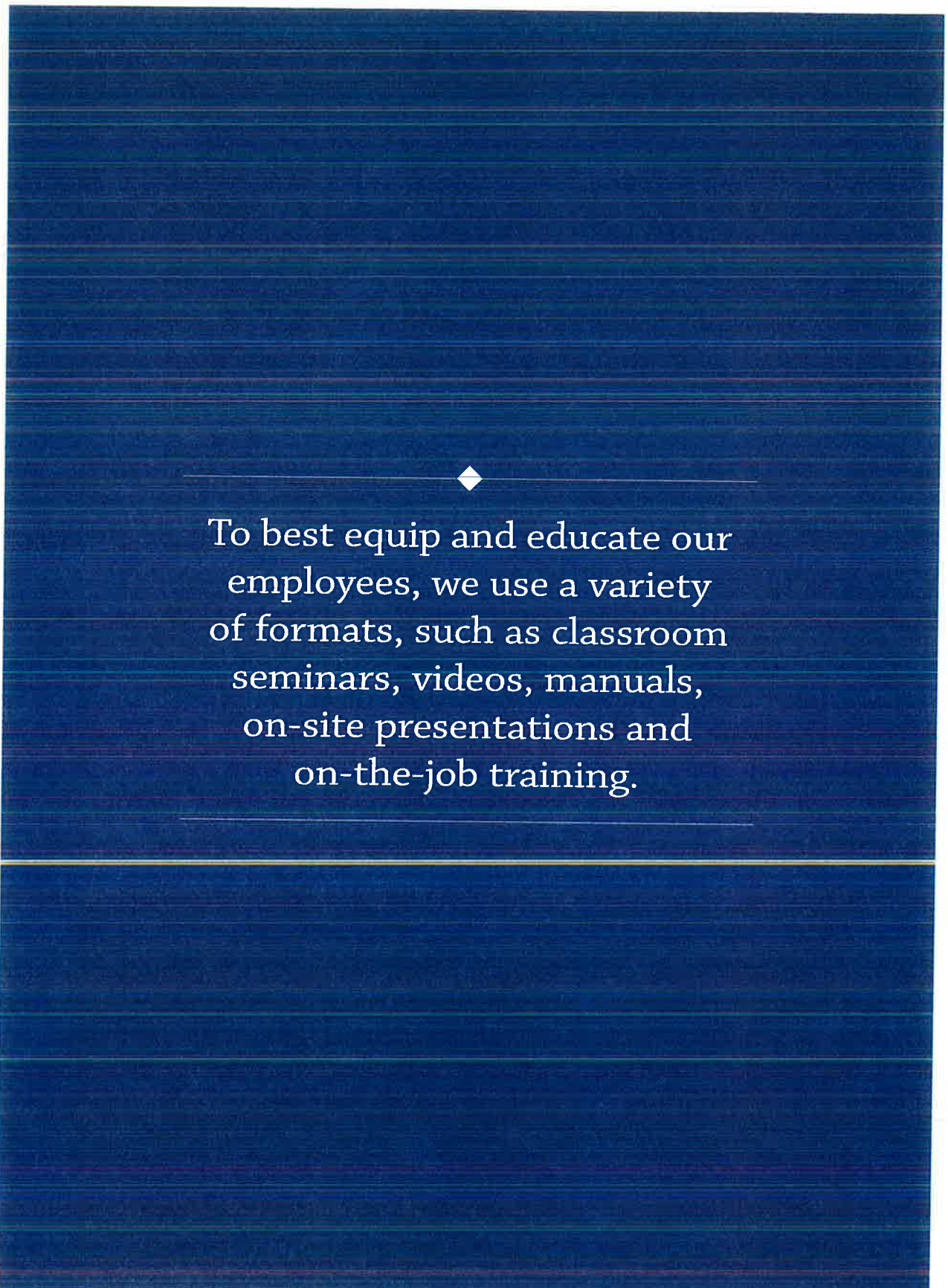


TRAINING

COMPREHENSIVE TRAINING

Effective and consistent training, paired with great people, is absolutely essential to any successful program. From management to hourly associates, our team is trained, evaluated and then retrained. We're never done learning and innovating! Our quality assurance audits facilitate the assessment of educational needs and ensure that those needs are met. We are committed to working with each employee to enhance their skills, which results in increased productivity, reduced turnover and higher levels of satisfaction for our clients.





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To best equip and educate our employees, we use a variety of formats, such as classroom seminars, videos, manuals, on-site presentations and on-the-job training.

MANAGER TRAINING

A successful program starts with a successful manager. At SSC, we believe great managers are the key to reliable, high-quality programs. That's why we've built our success over the past 45 years with an uncompromising dedication to training and mentoring. All of our managers complete a rigorous, hands-on training and mentoring program. We don't cut corners when training our people. Rather, we invest more resources in our training programs than any other provider. We build the best managers so that we can provide you with the best service.

Customer Relations

All SSC managers are given specific instructions on how to understand the needs of our clients. We do this to ensure we are constantly meeting our customers' needs. SSC understands that a positive customer relationship means heightening our quality through continuous improvement. It also means truly listening to our clients to understand how they define value. We teach our managers the skills to provide that value.

Foundations Manager Training

Our Foundations program provides a wide variety of leadership development courses focused on preparing our managers with the comprehensive skill base they need to direct your department. In addition to Foundations, we also have Careers for Life, Litigation Avoidance, Writing Advantage, Managing Inclusion, and Behavioral Interviewing training.

Coursework includes:

- Human Resources: Comprehensive, issue-based subjects
- Labor Relations: In-service on labor, management and grievance procedures
- Programs: Cover the documentation requirements for programs in addition to an overview of required SOPs
- Technology: Classroom and hands-on training on SSC's CMMS and quality assurance programs
- Customized Training: Specific programs to strengthen needed skills
- Periodic Reinforcement: Management and biannual seminars that build on the synergy and excellence of individual performance

Manager-in-Training Program (MIT)

The MIT program is a yearlong program consisting of four phases that provide learners with classroom, experiential and self-directed learning experiences. Each MIT will train at a Certified Foundations Account, with a certified trainer, as well as at the corporate office. A mentor will be assigned to each MIT to provide guidance and coaching as they learn about the industry and develop management skills. The MIT program is an intense and rewarding one, featuring guest trainers, team-building activities, business challenges and self-directed assignments.



SSC understands that a positive customer relationship means heightening our quality through continuous improvement.

Leadership, Management Development and Experiential Learning

Phase 1

- Orientation to assigned mentoring account, including a tour, introduction to our on-site team (both management and hourly staff) and, as appropriate, introductions to customers.
- Participation in MIT local orientation conference call, along with MIT mentor.
- Review and learn management task foundations curriculum for SSC division.
- Assignments: MITs will partner with their mentor to develop a communication plan to define how they will work together to ensure they are effectively communicating.

Experiential Learning and Management Development

Phase 2

- Attend two weeks of training at Certified Foundations Account (CFA). CFAs are designed to deliver hands-on training to all new management associates. This unique experience allows our management associates to learn our business from the ground up. MITs are trained to perform the duties of an hourly associate and work in those roles at the CFA. This experience provides the MIT with an opportunity to learn the mechanics of our business, prepare them as manager to train and coach hourly associates, as well as gain an appreciation of what it is like to work as an hourly associate.
- Attend an instructor-led training program held at the corporate office. This training event will focus on many of the soft skills needed by a management associate to successfully perform their job, such as: communication skills, coaching and working with other generations. In addition, this will provide MITs an opportunity to learn more about our company, meet some of our senior leaders, network and meet their peers.
- Assignments – Completion of “DISC online.” The DISC Personal Profile System is an online assessment designed to help participants understand themselves better and improve their communication and interpersonal skills. Each learner will receive a personalized report. Read the books “The Hard Truth about Soft Skills” by Peggy Klaus and “They Don’t Teach Corporate in College” by Alexandra Levit. They will select one to use as the basis of a presentation that the MIT will deliver during the instructor-led training event at the corporate office.

Placement Process – At the conclusion of Phase 2, each MIT will be evaluated by his/her mentor in the following areas: Professionalism, Completion of Assigned Tasks, Interpersonal Skills, Initiative, Readiness to Assume Job Responsibilities.

Stretch Assignments – During Phase 3, MITs are challenged to continue to develop themselves professionally by completing two stretch assignments. The first is to create and execute a professional development plan with at least one short-term objective focusing on developing a soft skill(s). MITs will submit a written summary reflecting on what they learned and how they will apply that knowledge. For the second stretch assignment, MITs will complete Harvard Manager Mentor, an online management and leadership development program that our training and development department created in conjunction with Harvard Business School.

Leadership and Managerial Skill Development

Phase 4

- MITs will work to build their management skill set and technical skills to help them in their current role, as well as the next step in their career. During Phase 4, MITs have a choice of conducting a phone interview with an assistant or unit director, or traveling to a local account to shadow a unit director. The purpose of this learning experience is to allow the MITs to learn more about the next linear step in their career path and help them self-assess their readiness for that role. Each MIT will submit a written summary sharing the information learned.
- MITs will travel to the support services corporate office to attend a two-and-a-half-day Foundations Corporate Basic Training class. As part of this session, they will learn about TeamFIN, our proprietary financial system. They will also learn about the basic business processes that are part of running an account: finance, human resources, purchasing, payroll, invoicing, accounts payable, account receivable, credits and collections.

MIT Program Completion – Upon successful completion of all assignments, each MIT will receive their MIT Certificate of Completion. This will be presented to them as part of their graduation during the Foundations Corporate Basic Training session.

ASSOCIATE TRAINING

Online Training and Testing System

The SSC Learning Manager Online system, a web-based training tool that streamlines the time- and labor-intensive training process, allows unit managers to pretest associates, develop customized training, and administer tests regardless of time or location. The centralized reporting system allows management at all levels to track training throughout the organization and helps ensure that our employees are trained in the most thorough and efficient manner.

Our purpose is to provide the resources and technologies that make certain learning happens at all levels within the organization. We do this so you can directly benefit from our well-trained staff.

CHAT Training

Our associates benefit from the CHAT (Communication, Help and Training) program, a monthly training session designed to help managers communicate important information to the entire team.

CHAT topics include components such as

more efficient operational procedures and equipment, employee relations, budget management and customer service. At all educational sessions, the underlying emphasis is to promote efficiency, responsibility and effective communication with customers. To complement the CHAT program, we also provide additional supporting materials and customer service skill training.



Ongoing Development Tools

CheckPoint 360° is an employee feedback tool that combines self-ratings with feedback from one's manager, direct reports and peers to paint a picture of an employee's strengths and areas of focus.

SkillBuilder is designed to help build on leadership strengths and close critical skill gaps. Subsequent to undergoing the CheckPoint 360° process, SkillBuilder provides a customized report and action plan to help participants capitalize on their strengths and improve in areas needing development.

Weekly Minders

The Weekly Minders program, a guided team exercise led by supervisors, engages associates in renewed awareness of safety concerns, protocols and best practices.

Our teams are constantly evolving and enhancing their knowledge and understanding of their jobs. With regular training, active industry involvement and information sharing, we maintain expertise in our professions and bring the benefits of specialization to your facilities through:

- Facility orientation (new associates)
- Customer service mindset and tools to build relationships
- Basic cleaning processes
- Job competency
- Safety, sanitation and infection control
- Special duties and team assignments
- Product and equipment utilization
- Remedial education
- Weekly and monthly in-services
- Cross-education
- Documentation awareness

Diversity and Inclusion Training

Managing Inclusion™ reiterates our guiding principle of Developing Our People and Valuing Diversity by providing the following tools to bring inclusion to life in the workplace:

- Appreciating Differences
- CHAT (Communication, Help and Training)
 - Career Pathing
 - MIT (Manager in Training program)
- Project Readiness
- ADAPT (Advanced Development and Planned Transition)

DIVERSITY AND INCLUSION

At Compass Group, diversity and inclusion is more than just a business strategy. For us, diversity lies at the core of who we are. Our leadership strives for it. Our employees live it. Our suppliers model it. And our community relationships reflect it. The men and women who work here come from every walk of life and background – just like our clients. Which means across our broad range of business sectors, the communities we serve are reflected in nearly 200,000 faces. All for one simple reason: “Broader Thinking Creates Bigger Opportunities.”



Forbes Diversity,
January 2018

Compass Group has been named by Forbes as a Best Employer for Diversity. This recognition is not only an honor for us, but a testament to our collective commitment to fostering an inclusive workplace for all associates.

Compass Group is listed in the 87th spot and joins a prestigious list of the top 250 U.S. employers for diversity, many of which are our clients and partners. We are particularly proud of Levy, which also made the list – coming in at the third spot.

The list was determined through an independent survey of 30,000 employees from across the country, asking questions about diversity, gender, ethnicity, sexual orientation, age and disability. Other important factors were the gender split of companies' management teams and boards, and whether a company proactively communicates about diversity.

Forbes commended Compass Group's unusual level of transparency into its workforce demographics in our most recent diversity and inclusion report. We are able to be transparent because our commitment to diversity is a top priority. Compass will always be a place where our people can bring their best selves to work and feel that their differences are appreciated and embraced.



Managing Inclusion™

This program reflects our guiding principle of developing our people and valuing diversity. Through a combination of convenient online coursework and engaging classroom training, managers take their understanding of diversity to a new level – from awareness to action. Managing Inclusion provides tools to bring inclusion to life in the workplace, helping managers become more effective leaders and team members while learning how to engage and develop the diverse teams they manage.

The Managing Inclusion program is recommended for all management-level associates. Participants do not need to have associates reporting to them to benefit from this program. All management-level associates with a capacity for influence should participate. Managing Inclusion combines the convenience of online prework with powerful classroom training.

Respect Through Inclusion

Diversity and inclusion are planted in our vision and values and we are committed to creating an inclusive environment that values our diverse associates, clients and customers and will help us remain competitive in the global marketplace.

Leveraging diversity

- **Diversity advisory councils** – The role of the diversity council is to review, comment on and make recommendations to practices, policies and procedures that can be modified or enhanced in order to improve our current work environment. We believe diversity councils are necessary because, like our motto suggests, “None of us is as smart as all of us.” We believe an open forum to communicate allows leadership to see through the eyes of associates and respond as needed to promote a positive work environment.

- **Affinity groups** – Associate networking groups are employee groups built around a common interest that enhances team engagement. These groups provide opportunities for networking and fostering workplace inclusion. Associates voluntarily participate in these groups with the intent of helping Compass Group become a great place to work.
- **The President’s Five Jewel Award** – The President’s Five Jewel Award is designed to reward the unit that clearly lives the “Embrace Diversity” value. Associates are asked to complete a set of action items relative to the diversity strategy. Winners are selected from each participating sector and receive an all-expense paid trip to the National Be-A-Star awards banquet and gala. They are honored in front of all the top performing units and given an award from the chief executive officer, as well as the chief diversity officer.

“

The staff received extensive training within their first few weeks with SSC. Their work reflects both their training and professionalism. SSC seems to always go above and beyond.

-Javier Fernandez, SSC Customer

”

SAFETY TRAINING

As part of our ongoing professional and workplace development efforts, we engage all staff members in a regular series of targeted safety training sessions. This enhances employee awareness through the introduction of safety topics into every meeting. Best-practice safety placards are placed in high-visibility locations.

Safety training topics include:

- Creating a safety mindset
- Identifying hazards
- Preventing strains, sprains and slip-and-fall incidents
- Cut and burn prevention

- Fire safety
- Proper use of equipment
- Hazard communication
- Emergency evacuation
- Personal protective equipment
- Safe work practices
- Bloodborne pathogens

Safety Weekly Minders

The Weekly Minders program, as mentioned above, provides safety training reinforcement on a regular basis in order to improve mindfulness and retention of the operational safety aspects of every duty.

NEPA Training

SSC partners with the NFPA to provide three-day comprehensive seminars that focus on the Life Safety Code as applied to educational institutions. Leaders with direct experience in code content, application and inspection teach the seminars. Attendees develop a full understanding of the seven components of the Environment of Care standards: safety, security, hazardous materials and waste, emergency preparedness, life safety, equipment and utility systems.



JOB-SPECIFIC TRAINING

Custodial Technical Training

All department members, both salaried and hourly, will take part in our skill development and safety programs, including monthly training seminars and additional classes. All of our technical training is conducted using sustainable practices. Listed below is a sample of training topics for our custodial associates:

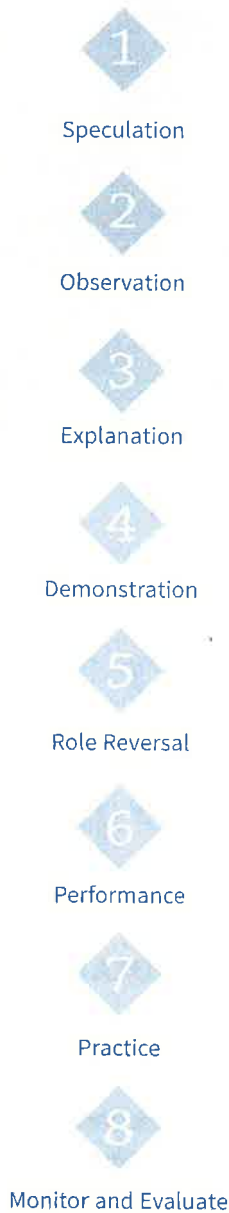
Orientation Programs

- Personnel Manual Review
- Probationary Period
- Security and Safety
- Customer Property
- Customer Relations

Technical Training

- Hazard Communications
- Asbestos Awareness
- Functional English
- Functional Spanish
- Quality Control
- Job Task – floor care, carpet care, window cleaning, classroom cleaning, restroom cleaning
- Chemical Safety
- Equipment Safety
- Bloodborne Pathogen Safety
- Safety Training Topic of the Month

A Proven Process





CUSTODIAL PROGRAM

CUSTODIAL DEPARTMENT

The custodial department is an integral part of your district. Support services affect everyone at your institution, and studies have shown that cleaner, better maintained facilities have a measurable positive impact on student and faculty performance. We understand that SSC will be responsible for creating and maintaining a clean, comfortable, pleasing atmosphere conducive to learning. This awareness is central to our goal of enhancing the educational environment. By providing a consistent level of professional service, we greatly contribute to the safety, health and well-being of students, faculty, parents, staff and guests.

We are currently providing custodial service to:

127

Accounts nationwide in K-12 and higher ed

175

Million square feet

83

K-12 accounts

44

Higher ed accounts

SSC'S METHODOLOGY

SSC's custodial program is an in-depth operation that guarantees inspection-ready facilities at all times. We use advanced cleaning technology and an extensive inventory of supplies and equipment to provide you with the best service possible. Our associates are detail oriented and focused, aware of the importance of aesthetics, and highly dedicated to quality assurance.

Precision

For each task, we have established guidelines for cleaning effectively, as well as sustainably. These steps are reinforced in weekly and daily on-the-job training sessions. Adhering to this methodology provides gains in productivity, satisfaction and cleanliness.

Aesthetics

SSC's custodial program promotes an overall sense of being in a pleasant environment. Our associates work on visual details, creating a crisp, welcoming feel in common areas and classrooms. Students, faculty and staff will report great satisfaction and a warm impression of Hickman County Schools.

Inspection

The on-site supervisors at Hickman County Schools continually inspect performance, provide feedback and training, walk the facility to review details, address issues and ensure satisfaction. Inspections range from purely visual to "white glove" tests that check out-of-sight areas for cleanliness. Inspections are consistent, measured and available to our clients to ensure satisfaction. More details can be found in our Quality Assurance section.

Communication

SSC knows the importance of consistent and effective communication with our staff and partners. Regularly scheduled meetings take place with the administration to ensure we are meeting or exceeding expectations, as well as to discuss upcoming events, personnel or service level changes, and any other needs that may arise. Frequency of these meetings is jointly determined by Hickman County Schools administration and SSC. We also focus on effective communication with our staff through on-the-job training, reviews and employee meetings.

Personnel

The right people and the right training are the backbone of any successful operation. We take this to heart. We appreciate the firsthand knowledge and relationship your current employees have, and we foster that once they are transferred to the SSC team. Our managers are thoroughly trained and ready to help each associate reach their highest potential. This, in turn, will directly and positively impact Hickman County Schools.

Hickman County Schools will be in the hands of seasoned specialists and dedicated staff whose main purpose is keeping your facilities clean and looking great. Our program, combined with tailored technology and the best equipment, is relied upon by top educational facilities all over the country

“

I would like to let you know how hard SSC's team worked to get the floors cleaned and ready for school this year – this area in particular was a focus this summer, and with the hard work of SSC, the start of this school year feels good!

Dr. Viala, SSC Customer

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Management

The on-site custodial manager is the primary contact and is responsible for leading the team. The key focus of this role is communicating effectively with administration to ensure the program's success. Our managers:

- Conduct building inspections, schedule projects and turn in quality control sheets monthly
- Maintain proper inventory of supplies for each facility
- Ensure proper use of supplies and equipment
- Are able to operate all types of cleaning machinery and equipment
- Recruit, hire and train
- Set up files for processing payroll
- Adhere to guidelines for discipline and termination procedures
- Are responsible for budget analysis, labor distribution, field reports and contract specifications
- Are available 24 hours a day

WORKFORCE AND ACCOUNTABILITY

The SSC program will be specifically tailored to the needs of Hickman County Schools, and our focus is to clean and maintain your facilities to the agreed-upon specifications. We will achieve this with a focus on sustainability and minimal impact on the environment. SSC has effective training, personnel and methods in place, as well as many levels of accountability, to make certain quality assurance goals are met.

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We have decades of experience cleaning in education- specific facilities, workloading buildings and operating our program according to each individual client's needs.

Supervision

SSC supervisors play one of the most important roles on our team. They train and monitor general cleaners, as well as the floor care team. Supervisors have worked in all facets of the industry and have thorough knowledge of products, equipment and methods. A supervisor will be present while all work is performed and do on-the-spot surveys, inspections and coaching. SSC supervisors help to keep the team operating at peak performance. Our supervisors:

- Communicate between shifts to ensure task completion
- Perform daily inspections for quality assurance
- Provide weekly staff reports and inspections to the custodial manager, including maintenance or employee issues, efficiency recommendations and task documentation

- Meet weekly with the contract manager to review task completion and upcoming projects
- Coordinate employees with proper daily task placement and end-shift group dismissal
- Delegate work equally among employees
- Secure buildings after completion of work

Cleaning Associates

Our cleaning associates are trained to use a systematic method when performing tasks. This set of procedures produces a consistently clean and sanitary environment for Hickman County Schools. Custodial team members must complete these tasks correctly and efficiently every day:

- Clean walls, glass, woodwork, doors, fixtures, furniture and other surfaces
- Strip, wax and polish floors

- Clean and sanitize bathrooms and locker rooms
- Perform light maintenance duties, such as replacing light bulbs and filters
- Operate heavy-cleaning equipment
- Remove snow and ice from entrances, exits, walkways and steps
- Mix or blend routine cleaning solutions to proper concentrations
- Patrol for litter, both inside and outside
- Respond to cleaning emergencies
- Assist in special event setup
- Ensure restrooms are properly stocked
- Monitor cafeterias during meal times
- Perform other duties as assigned by the contract manager and per customer specifications

The core
CIMS
framework is
built around
five quality
principles:

- 1
Quality systems
- 2
Service delivery
- 3
Human resources
- 4
Health, safety and
environmental stewardship
- 5
Management commitment



OPERATIONS

CIMS Certification with Honors

CIMS is a rigorous program that sets a standard of excellence for building service contractors. You can be assured our operational plan has a credible and solid foundation. In 2011, we completed the requirements for the Cleaning Industry Management Standard (CIMS) certification program. Awarded by ISSA, the worldwide cleaning industry association, SSC also received the distinction of Certification with Honors.

Facility management and purchasing professionals regard CIMS certification as a key differentiation tool, using the program to identify those organizations that have proven to be true companies of excellence and stand among the premier organizations in the industry.

Cleaning Specifications

The following cleaning specifications represent our scope of work in the majority of educational accounts for which we provide service, typically APPA 2 or above. SSC will meet or exceed the cleaning standards as required for Hickman County Schools.



Annual & Semi-Annual Deep Clean Specifications

All Facilities	Summer Break
Classrooms	Wash all windows and glass partitions (both sides)
	Strip and wax tile floors
	Deep clean all carpeting
	Clean and sanitize surfaces, tops and bottoms of student's desks and chairs
	Clean and sanitize counters and sinks
	Clean chalkboards/trays
	High dust horizontal surfaces/Drop and clean light fixtures
	Remove dust and cobwebs from ceiling areas Dust blinds/air vents
Offices	Wash all windows and glass partitions (both sides)
	Deep clean all carpeting
	Dust furniture, including desks, chairs and tables
	Dust interior window ledges
	Dust blinds/air vents High dust horizontal surfaces/Drop and clean light fixtures
Lounge	Strip and wax tile floors
	Damp clean all washable furniture
	Deep clean all carpeting
	Dust blinds/air vents
	High dust horizontal surfaces/Drop and clean light fixtures
	Wash all windows and glass partitions (both sides) Clean and sanitize counters and sinks
Library	Deep clean all carpeting
	Damp clean all washable furniture
	Dust blinds/air vents
	High dust horizontal surfaces/Drop and clean light fixtures
	Wash all windows and glass partitions (both sides) Dust furniture, including desks, chairs and tables
Common Areas	Refinish all composition floors (semi-annually)*
	Deep clean all carpeting
	Clean lobby windows (semi-annually)*
	Clean and sanitize water fountains
	Dust interior window ledges
	Deep clean all carpet and walk-off mats
Restrooms/ Dressing Rooms	Machine scrub floors with germicidal disinfectant (semi-annually)*
	Clean, sanitize and polish all vitreous fixtures ⁵
	Clean and polish chrome fittings
	Clean and sanitize toilet seats
	Clean and polish glass and mirrors
	Wash and sanitize exterior of containers
	Clean and sanitize partitions/remove graffiti
	Scrub and sanitize walls
	High dust horizontal surfaces/Drop and clean light fixtures
Multi-Purpose/ Gymnasium	Wash all windows and glass partitions
	Strip and wax tile floors
	Screen and re-coat hardwood gym floors (available at an additional cost)
Cafeteria	Refinish all composition floors (semi-annually)*
	Deep clean all carpeting
	Wash all windows and glass partitions (both sides)
	Clean and sanitize water fountains
	Dust interior window ledges
	Dust blinds/air vents Clean and sanitize surfaces of tables and chairs

*Semi-annual cleanings will take place during summer and Christmas breaks.

Cleaning Specifications

All Facilities	Daily	Weekly	Monthly
	(five (5) days per week)		(performed on the last Friday of each month)
Exterior of Buildings	Remove trash from Grounds		
	Sweep entrances		
	Sweep sidewalks		
Classrooms	Empty waste baskets and replace liners	Low dust horizontal surfaces ⁴	High dust horizontal surfaces ⁹
	Spot clean all windows	High dust horizontal surfaces ⁹	Remove dust and cobwebs from ceiling areas
	Clean and sanitize counters and sinks	Damp clean baseboards	Dust blinds
	Dust mop composition floors ¹	Damp clean window ledges	
	Spot mop composition floors ²	Wet mop	
	Vacuum all carpet and walk-off mats	Remove fingerprints from areas ⁶	
	Spot clean carpet		
	Clean chalkboards/trays		
Offices	Spot clean desk tops		
	Empty waste baskets and replace liners	Low dust horizontal surfaces ⁶	High dust horizontal surfaces ⁹
	Dust furniture, including desks, chairs and tables	Damp clean baseboards	Remove dust and cobwebs from ceiling areas
	Dust interior window ledges	Damp clean window ledges	Dust Venetian blinds
	Dust telephones	Remove fingerprints from areas ⁶	
	Spot clean window glass and glass partitions ³		
	Spot clean desk tops		
	Dust mop composition floors ¹		
	Spot mop composition floors ²		
Lounge	Vacuum carpet and walk-off mats		
	Spot clean carpet		
	Empty waste baskets and replace liners	Low dust horizontal surfaces ⁹	High dust horizontal surfaces ⁹
	Dust furniture ⁴	Damp clean baseboards	Remove dust and cobwebs from ceiling areas
	Dust interior window ledges	Remove fingerprints from areas ⁶	
	Dust telephones		
	Spot clean window glass and glass partitions ³		
	Damp clean counter tops		
	Damp clean vending machines		
	Dust mop composition floors ¹		
	Spot mop composition floors ²		
Library	Vacuum carpet and walk-off mats		
	Spot clean carpet		
	Empty waste baskets	Replace all plastic liners in waste baskets	High dust horizontal surfaces ⁹
	Dust furniture ⁴	Low dust horizontal surfaces ⁹	Remove dust and cobwebs from ceiling areas
	Dust interior window ledges	Dust all bookshelves (books to remain in place)	
	Spot clean window glass and glass partitions ³	Damp clean baseboards	
	Spot clean desk tops	Damp clean window ledges	
	Dust mop composition floors ¹	Remove fingerprints from areas ⁶	

Cleaning Specifications

All Facilities	Daily	Weekly	Monthly
	(five (5) days per week)		(performed on the last Friday of each month)
Common Areas	Spot clean glass partitions and doors	Damp clean baseboards	High dust horizontal surfaces ⁹
	Clean and sanitize water fountains	Damp clean window ledges	Remove dust and cobwebs from ceiling areas
	Dust interior window ledges	Dust locker tops	
	Dust mop composition floors ¹	Spray buff composition floors (semi-weekly)	
	Spot mop composition floors ²		
	Vacuum carpet and walk-off mats		
	Spot clean carpet		
	Clean under entrance mats (inside and outside)		
Restrooms/ Dressing Rooms	Check restrooms throughout the school day	Low dust horizontal surfaces ⁸	High dust horizontal surfaces ⁹
	Empty waste baskets and replace liners	Damp clean baseboards	Remove dust and cobwebs from ceiling areas
	Clean, sanitize and polish all vitreous fixtures ⁵	Remove fingerprints from areas ⁶	Wash and sanitize metal partitions
	Clean and polish chrome fittings		Machine scrub floors with germicidal disinfectant
	Clean and sanitize toilet seats		
	Clean and polish glass and mirrors		
	Wash and sanitize exterior of containers		
	Dust metal partitions		
	Remove spots, marks, stains and splashes from walls		
	Spot clean metal partitions		
	Sweep floors		
	Damp mop floors with germicidal disinfectant		
Re-supply expendable restroom dispensers			
Multi-Purpose/ Gymnasium	Empty waste baskets	Replace all plastic can liners in waste baskets	High dust horizontal surfaces ⁹
	Remove fingerprints from areas ⁶	Low dust horizontal surfaces ⁸	
	Dust mop floors ⁷	Sweep baseboards	
	Spot mop composition floors		
Cafeteria	Empty trash cans	Remove fingerprints from areas ⁶	High dust horizontal surfaces ⁹
	Replace all plastic liners	Low dust horizontal surfaces ⁸	
	Clean well around trash cans	Damp clean baseboards and window ledges	
	Dust mop/sweep floors	Spray buff all composition floors (semi-weekly)	
	Damp mop floors		
	Vacuum walk-off mats		
Clean water fountains			

1. All composition floors are dust mopped with a chemically treated mop.
2. All composition floors are spot mopped with all-purpose cleaner.
3. All window and glass partitions are spot cleaned to hand height (70"). Not to exceed 12 feet.
4. Desks, chairs and tables will be included in the furniture dusting.
5. Vitreous fixtures that will be cleaned, sanitized and polished include toilet bowls, urinals and hand basins.
6. Fingerprints will be removed from doors, frames, light switches, kick plates, push plates, handles and railings, where applicable.
7. Gymnasium floors will be dust mopped with a chemically treated mop per manufacturer's specifications.
8. Low dusting will be done to hand height (70").
9. High dusting will be done above hand height (70") and will include shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.



Whether a customer has been with us for 20 years, or they are just starting out, our goal is always to be a trusted partner.

Studies have shown that APPA Level 2 is the appropriate maintenance level for schools in order to have a distraction-free learning environment.

SSC walks hundreds, if not thousands, of schools a year. We find that sometimes providing APPA appearance level scoring can be a shock to some districts. Our intent is not to point out deficiencies, but to provide data based on nationally accepted industry standards using APPA.

Event Coverage

One of the most dynamic aspects of managing facilities in an educational environment is the variety of events that take place. From athletics, to commencements, to concerts, there are many events to prepare for and to clean up afterward. These are valuable opportunities to provide the best services to your students, as well as showcase your facilities to visitors. We have created an event coverage program to ensure that the first impression is always positive and that your facility needs are covered. Following each event, we conduct a quality assurance audit to determine how we can help make the next event even better.

Dependability

SSC's experience, attention to detail, focused procedures and measurable quality control are just a few of the things that can help you be certain you are putting your trust in a company that will get the job done.

Whether a customer has been with us for 20 years, or they are just starting out, our goal is always to be a trusted partner who provides exceptional customer satisfaction, clean facilities, and does all we can to help enhance the learning environment of your students, faculty, staff and visitors.

Free Assessments for Additional Services

As specialists in facilities management for education, we provide industry-best service in the areas of custodial, grounds, and plant operations and maintenance. Should your district only choose to contract our team for one of these services, we will be happy to provide free assessments for the additional services at our cost. Bundling services can provide opportunities for cost savings, efficiencies and further peace of mind that you're in the capable hands of the industry leader.

SAFETY AND SECURITY

Anyone involved in the education industry knows that safety and security are the No. 1 priorities. We want Hickman County Schools to know that we take these responsibilities seriously, and we do absolutely everything we can to ensure a safe, secure learning environment.



Our Process



Social Security card verification through E-Verify

This verifies that applicants are who they say they are and that they are legally eligible for employment. We will not take chances with your reputation or ours.



ScanScreener run through RTI

This check includes county and state searches from 50 states, plus the District of Columbia's criminal background databases.



SSC background check

We ensure that the applicant is the legal owner of his or her provided Social Security number, as well as check previous residences in which the applicant has lived.

BACKGROUND CHECKS

Your community's safety and reputation is our top priority. That's why we perform the most stringent background checks possible, including fingerprinting and compliance with state laws.

SSC runs background checks on all potential employees before they start work. Specialists ensure we run each check consistently and that we clear each new hire satisfactorily according to SSC's hiring policies.

Upon completing all checks, we look at eligibility for employment. We disqualify applicants for drug-, sex-, violence- or theft-related charges. We also perform annual checks on current employees. If we find criminal charges, we review their history with your administration and jointly decide employment eligibility.

DRUG TESTING

All employees hired by SSC are required to sign a waiver allowing us to perform random drug testing. Preplacement drug screening is available by customer request at an additional cost.

KEY DISTRIBUTION AND CONTROL

SSC has an organized and established lock and key system at each of our customer sites to minimize the number of keys in circulation. During the startup period, the contract manager works in conjunction with the regional manager to inventory all keys in SSC's custody. A copy of the detailed inventory list is kept both on-site and at SSC's corporate headquarters. SSC's daily key distribution process:

- Employees must sign keys in and out for each shift worked.
- Keys are handed to employees only by the manager or supervisor on duty and are returned in the same manner.
- Keys are organized and kept in a secure lockbox that can only be accessed by SSC managers and supervisors. Keys are clearly marked by number or letter, not by building.
- Only the keys necessary for an employee's specific job duties are issued to the individual.
- Employees are given keys only when wearing the proper key ring and belt clip. No other form of carrying keys is acceptable.

In the event a key is lost or misplaced, your contract manager is required to contact both the regional manager and the division president within one hour of the key loss. SSC's upper management will then take the appropriate action to resolve the issue and prevent future occurrences.

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Working in the education environment, SSC allows me to help kids learn in a clean, safe environment. That makes me proud of what I do every day!

Eric, SSC associate

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74
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COMMERCIAL CRIME COVERAGE

To alleviate security concerns, we carry commercial crime coverage, which includes employee dishonesty with limits of not less than \$150,000 per occurrence. The safety of your students, faculty, staff and community is of the utmost importance. Therefore, we take every precaution possible to ensure that any SSC employee who sets foot in your facility has a clean criminal record and your facilities are covered in the event of the unthinkable.

UNIFORMS

The pride and professionalism of SSC is reflected in uniforms for the staff.

- Clean and neat uniforms are worn daily. Employee appearance reflects the image of SSC and the facilities we serve.
- Shirts, slacks and ID badges are provided for employees. Shirts will have the company name and/or logo imprinted on them so that employees are easily identifiable and professionally attired at all times. This aids in security for our customers and their students. In addition, we find that professional uniforms result in a more professional attitude from the staff, and a more positive impression with the administration, faculty, students and staff
- Personal apparel is never substituted for approved uniform pieces.
- Uniforms that are permanently soiled, stained or the incorrect size are promptly replaced.
- Slip-resistant shoes are recommended at all times. All shoes must be closed-toe and in good repair.
- The wearing of uniforms outside of work hours is strictly prohibited.

SAFETY TRAINING

NFPA Training

SSC partners with the NFPA to provide three-day comprehensive seminars that focus on the Life Safety Code as it is applied to educational institutions. Leaders with direct experience in code content, application and inspection teach the seminars. Attendees develop a full understanding of the seven components of the Environment of Care standards: safety, security, hazardous materials and waste, emergency preparedness, life safety, equipment, and utility systems.

Safety training topics include:

- A safety mindset
- Identifying hazards
- Preventing strains, sprains and slip-and-fall incidents
- Cut and burn prevention
- Fire safety
- Proper use of equipment
- Hazard communication
- Emergency evacuation
- Personal protective equipment
- Safe work practices
- Bloodborne pathogens

Weekly Safety Minders

The Weekly Minders program, a guided team exercise led by operations managers, engages associates in renewed awareness of safety concerns, protocols and best practices. This reinforcement on a regular basis dramatically improves mindfulness and retention of the operational safety aspects of every duty.

In Case of Crisis

At SSC, we strive to always enhance our service and our value to our partners. One of the many ways we have enhanced facilities management is the integration of a crisis management program that uses state-of-the-art technology to deliver the highest level of emergency preparedness to your school district. We offer smart features that turn SSC's industry-leading crisis management plans into actionable, digital playbooks – and help your district respond to crises quickly.

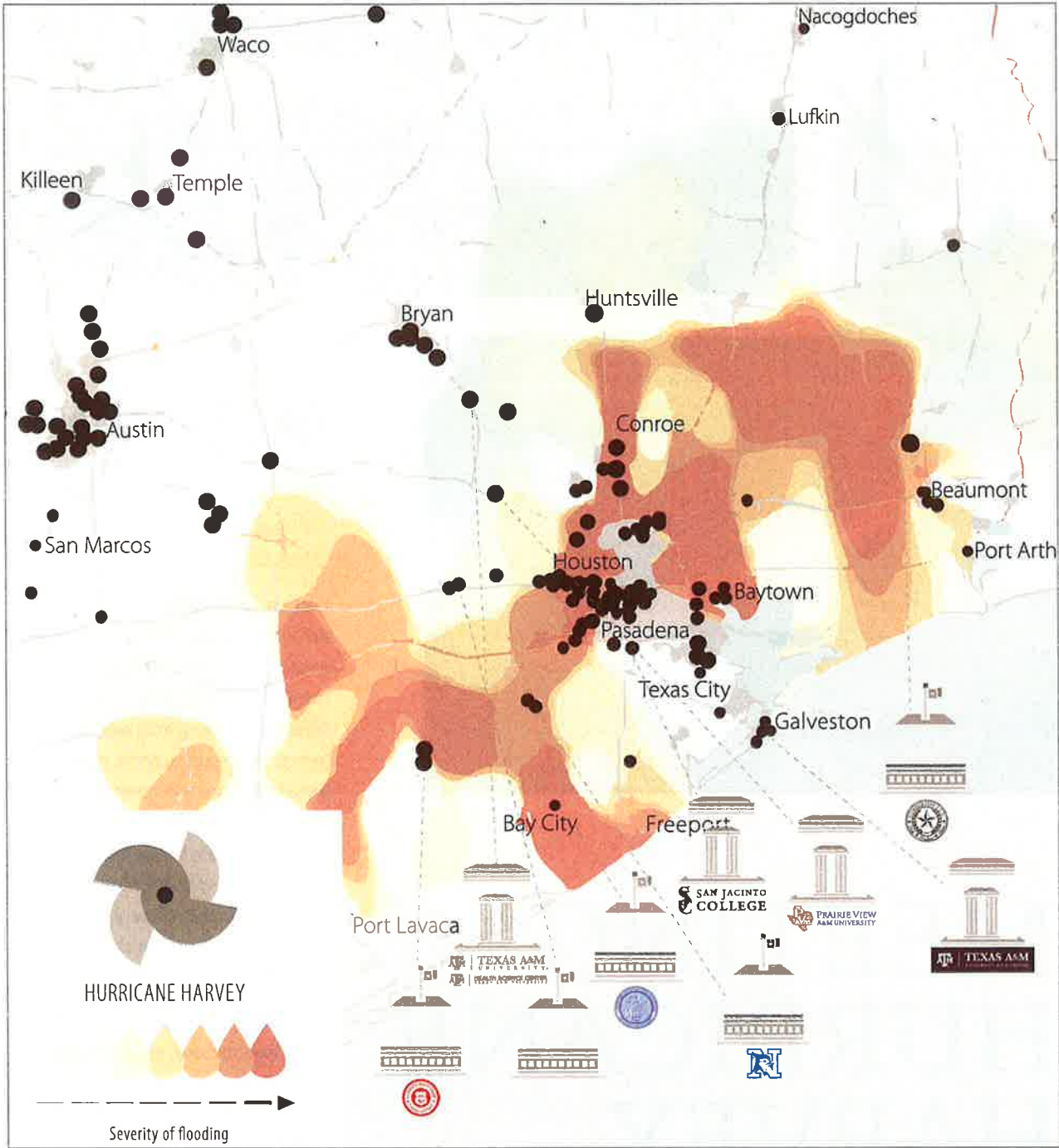
Our secure, enterprise-ready, In Case of Crisis app leverages the power and convenience of smartphones, which gives users fingertip access to our plans, key contacts, incident forms, notifications and much more.

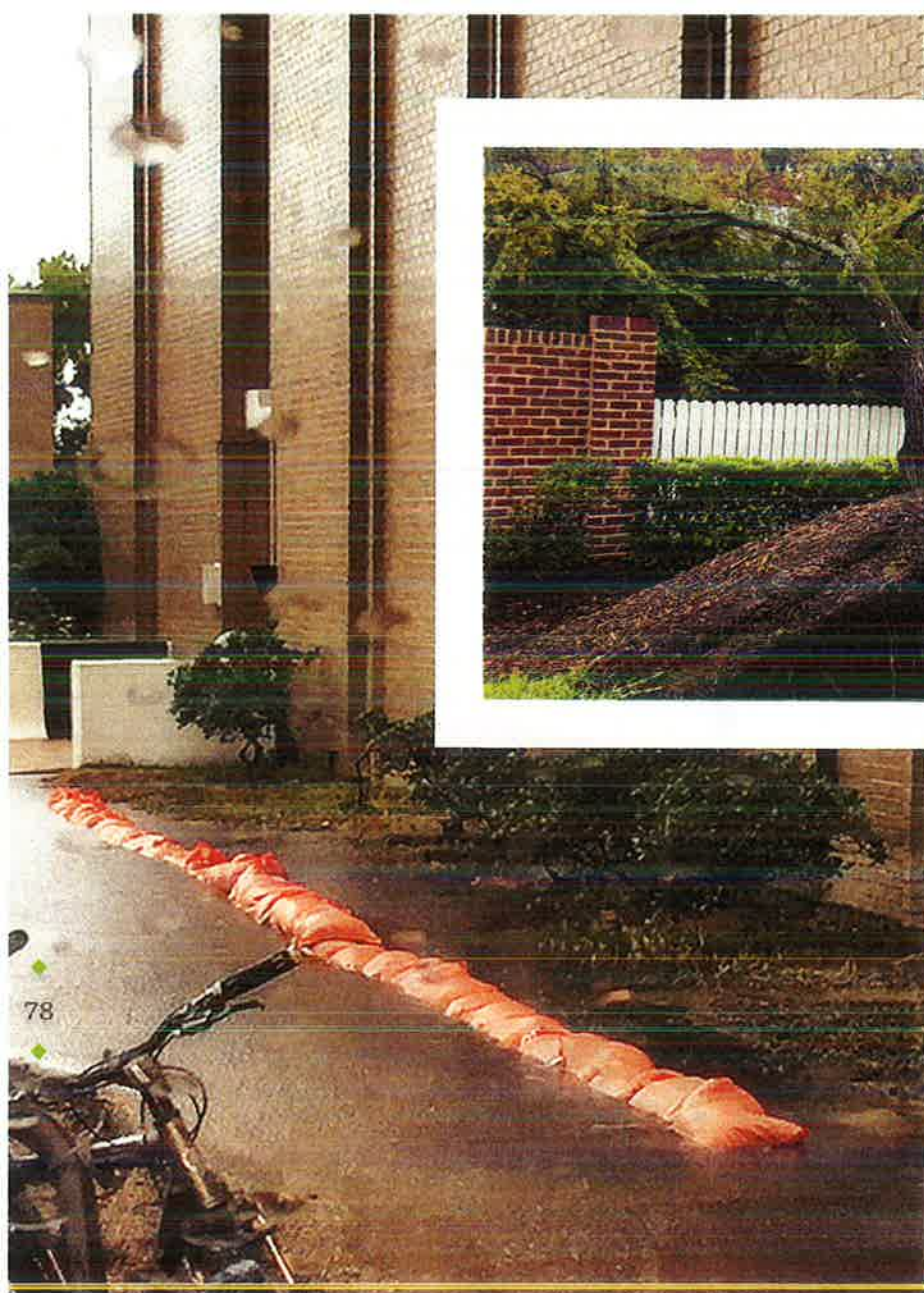


The In Case of Crisis app is an award-winning mobile solution that allows you to better care for the well-being of your students and faculty by offering an easy and secure way to access our emergency procedures and safety guidelines. Our app includes incident reporting, push notifications, the ability to build and support multiple preparedness plans, and the ability to manage different use cases, groups or locations.

As part of our ongoing professional and workplace development efforts, we engage all staff members in a regular series of targeted safety training sessions.

The graphic below represents the impact Hurricane Harvey had on our client locations in Texas. Each dot represents one of our partners, and the colors represent the amount of flooding in the area.





A Disaster Recovery Case Study

In late summer 2017, the areas surrounding Texas A&M saw considerable winds and rain from Hurricane Harvey. The weather event caused massive devastation, leaving in its path leveled homes, businesses, schools, nursing homes, churches and stores, and injuring or killing many. In situations such as this, our SSC team knows it is vital to be prepared, responsive and proactive to ensure the safety of everyone in our communities and get our clients up and running again as soon as possible.

Rather than waiting to see what Harvey would leave behind, our team was very proactive and performed a significant amount of pre-storm work. They set sandbags in problematic areas and prepared the campus for the predicted rainfall. Sump pumps were checked to ensure that each was in good working order.

MEETING HURRICANE HARVEY HEAD ON

“

I was amazed by the dedication of both our own staff and SSC colleagues during this period.

Jerry Strawser, TAMU Executive VP and CFO

”

During the storm weekend and after, SSC focused on coming together to work as a team to clean up the campus. During the storm itself, an SSC Command Center was set up to react immediately to rain event issues. Additional maintenance associates were called in to assist with the influx of calls. Priority buildings were monitored during the rain event. Regional conference calls were held twice a day with SSC corporate and regional directors to determine if any other TAMU campuses needed additional resources during the event.

After the storm, water extraction and repairs were performed. Astoundingly, several SSC associates whose homes were affected by the storm continued to come to work. The SSC team even hosted a supply drive to help those affected by Harvey, collecting items ranging from bottled water to toiletries.



When the new school year started, there was still much to do in terms of repairing damaged structures. Overall, SSC performed commendably under these circumstances, even allowing classes to start on time.

TAMU associate vice president for facilities and operations, Jane Schneider, commented, “We are very appreciative of the hardworking SSC staff who worked long hours prior to the storm to prepare for Hurricane Harvey.

Subsequently, the response by SSC staff to weather-related issues in our facilities reflected their commitment to ensure that damage was minimized and addressed as quickly as possible. We are very thankful to SSC staff for their dedication.”

“I was amazed by the dedication of both our own staff and SSC colleagues during this period,” said executive vice president and chief financial officer Jerry Strawser. “Their immediate and effective response allowed us to welcome over 60,000 students to our campus just days after this unprecedented storm.”

SSC sees the opportunity to learn and grow from every situation that forces us to step outside of our comfort zone. As always, safety is our first priority, and we continue to hope for the best, but prepare for the worst.

UNIFORMS

It is extremely important to Compass Group that the company presents a professional image to clients and customers.

To ensure this objective is met, associates are required to abide by our Uniform and Personal Appearance and Handwashing Policy.

Generally each account has a specific uniform requirement and policy. Account management will describe in detail the account's specific policy during the onboarding process.

Uniforms and name tags will generally be provided to associates by the company upon hire. However, this may vary from account to account. Associates who are issued uniforms must sign for each item issued, and all items are to be returned to the company upon separation without exception. Associates will be charged for all uniform items that are not returned.

At the start of each shift, associates must be in their full uniform and the uniform must be clean, pressed and neatly maintained. Torn, frayed or patched clothing is not permitted at any time.

Proper shoes are to be worn at all times and shoes must be maintained and polished. Likewise, all company-issued personal protective equipment must be worn and used as directed.

All federal, state and local laws regarding uniforms, including laundering of uniforms, will be followed by the company. If an associate ever has any questions about the company's Uniform Policy or the account-specific policy, the associate should speak with his/her manager.





SUPPLIES

SSC is dedicated to preserving and protecting our natural resources. To that end, we have created and put into practice a Purely Green Standard that encourages the use of environmentally responsible chemicals, equipment and processes. This helps protect the health of those in and around the facilities we serve and lessens our impact on the environment, locally and globally.

CLEANING CHEMICALS

Environmentally responsible chemicals (ERCs) are used in day-to-day cleaning duties.

Some jobs require specialized nongreen chemicals. Daily duties such as mopping, autoscrubbing, cleaning glass and standard spray and wipe applications use ERCs. Requirements:

- Chemicals are certified by or meet the standard of a reputable third-party company, such as Green Seal, DfE or EcoLogo.
- Chemicals are run through a dilution control system or have a quantifiable, written method to effectively and correctly measure and dilute chemicals.
- Chemicals are purchased in concentrate form.
- Chemicals that are effective with cold water are encouraged.
- We use ionized, electronically charged or ozonized water as a way to virtually eliminate chemicals where possible.
- Our employees are trained in the proper use of non-ERC disinfectants.
- Hand soaps and foaming hand cleaners meet the certifying standards of a third-party company such as Green Seal, DfE or EcoLogo.

PAPER AND LINERS

Massive amounts of towel and tissue waste end up in a landfill and their production and processing have a huge environmental impact. To reduce usage and lessen the environmental strain, we:

- Follow EPA guidelines for post-consumer content – bathroom tissue, 20% post-consumer; paper towels, 40% post-consumer.
- Use towels and tissues, which meet the standards of a third-party certifying body.
- Use bleached towels and tissues that are processed chlorine-free.
- Use high-capacity tissue rolls instead of household rolls.
- Use the appropriate bag size for each container and the appropriate gauge for reducing waste and saving money. Also, we focus on using can liners containing 100% recycled content with a minimum 20% post-consumer content.

MICROFIBER PRODUCTS

In a concerted effort to maintain the highest quality cleaning for our customers such as Hickman County Schools, SSC utilizes microfiber products at each of our accounts. Microfibers – fine, synthetic fiber composed of 80% polyester and 20% polyamide (nylon) – split to increase absorbency and create microscopic hooks, which capture the dust rather than simply pushing it around.

Dusters

Microfeather and microfiber dusters perform better than lamb's wool and poly dusters as their materials trap dust more efficiently. Flexible heads and extension poles allow for greater range of movement and the ability to clean hard-to-reach places. Best of all, microfiber won't leave lint behind and will last through hundreds of hand (microfeather) or machine (microfiber) washings. Microfeather and microfiber dusters are a much more economical choice as they do not require constant replacement or specialized storage.

Why Microfibers?

1

Clean more effectively

2

Clean faster

3

Eliminate cross-contamination

4

Enable staff to perform less intrusively and more quietly

5

Promote green cleaning

6

Reduce material costs

7

Reduce workers' compensation claims

We focus on using can liners containing 100% recycled content with a minimum 20% post-consumer content



Advantage Waxer

This waxing system can be used to quickly and easily clean small rooms or cut edges without getting floor finish on baseboards. The 50-ounce reservoir weighs only five pounds when full and lays an even layer of finish. It is ideal for areas of up to 1,000 square feet.

Perfect Clean Microfiber Handle and Frame

This basic microfiber mop setup is one of the most durable in the industry. The handle is adjustable to fit the user's height and the frame swivels 360 degrees for excellent maneuverability.

Bucketless Advantage Mopping System

Associates can mop quickly, leaving behind a dryer floor while using fewer chemicals and 10% less water than conventional methods. The system, which is color-coded to prevent cross contamination, requires no bucket or wringer, eliminating heavy lifting and back strains. In addition, cost and time savings result from the mop pads lasting hundreds of washings.

These pads lay a smooth finish and easily cut baseboards and small areas. They can be used with the waxer system or the standard microfiber setup.

Traditional Mopping System

Durable microfiber pads pull more dirt off the floor than conventional mops. Using these mops for a final rinse before laying the finish ensures an ultra-clean floor.

Mop Buckets

The pad bucket system allows for convenience with easy storage of mops and hassle-free wringing. This system is also compatible with floor finishes.

The ErgoWorx Bucket is a touchless, dual-bucket system that avoids cross-contamination by allowing hands-free mop head replacement. It can also be used with floor finish, and fits perfectly on a custodial cart.

“

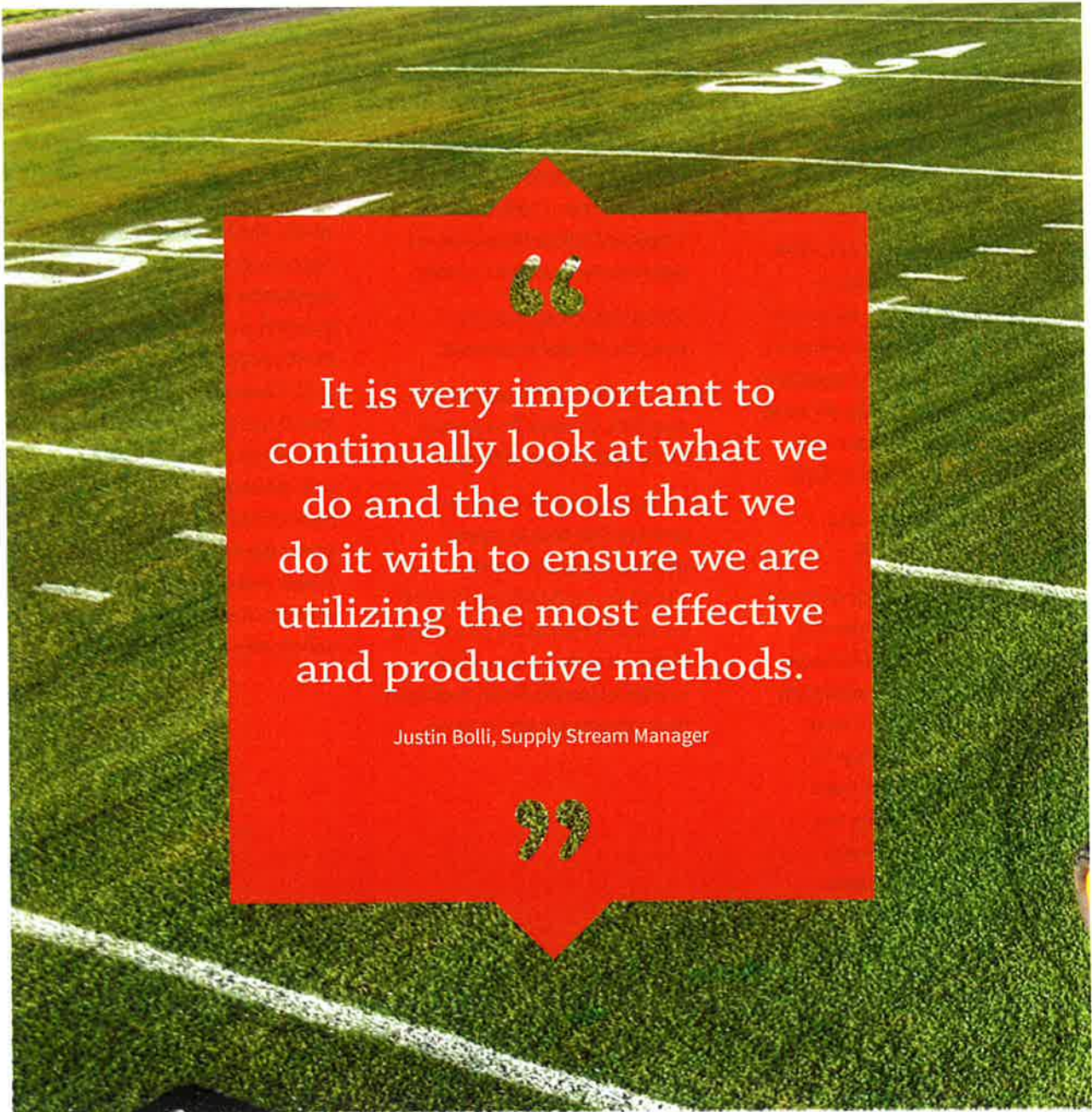
SSC has taken ownership of the overall appearance of our facilities and has been responsive to all issues that have arisen.

SSC customer

”

EQUIPMENT

Without the right tools, it is impossible to perform to the highest standards. SSC provides the finest equipment and training available to optimize our performance, motivate our employees and provide excellent service.



EQUIPMENT GUIDELINES

SSC uses the following equipment guidelines to reduce environmental impact and improve efficiency:

- Vacuum cleaners meet the Carpet and Rug Institute's (CRI) seal of approval requirements. CRI uses three criteria to rate vacuum performance: soil removal, dust containment and surface appearance change.
- Vacuums are equipped with HEPA filters that remove 99.97% of particulates at least 0.3 microns in size. Team members are trained on proper maintenance and operation to keep vacuums running efficiently while scheduled inspections of the filters ensure proper air flow.
- Vacuums operate at a noise level of less than 70 dBA.
- Propane-powered equipment must have low-emission engines that meet the California Air Resources Board requirements or equivalent and are only operated in times of low building occupancy. For extra assurance to meet these environmental standards, the machines will automatically shut off when sensors detect elevated exhaust emissions.

- Battery-powered equipment has a written maintenance plan, providing guidance on best practices to extend battery life and runtime. Using a battery management system and/or maintenance-free batteries is encouraged.
- Our battery-powered equipment uses sealed absorbent glass mat (AGM) batteries. These batteries last longer and reduce the number of batteries discarded into landfills.
- Carpet extraction machines meet the CRI seal of approval.
- Autoscrubbers are equipped with a variable chemical flow system for optimal solution dispersal.
- We use orbital technology for chemical-free floor stripping, reducing the use of harmful chemicals and limiting exposure to our employees and the wastewater treatment system. Slip-and-fall incidents associated with traditional floor stripping are also reduced.

PRODUCT REVIEW COMMITTEE

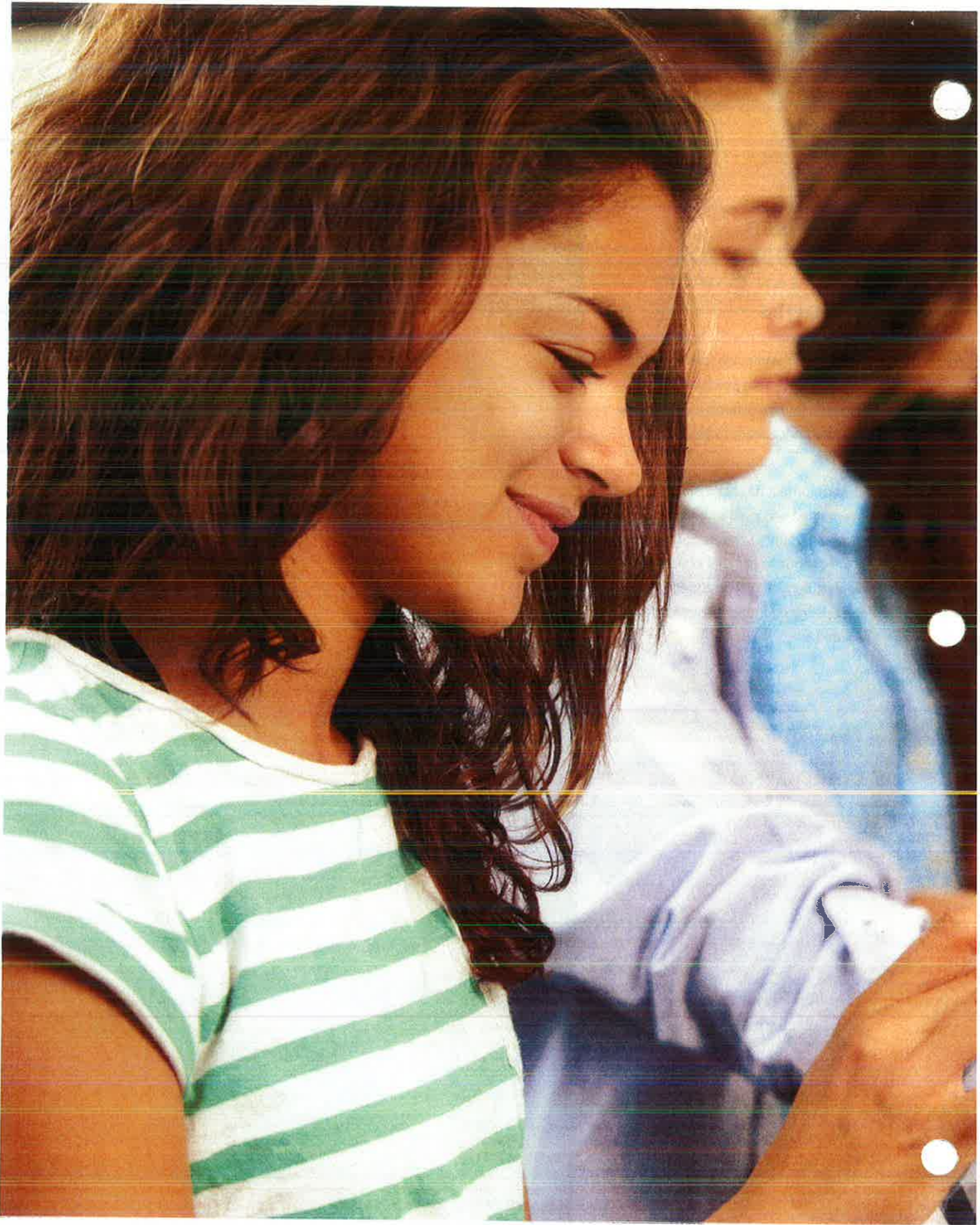
SSC holds an annual Product Review Committee meeting at our corporate office to stay on the forefront of the latest industry innovations in equipment and supplies. Headed by Supply Stream Manager Justin Bolli, the committee includes several experienced managers from both of our educational divisions (K-12 and Hi-Ed). The annual meeting is an opportunity for our prime contract suppliers to help us identify new products and initiatives that contribute to efficiencies, higher productivity and SSC's commitment to environmentally friendly practices. These items are then tested on-site for reliability and effectiveness. Members of the Product Review Committee also attend the International Sanitary Supply Association (ISSA/InterClean) conference each October to further explore new industry trends.

PROPOSED EQUIPMENT FOR HICKMAN COUNTY SCHOOLS

There are no immediate plans for a major equipment purchase for Hickman County Schools in addition to the inventory already in place at your facilities.

The equipment has been properly maintained and used solely at Hickman County Schools. SSC's intent is to continue to use that equipment. New equipment will be added to the existing equipment inventory as needed.





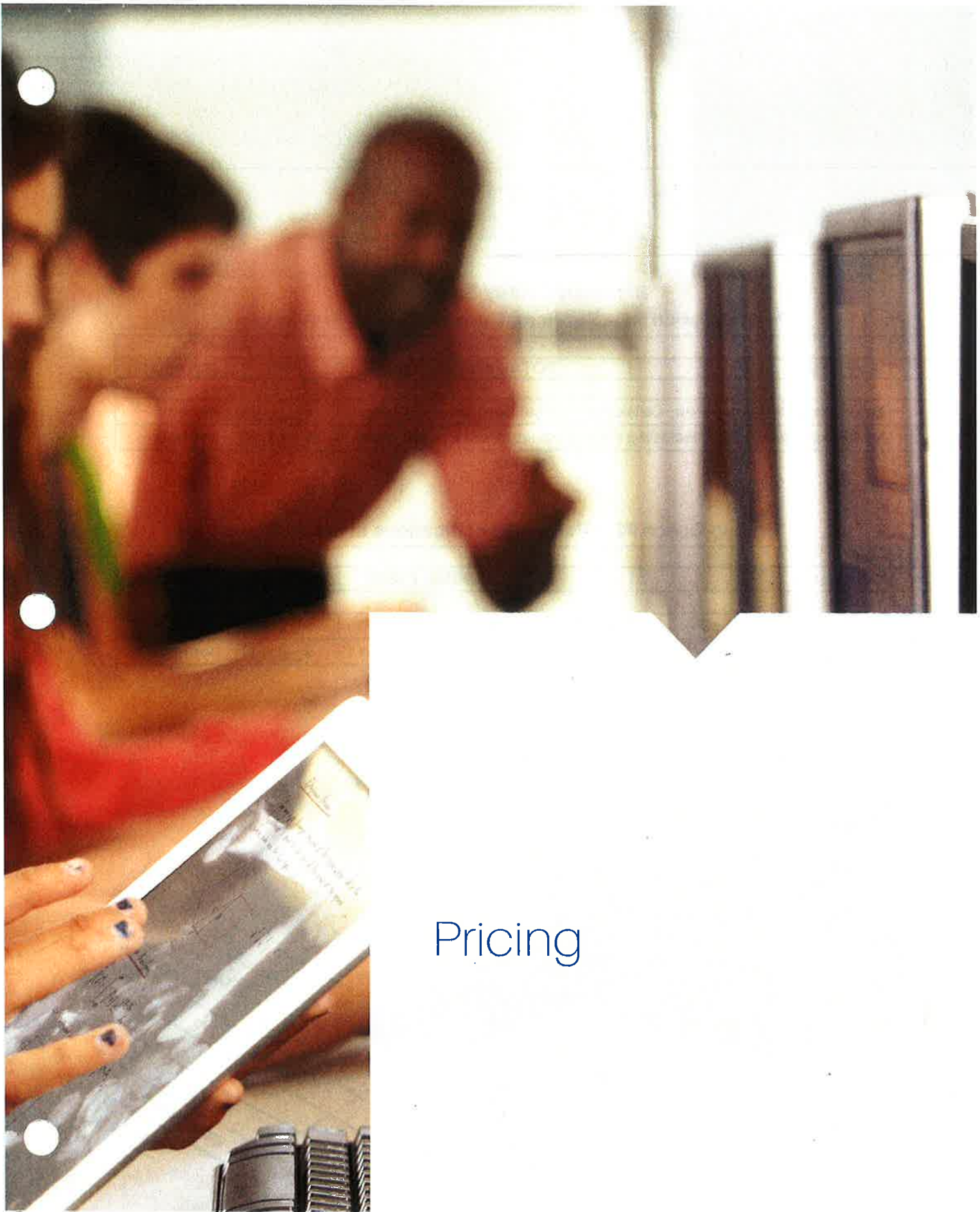


SSC

services for education
EXPERTISE-COMMITMENT-VALUE

Pricing





Pricing

PRICING

Hickman County Schools Pricing Option #1 – Services Currently Being Provided

1.	Year One	TOTAL ANNUAL PRICE	\$ 480,050.00
	Emergency Response Fee, Outside of Typical Contracted Hours,		\$ 25.00 per hour
	Additional Service Fee, including Final Cleaning Post Construction		\$ 25.00 per hour

Pricing Option #2 – Per the Specifications in the RFP

1.	Year One	TOTAL ANNUAL PRICE	\$ 533,062.00
	Emergency Response Fee, Outside of Typical Contracted Hours,		\$ 25.00 per hour
	Additional Service Fee, including Final Cleaning Post Construction		\$ 25.00 per hour



“

Not only was SSC's pricing competitive, but they delivered a completely seamless transition. I could not overemphasize the excellent way in which SSC brought the new operation onboard.

William Chenoweth, SSC customer

”



Hickman County Schools will benefit from the unshakable financial stability of SSC's parent company, Compass Group.



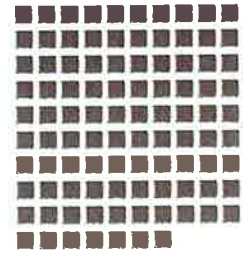
This strength supports our growth, allows us to invest in innovations for our customers and brings peace of mind to our partnerships by allowing us to take more risks and guarantee outcomes. Compass Group is also uniquely able to offer upfront capital investments for the improvement of our customers' facility infrastructures. These investments can have immediate and long-term financial payoffs for your facilities.



Serves

97

of the Fortune 100 companies



265,000

Associates in North America



90,000

Associates to be hired
over the next year

6th

Largest employer in the world



\$18.6B

Revenue in 2018



Unmatched

Purchasing power

Pricing

SERVICE FEE ADJUSTMENTS

Annual Inflation Adjustment

At the end of each year of this Agreement, the Annual Contract Price shall be increased by an amount equal to the percentage obtained from Consumer Price Index for All Urban Consumers: U.S. City Average, All Items, for the most recently published twelve (12) month period, as published by the U.S. Department of Labor, Bureau of Labor Statistics. Should the applicable inflation rate over the most recently published twelve (12) month period decrease, the Annual Contract Price shall not change from the previous year.

Labor Changes

The Annual Contract Price will be subject to change in the event of (i) a change to existing or new federal, state or local payroll taxes (including changes to any payroll based taxes or withholdings such as FICA, SUI and FUI); (ii) a change related to unionization of Contractor employees at a Facility (whether an initial collective bargaining agreement, amendments to an existing collective bargaining agreement, or the negotiation of a subsequent, successor collective bargaining agreement); (iii) an increase in the minimum wage rate or the enactment of any "living wage" laws by any governmental entity; and/ or (iv) new or additional fees, taxes, assessments or other charges or costs incurred by Contractor arising out of changes to existing or new federal, state or local legislation or legal requirements related to employee medical insurance or other employee benefits. The Annual Contract Price will be increased to account for the change in such costs effective from the date such changes impose additional costs on Contractor.

INSURANCE

Each party shall at all times during the term of this Agreement, at its own cost and expense, carry and maintain Worker's Compensation, General Liability, Automobile Liability, in the following amounts:

Commercial General Liability written on an occurrence coverage form, naming the other party as additional insured. The minimum limits are One Million Dollars (\$1,000,000.00) per each occurrence, One Million Dollars (\$1,000,000.00) aggregate.

- Automobile Liability covering all owned, leased or rented vehicles with property damage and bodily injury coverage with combined single limits of One Million Dollars (\$1,000,000.00).
- Workers' Compensation (Statutory) and Employers' Liability with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per accident.

Each party shall, at the other party's request, provide a Certificate of Insurance evidencing this coverage.



FINANCIAL UPDATES

To: Compass Group USA Business Partners

Date: January 2, 2019

Sub: Compass Group USA Financial Update

Compass Group USA Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA Inc. is the legal entity representing United States operations and is the parent company of Best Vendors Management Inc., Bon Appetit Management Co., Crothall Services Group, CulinArt Group Inc., Eurest Services Inc., Flik International Corp., Foodbuy LLC, Gourmet Dining LLC, Levy Restaurants, Morrison Management Specialists Inc., Restaurant Associates Corporation, Southeast Service Corporation, and Wolfgang Puck Catering & Events LLC. Divisions of Compass Group USA Inc. include Canteen, Chartwells, Eurest Dining, and Unidine Corporation.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2018 of US \$18.6 billion and operating profit of US \$1.5 billion. Compass Group North America's revenues represent 59% of the CGP worldwide total. Compass Group North America's client list includes Berkshire Hathaway, Mount Sinai, and Texas A&M University.

CGP was formed in 1987 to facilitate the management-led buyout of the Grand Metropolitan PLC Catering division. During its 32-year history, CGP has grown more than fiftyfold from a revenue and value perspective, with a current market capitalization of US \$36 billion. CGP trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. Access to the September 30, 2018, CGP annual report is available through the following link:

<https://www.compass-group.com/en/investors/annual-reports.html>

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Thomas'.

Daniel Thomas

Vice President & Treasurer, Compass Group, North America

2400 Yorkmont Road, Charlotte, NC 28217

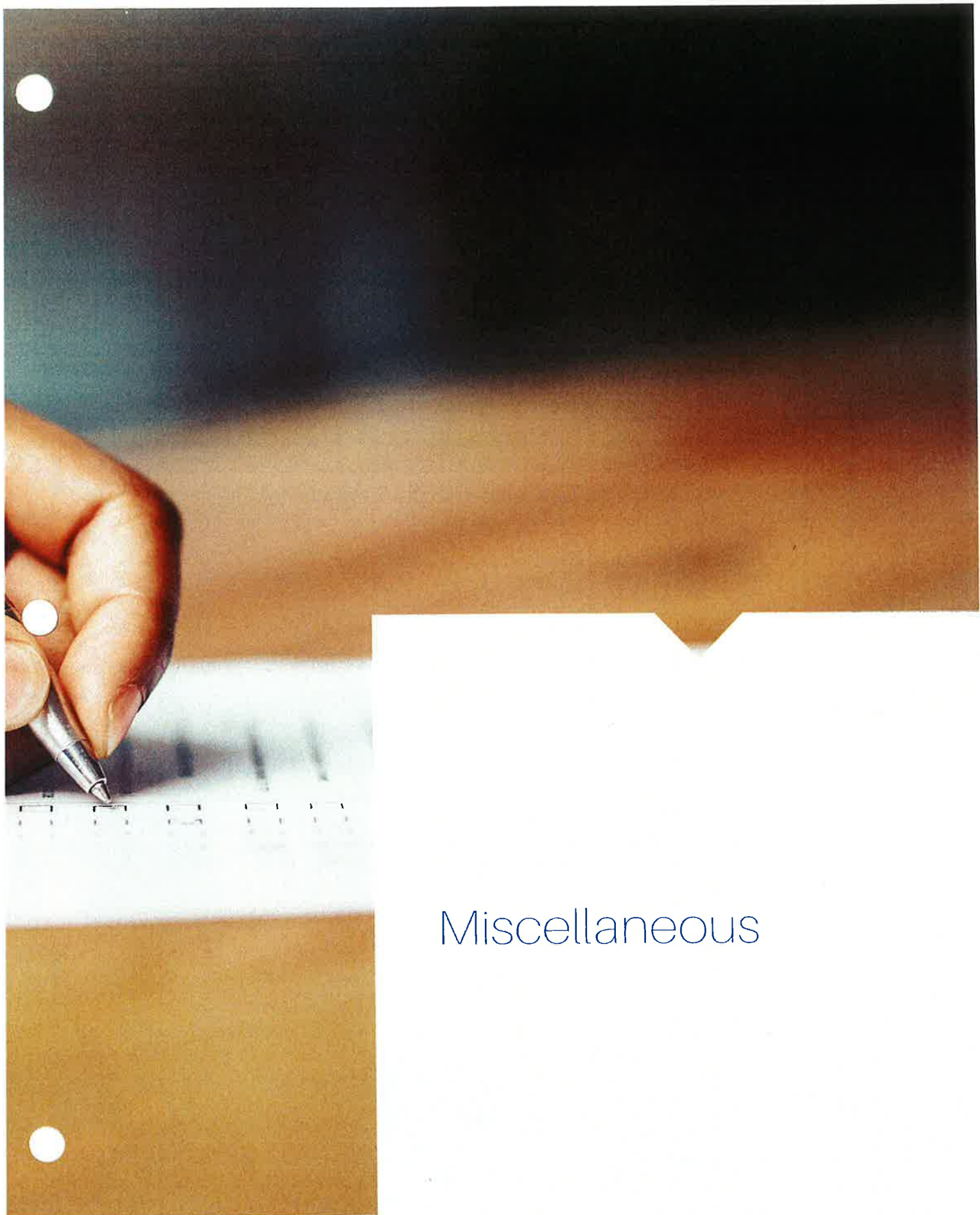
Phone: 704-328-7073





Miscellaneous





Miscellaneous

REQUESTED EXCEPTIONS, CHANGES, ADDITIONS

SSC respectfully requests that the following changes and/or additions be considered.

SOUTHEAST SERVICE CORPORATION EXCEPTIONS TO HICKMAN COUNTY SCHOOLS REQUEST FOR PROPOSAL

Southeast Service Corporation d/b/a SSC Service Solutions has successfully negotiated and executed contracts throughout the United States. We are confident that we will be able to continue our partnership with Hickman County Schools and develop a mutually favorable agreement that meets the needs of both parties.

1. **Section 6 Termination.** In addition to a mutual termination right for failure to perform, we request a mutual termination for convenience on sixty (60) days prior written notice.
2. **Section 14 Insurance.** We request that commercial crime coverage be accepted in lieu of third party fidelity bonds and that notice of cancellation of policies on 30 days' notice be sufficient.

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

SSC Service Solutions
2400 Yorkmont Road
Charlotte, NC 28217

OWNER:

(Name, legal status and address)

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

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square
Hartford, CT 06183

Mailing Address for Notices

Same as above

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

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

BOND AMOUNT: 100% One Hundred Percent of Amount Bid

PROJECT:

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

Custodial Services

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

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

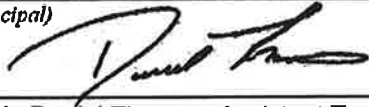
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement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

Signed and sealed this 15th day of July, 2019.


(Witness)


(Witness)

SSC Service Solutions
(Principal) (Seal)

By: 
(Title) Daniel Thomas, Assistant Treasurer

Travelers Casualty and Surety Company of America
(Surety) (Seal)

By: 
(Title) Holly Hartmann, Attorney-in-Fact

SSC SERVICE SOLUTIONS



Handwritten signature or initials.



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Holly Hartmann** of **CHARLOTTE North Carolina**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut

City of Hartford ss.

By:
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of July, 2019



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**



**CAMERON M. HARRIS™
& COMPANY**

USI Insurance Services
6100 Fairview Road
Charlotte, NC 28210
www.usi.com
Tel: 704.364.1233

July 15, 2019

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

RE: SSC Service Solutions

Dear Sir or Madam:

We are writing to you at the request of **SSC Service Solutions**, this principal has or is about to submit a proposal for Bid for:

Custodial Services

If a contract for this work is awarded to **SSC Service Solutions**, the **Travelers Casualty and Surety Company of America**, a surety licensed to conduct business in **TN** has agreed to act as surety on the bond as specified in the bid proposal.

Please let us know if you need anything further in this regard.

Sincerely,

Holly Hartmann
Attorney-In-Fact

CC: Angela D. Ramsey



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Holly Hartmann** of **CHARLOTTE North Carolina**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: *Robert L. Raney*
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



Marie C Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of July, 2019



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

EXECUTED DOCUMENTS

Janitorial Services (2020-2023)

The Hickman County Finance Office will be accepting bids for a 3 year "Schools Janitorial Contract"

July 1, 2020 – June 30, 2023.

All bidders must have a minimum of 5 years in the janitorial business of cleaning facilities of not less than 100,000 sq. ft. and up to 225,000 sq. ft. Bidders must provide notarized affidavit attached to the bid, that employees must be random drug tested yearly, and have security background checks.

Bidders

must comply with TCA 49-5-406 local, state, federal regulations regarding working on school properties.

All bidders must attach: TN business license, 1 million liability business insurance, and workers compensation insurance certificates to the bid.

Specifications and Part B specs can be found online at: www.hickmank12.org/request-for-proposal. Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Schools Janitorial Contract". Bids will be opened on Monday, July 15, 2019 at 10:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Part B Specs

Part B: Bid Specification for Janitorial Contract requirements.

Bid preview:

This bid will be for a period of 3 years with a renewable year to year contract period beginning July 1st for each year and ending June 30th of each year – July 1, 2020—June 30, 2023. For questions regarding this bid or access to facilities for touring appointments, please contact Mike Plunkett, Director of Maintenance at 931-729-3391 Ext. 3 or by email at mike.plunkett@hickmank12.org.

The pre-bid meeting will be held at East Hickman County High School, 7700 Hwy 7, Lyles, TN 37098 on July 9th, 2019 at 9:00 a.m. From that location, any/all buildings bidders would like to see will be toured on that date.

There will be no alternate days or dates offered for the pre bid meeting/ tour, nor will this bid be postponed. All bidders must have sealed bids in at the Hickman Finance Office, 114 N Central Ave. Suite 203, Centerville TN 37033 prior to opening time. Bids may **not** be faxed, emailed, and must be hand delivered, or mailed to arrive prior to the opening time.

For additional questions, please contact Mike Plunkett at 931-729-3391 Ext 2240 and leave a message. I will return your call. I will be out of town on 6-27-19 through 7-8-19, so messages received during that time will be returned after I return to work.

Invoicing:

1. All billing shall be divided into 12 equal payments, and shall provide the last 2 monthly (early invoices) in the 10th month -ending each year on June 30th, (as to end our billing early each year for fiscal closeout.)
2. Winning bidder shall provide a three copies- company signed contract to the Maintenance Secretary (jennifer.lewis@hickmank12.org) each May or June of each year, so that signatures may be in place prior to July 1st billing. Invoices will bill the first day of each month with a 30 day term for payment.
3. This bid will exercise an "optional additional (2) two year extension"; in the event both parties agree. Providing the bid price remains the same, and performance is not an issue. In event both parties do want to extend the contract an additional 2 years before bidding, it is noted the bid must end and be rebid at 5th year.
4. This bid contract will also "provide an out clause" for both parties and require a (60) day written notice of termination of the bid in event of dissatisfaction of either party, after a 30 day arbitration period to remedy any issues that may arise in this contract. The 30 day arbitration period shall begin the date of a written notice to either party making a complaint. The Hickman County Board of education reserves the right to terminate this contract at any time with the above requirements stipulated for failure of performance of the contracted services provider. Under no conditions will a sub-contractors be exercised or permitted in this contract, other than a window cleaner for high areas, without prior approval from the Hickman County Board of Education and in event the Company performing said services is sold, a written notice is to be provided to the Director of Schools.
5. Bidder is responsible and shall include in the bid all cleaning equipment, soft foam soap, cleaning supplies, trash bags, labor, and supervision as set and any other cleaning required by the Administration of Schools.
6. Bidder Janitorial lead supervisor is responsible for all counting, order tabulation and proper balancing of all paper hygiene products to each location on a daily basis and to keep properly stocked daily. The order for said products will be turned in to the Maintenance Director's secretary at the bus garage for proper Purchase order request and will be called in by the Secretary. The scheduled drops and receiving, unloading, staging of janitorial supplies will be the responsibility of the bidder Janitorial supervisor. HCBOE will only provide the funds to purchase and will annually bid the supplier of said products. Bidder will dispense all expendable bathroom supplies.
7. Emergency services hourly rates, on-call lists for each school, and rates for extra shall be specified as a set hourly rate in the bid.
8. Cleaning shall be of the highest standards and shall include any areas within 12 feet of the floor, i.e. light diffusers, air conditioner diffusers and return grills, ceiling, walls, floors, windows, doors, desks, trash cans etc. Outside and inside windows at all exist doors including transom windows above the door entries are to be dusted and cleaned "DAILY". All secondary tall windows above the 12 foot reach are to be serviced and cleaned every 6 months during Christmas shutdown and during July prior to school start each calendar year. This service may be sub-contracted out by the bidder, provided said service meets the TCA code 49-5-406 for non- drug offenders, nor prior convicted felons, or sex offender register persons to be allowed to work on any TN school property. Said contractor is to be supervised and stayed with at all

times by the winning bidder services supervised during time in our buildings and shall be required the same insurance certificates as the bidder to be on file with Janitorial service company prior to work..

9. Designated floors to be stripped to bare tile every 6 months and not less than 2 coats of sealer non-slip approved wax to be applied. Quality of waxing to be free of dirt, splotching, debris, caused from improper strip preparation prior to new wax applications coating of floors. Floor edging cleaning to be clean, baseboards free of wax damage, doors free of waxing and splatter. Floors to be maintained with the highest of shine standard, cleaned and spray buffed weekly to prevent loss of shine and wax being worn off.
10. Bathrooms are to be maintained free of dirt on walls, floors, corners of floors, edge cleaning daily of partitions, baseboards, fixtures, mirrors, exhaust fans, vents, dispensers, hand dryers, to be kept clean at all times. Bathrooms are to smell and remain fresh and meet health codes at all times. Corrosion build-up on chrome bath fixtures will not be permitted and shall be properly shined and proper cleaner as to not cause corrosion used. Bleach on floors if used shall be of minimum recommended of 3% maximum in mop water as to not cause allergy reactions in personnel and or children, asthmatics. It is preferred on especially ceramic tile, and epoxy floors and daily scrub with soap brush and where available floor drains, hosing off, and then damp mop with a clean mop head and mint or other flavored neutral PH soap.
11. All restrooms will require maintaining for proper urinal freshener and auto air dispensing fixtures at doors.
12. All maintaining for random drug screening, criminal checks shall be furnished by janitorial service bidder at bidder expense and shall be done annually and furnish as requested a list of all employees that said backgrounds/drug tests are conducted. Rotation, and documentation is the responsibility of the service, but School administration is required to maintain this information of affidavit of completion at the central office and shall be turned into the maintenance secretary to be forwarded to the Administration prior to August 1 of each school year.
13. Minimum Labor coverage: All schools will be provided and maintain a daytime porter and an evening/night porter. High schools shall have 2 daytime porters, and 2 part-time evening porters with overlapping shifts in the afternoon. Start times may be set by the Hickman schools management to reduce costs. Currently in all four lower elementary and intermediate grads day porters are to begin at 7:30 am. In larger middle and high schools day porters begin at 10:00am.
14. Insurance requirements: All services shall maintain Workers compensation insurance, statutory benefits, and employer's liability insurance with employers limits not less than \$500,000,000. Commercial general liability of \$1,000,000. For bodily injury and 100,000,000. For property damage coverage per occurrence, including contract liability coverage. Bidder shall maintain motor vehicle coverage of not less than 1,000,000. And a third body fidelity bond of \$250000. Per employee along with a 3rd party umbrella coverage of \$5,000,000. Certificates of the above amounts shall be attached to the bid, and or mailed to the Hickman County Board of Education within 30 days of beginning services. Any changes in these coverages shall require a written 30 day notice to the Hickman County School district prior to any changes in coverage.
15. Approximate square foot coverage of each of our buildings are listed below, but does not depict the actual exact areas that are cleaned daily or at all, nor the areas that will be billed in the contract. These are general measurements of the building to provide a footprint to bidders.

The internal rooms are smaller in size and not all internal areas are waxed, or maintained on a daily basis. Bidder is responsible to survey areas cleaned by touring the buildings with the maintenance director and asking questions, measuring and making necessary notes during the tours. Bidder will be responsible to survey and make that determination prior to submitting his or her bid. Outlying buildings are not part of this calculation and shall be based on the separate hour rate for actual hours needed. These schedules for cleaning outlying buildings shall vary in seasons for athletics and other needs, and therefore cleaning schedules shall vary or stop during certain time of the year.

CES (CENTERVILLE ELEMENTARY SCHOOL) 71,213 sq ft

CIS (CENTERVILLE INTERMEDIATE SCHOOL) 53,277 sq ft

HCMS (HICKMAN COUNTY MIDDLE SCHOOL) 73,532 sq ft

HCHS (HICKMAN COUNTY HIGH SCHOOL) 184,000 sq ft

Additional outlying buildings include: Alternative School buildings (3), football (12,000 sq ft), concession/restrooms baseball (480 sq ft), football (400 sq ft), soccer concession (432 sq ft)

EHES (EAST HICKMAN ELEMENTARY SCHOOL) 79,823 sq ft

EHIS (EAST HICKMAN INTERMEDIATE SCHOOL) 53,277sq ft

EHMS (EAST HICKMAN MIDDLE SCHOOL) 67,793 sq ft

EHHS (EAST HICKMAN HIGH SCHOOL) 206,000 sq ft

Additional outlying buildings include: Concession football 1200 sq ft., Football (10,000 sq ft) concession baseball (432) sq ft

Administration building Central office: 12,000 sq ft.



**Hickman County
Business Tax Standard License**

March 25, 2019

SOUTHEAST SERVICE CORPORATION
1500 LIBERTY RIDGE DR STE 210
CHESTERBROOK PA 19087-5583

Letter ID: L0712204544
Expiration Date: 15-Feb-2020
Return Due By: 15-Jan-2020

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 1000389306 and your classification is 3. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on January 15, 2020. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

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107
◆

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA



**Hickman County
Business Tax Standard License**

This certificate must be publicly displayed.

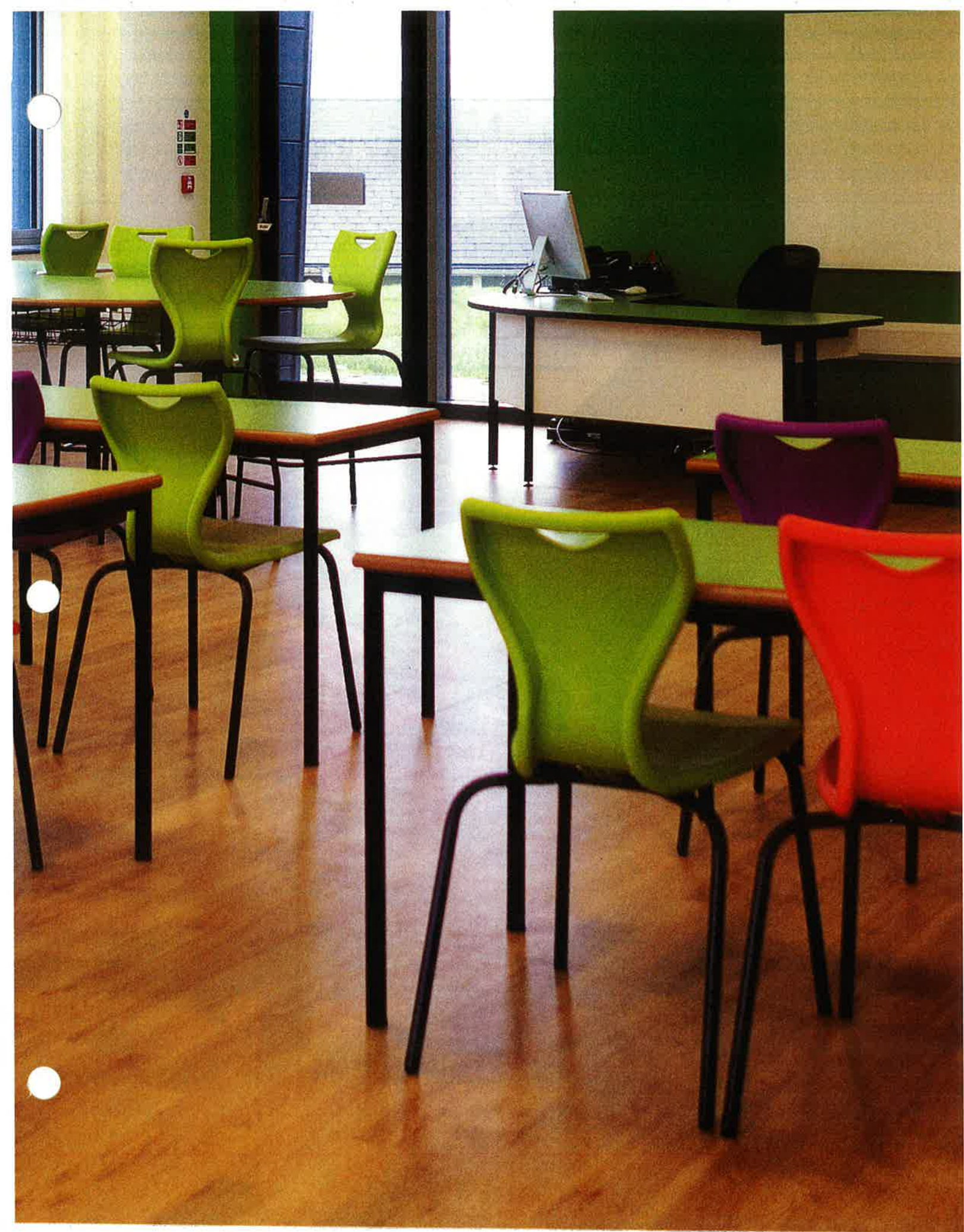
SOUTHEAST SERVICE CORPORATION
1500 LIBRETY TRIDGE DR STE 210
CHESTERBROOK PA 19087



Date Issued: 25-Mar-2019
Classification: 3
Letter ID: L0712204544
License Number: 1000389306
Expiration Date: 15-Feb-2020



Thank you for the
opportunity to present
our proposal.



Scott Mullane • Scott.Mullane@sscscserv.com • 865-673-4336
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www.sscscserv.com



SSC

services for education
EXPERTISE COMMITMENT VALUE





Schools Janitorial Contract

ABM Response

Presented to:

Hickman County Schools
Mr. Mike Plunkett
Maintenance Director

Presented by:

ABM Industry Groups, LLC
Mike Evatt
Senior Sales Director

July 15, 2019



Moment for Safety



How to Avoid Slips, Trips and Falls

- Wear slip-resistant footwear (1)
- Keep floors clear and dry (2)
- Use cautionary signs while mopping (3)
- If your work area is dark, due to poor lighting, notify your supervisor immediately
- Use stepstools and ladders properly





July 15, 2019

Mr. Mike Plunkett
Hickman County Schools
114 North Central Avenue, Suite 203
Centerville, TN 37033

Dear Mr. Plunkett,

We've outlined a cost-effective, quality-based custodial program that promotes a safer, healthier environment for students, faculty and staff based on our first-hand experience as custodial services provider for Hickman County Schools.

Our custodial program incorporates the latest cleaning technologies, provides professional onsite leadership and is supported by our strong local presence in the Middle Tennessee area. We accept the requirements and cleaning specifications that are presented in the Request for Proposal and we are willing to negotiate any component of our response to establish the strongest partnership possible with Hickman County Schools.

Backed by a local team of ABM managers, skilled project teams and experienced safety and human resource managers, your custodial team will have the necessary leadership and guidance to consistently perform. Most importantly, every member of our staff is focused on supporting and meeting the needs of your students.

ABM has been partnering with K-12 schools for over 45 years. We clean 500+ million square feet of K-12 space every day for over 250 K-12 school districts throughout the country. We build value for our K-12 clients by creating environments that are inviting, safe, comfortable, and increasingly sustainable.

Clients who have been with us for decades can attest to our service-focused mentality. ABM's work ethic centers on:

Our clients' needs. Clients come to us for reliable custodial and maintenance solutions. They know we understand their needs and they appreciate that we don't provide "one-size-fits-all" answers. Yes, we're proud of our expertise, but have built our business on listening to our clients.

Our company values. Our relationship with you will be built on respect, fairness, and dignity. It's something not open to compromise. Every employee at ABM knows this and puts it into action at every school location.

New levels of performance. We make every effort to not only lead, but to transform the industry through our knowledge, integrity and professionalism, so that we can expertly handle anything you ask of us.

JANITORIAL SERVICES PROPOSAL

Value-added relationships. We conduct business in a way that instills a sense of confidence in our clients. It's something that reaches beyond ABM's service competence; it's a sense of security. You'll know you choose wisely when you choose ABM.

ABM will never go into a bidding war if it means selling out on our values. You may find a cheaper, short-term solution from one of our competitors, but in the long run, "cheap" and "short-term" can cost more money than doing it the right way. We don't believe in shortcuts when it comes to safety, proper procedure, compliance and environmental concerns.

We employ more than 140,000 skilled and hardworking people, over 4,000 of which work in the state of Tennessee. We have nothing but the greatest respect for them. We meet and exceed legal, union and staff demand for safe working conditions and career mobility. We treat everyone justly and fairly. It's not just a philosophy; it's how we do business. When employees are happy, we know they'll go the extra mile for our clients.

Running a school system is a 24-hours-a-day, seven-days-a-week job that requires keen attention to a multitude of important details. Worrying about who is cleaning your schools shouldn't have to be one of them. Contracting with a reputable facility services company means you can rest assured that your needs will be met in the most professional, cost-efficient manner. To make your job even easier, ABM offers consolidated billing, web-based service requests, quality control and reporting. The ability to assess, document, and communicate the quality of service you receive is invaluable to your bottom line and your peace of mind.

Respectfully,



Mike Evatt
Senior Sales Director

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JANITORIAL SERVICES PROPOSAL

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Pricing and Required Documents

Base Bid:	Annual Cost	\$ 794,771.04
	Monthly Cost	\$ 66,230.92
	Hourly Rate for Emergency Services and on-call services	\$ 15.95
	Average Wage	\$ 8.96

Alternate 1: Every other Day Cleaning	Annual Cost	\$ 644,478.00
	Monthly Cost	\$ 53,706.50
	Hourly Rate for Emergency Services and on-call services	\$ 15.95
	Average Wage	\$ 9.05

Bid Bond

BID BOND

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Hartford, Connecticut 06183

Bond No.:

KNOW ALL MEN BY THESE PRESENTS,

That we, ABM INDUSTRY GROUPS, LLC, as Principal, hereinafter called the Principal, and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, of Hartford, Connecticut, a corporation duly organized under the laws of the State of Connecticut, as Surety, hereinafter called the Surety, are held and firmly bound unto HICKMAN COUNTY SCHOOLS, as Obligor, hereinafter called the Obligor, in the sum of One Hundred percent of amount bid Dollars (\$ 100% of Amount Bid), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Janitorial Services (2020-2023)

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 10th day of July, 2019



Chris Ridge (Witness)


Mafrica Tapia, Witness

ABM INDUSTRY GROUPS, LLC

(Name & Title)

La Ann Brickley, Director Insurance Services
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

By 
Simone Gerhard, Attorney-in-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

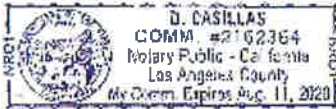
State of California

County of Los Angeles

On JUL 10 2019 before me, D. Casillas, Notary Public, personally appeared Simone Gerhard who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature

D. Casillas
D. Casillas, Notary Public

	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company
---	--

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut therein collectively called the "Companies", and that the Companies do hereby make, constitute and appoint Simone Gerhard, of Los Angeles, California, their true and lawful Attorney-In-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law

IN WITNESS WHEREOF, the Companies have caused the instrument to be signed, and their corporate seals to be hereunto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal

My Commission expires the 30th day of June, 2021




Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-In-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of the Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary, and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-In-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be attested by facsimile to any Power of Attorney or to any out-lease relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-In-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or undertaking to which it is attached

I, Kevin E. Hughes, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this day of **JUL 10 2019**




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-2660. Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

Tennessee Business License



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

ABM INDUSTRY GROUPS, LLC
ALLISON NELSON
325
3800 BUFFALO SPEEDWAY
HOUSTON, TX 77035

February 21, 2019

Request Type: Certificate of Existence/Authorization
Request #: 0306651

Issuance Date: 02/21/2019
Copies Requested: 1

Document Receipt

Receipt #: 004560655

Filing Fee: \$20.00

Payment-Credit Card - State Payment Center - CC #: 3750749399

\$20.00

Regarding: ABM Industry Groups, LLC
Filing Type: Limited Liability Company - Foreign
Formation/Qualification Date: 01/11/2017
Status: Active
Duration Term: Perpetual

Control #: 883005
Date Formed: 12/07/2016
Formation Locale: DELAWARE
Inactive Date:

CERTIFICATE OF AUTHORIZATION

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

ABM Industry Groups, LLC

- * is a Limited Liability Company formed in the jurisdiction set forth above and is authorized to transact business in this State;
- * has paid all fees, interest, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- * has filed the most recent annual report required with this office;
- * has appointed a registered agent and registered office in this State;
- * has not filed an Application for Certificate of Withdrawal.



Tre Hargett
Secretary of State

Processed By: Carl Web User

Verification #: 031962230

Sworn Background Check Statement

Sworn Statement of Background Checks

To: Hickman County Schools

It is ABM's policy to conduct criminal history background screenings on each new employee as a condition of employment. ABM will be in compliance with all current and future local, state and federal laws and regulations including TCA 49-5-406.

Sworn by:

Name Scott Steward Date 7/15/19

Notary: Mandy Stansberry



My Commission Expires
April 12, 2022

Qualifications

Introduction

ABM (NYSE: ABM) is a leading provider of facility solutions with revenues of approximately \$6.4 billion and more than 140,000 employees in 350+ offices throughout the United States and various international locations. ABM's comprehensive capabilities include janitorial, electrical & lighting, energy solutions, facilities engineering, HVAC & mechanical, landscape & turf, mission critical solutions and parking, provided through stand-alone or integrated solutions. ABM provides custom facility solutions in urban, suburban and rural areas to properties of all sizes - from schools and commercial buildings to hospitals, data centers, manufacturing plants and airports. ABM Industries Incorporated, which operates through its subsidiaries, was founded in 1909.

Purpose, Vision, Mission

Purpose	To take care of the people, spaces and places that are important to you is our purpose at ABM.	Vision	ABM's vision is to be the clear choice in the industries we serve through engaged people.	Mission	It is our mission to make a difference, every person, every day.
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Values

These are the shared values that help us make a difference, every person, every day. At ABM, we make a difference in three ways – by taking care of our TEAM MEMBERS, our clients, and our communities.



RESPECT

Every person brings value and is acknowledged as an asset to our team.



INNOVATION

Every person brings value and is acknowledged as an asset to our team.



INTEGRITY

Every person brings value and is acknowledged as an asset to our team.



EXCELLENCE

Every person brings value and is acknowledged as an asset to our team.



COLLABORATION

Every person brings value and is acknowledged as an asset to our team.



TRUST

Every person brings value and is acknowledged as an asset to our team.

Company Background/Experience

Company History

ABM began as a modest window cleaning business in San Francisco back in 1909. Referred to as American Building Maintenance Company at the time, the young company spent the next few years growing its window washing business into a complete janitorial services company. In 1920, on the strength of founder Morris Rosenberg's strong customer relationships with several prominent owners of office buildings and movie theaters on the Pacific Coast, the company opened offices in Los Angeles, Portland, and Seattle. By 1932 ABM had roughly 1,500 employees and clients that included banks, theaters, office buildings, department stores, and one university.



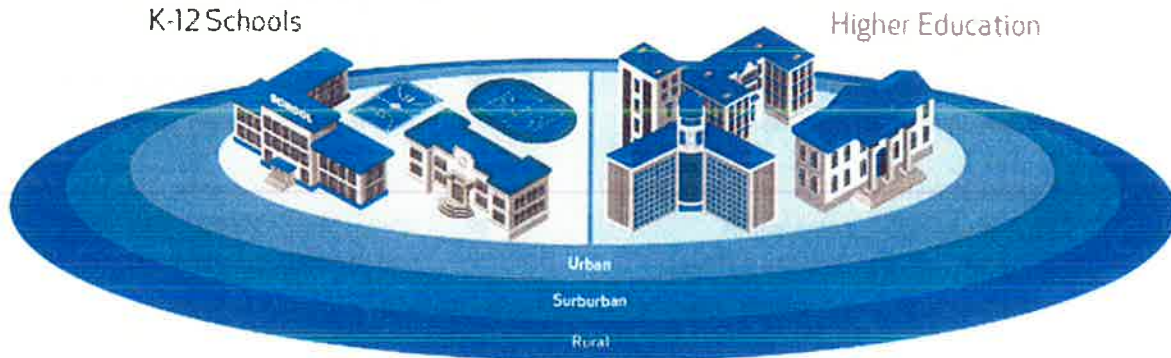
Today, ABM is a Fortune 500 company that provides commercial cleaning and maintenance, facility engineering, energy efficiency, and parking services to clients in the United States, Puerto Rico, Canada, and the United Kingdom. With fiscal 2017 revenues of \$5.45 billion and over 130,000 employees, we build value for more than 20,000 clients. With just a mop and a bucket, 31-year-old Morris Rosenberg's pioneering efforts began an organization that stands today as one of the largest and most successful of its kind. His ambition, hard work, and vision paved the way to the facility services industry as we know it today.

Experience in Education

We specialize in all kinds of educational facilities, from the student center at small, private schools to the dorms and educational buildings at large, public universities.

With service to more than 150 colleges and universities and over 4,500 K-12 facilities, we are the leader in facility services to the education market. We build value for our educational clients by creating environments that are inviting, safe, comfortable, and increasingly sustainable.

ABM helps schools control costs, protect learning environments, and put money back to needed improvements and educational priorities.



Similar Clients

ABM has been serving K-12 schools for more than 45 years and provides facility services more than 350 K-12 districts of all sizes across the country, and some near Hickman County Schools including:

- Hamilton County Department of Education *Chattanooga, TN*
- Baltimore City Public Schools *Baltimore, MD*
- Cherry Creek School District *Englewood, CO*
- Collier County Schools *Naples, FL*
- The Dalton School *New York, NY*
- Douglas County Schools *Castle Rock, CO*
- Evergreen Public Schools *Vancouver, WA*
- Harris County School District *Hamilton, GA*
- Milwaukee Public Schools *Milwaukee, WI*
- Nebraska City Public Schools *Nebraska City, NE*
- Plano Independent School District *Plano, TX*
- Santa Rosa County School District *Milton, FL*
- School District of Beloit *Beloit, WI*
- Scottsdale Unified School District *Scottsdale, AZ*
- Stratford Public Schools *Stratford, CT*
- Tolleson Elementary School District *Tolleson, AZ*



“Customer service has been excellent. The Board of Education is pleased. The schools are cleaner, and staffing levels and employee productivity are higher than we experienced with in-house service.”

**- Gary Waters, Assistant Superintendent Auxiliary Services,
Hamilton County Department of Education**

EDUCATION



We service and maintain **150+** campuses and **400+** school districts

We clean **1+ billion sq. ft.** of education space annually

Over **90 years'** experience serving Higher Education clients nationwide

Proven Partnerships



Evergreen Public Schools

Evergreen Public Schools

- ABM has been servicing EPS for over 30 years
- 3.2 million square feet serviced
- Organic waste program/ food composting
- \$3,800 a month in savings due to change in carpet cleaning



Hamilton County Schools

- ABM services all 80 schools, 7.6 million square feet
- Savings as a result of outsourcing
- Cleaner schools, higher staffing levels and employee productivity vs. in-house service
- Servicing custodial and grounds maintenance since 2005



Bristol Tennessee City Schools

- 7 schools
- 800,000 square feet
- 6,100 seat civic center

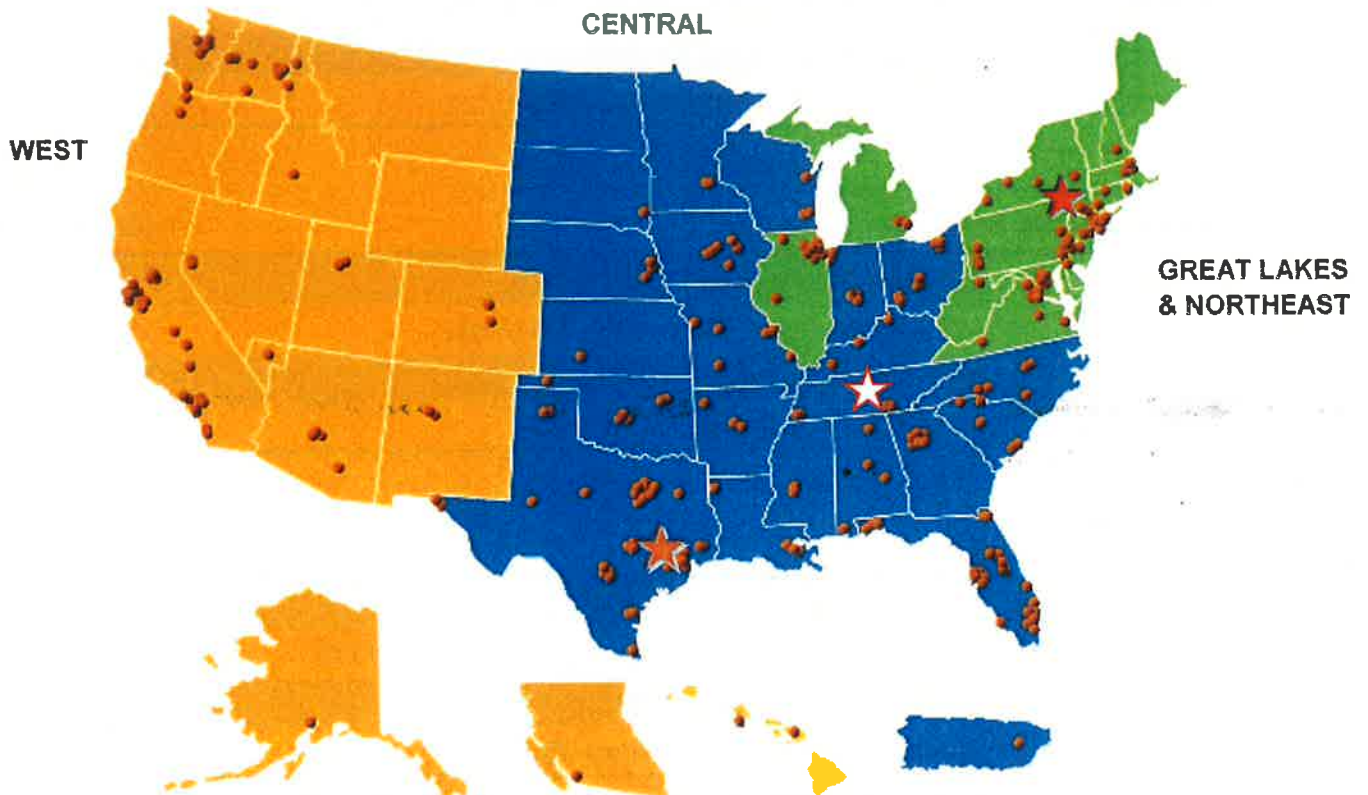


Garland Independent School District

- 28 years of service
- 4.2 million square feet serviced at 24 campuses
- Provide services at the Curtis Caldwell Center, a local arena and conference center
- Assisted the district with construction clean-up through a \$450

Custodial at a Glance

- 650 million+ sq. ft. of Education space cleaned daily
- 1000 buildings and 460 million ft² cleaned with ABM GreenCare®
- Leading cleaning services in the 5 most populous US cities



Providing local service in thousands of cities through our 300+ branch offices located throughout the U. S., Puerto Rico and Canada

Custodial Headquarters

14141 Southwest Freeway
Suite 400
Sugar Land, TX 77478

Corporate Headquarters

One Liberty Plaza
7th Floor
New York, NY 10001

Local Branches

- Knoxville, TN
- Chattanooga, TN
- Nashville, TN
- Memphis, TN

References

Hear first-hand how we build value for our clients. Below is a reference list of districts similar to you for whom we currently provide services.

Maryville City Schools

1.32 million ft²

Contact	Scott Blevins, Facilities Supervisor
Location	226 Cedar Street, Sevierville, TN 37862
Phone/Email	865-982-7121, scott.blevins@maryville-schools.org
Scope of Work	Custodial, 7 buildings, since 2005

Sevier County Schools

1.32 million ft²

Contact	Dr. Jack Parton, Director of Schools
Location	226 Cedar Street, Sevierville, TN 37862
Phone/Email	865-453-4671, jackparton@sevier.org
Scope of Work	Custodial, 7 buildings, since 2007

Robertson County Schools

1.4 million ft²

Contact	Dr. Chris Causey, Director of Schools
Location	600 M.S. Coutts Boulevard, Springfield, TN 37172
Phone/Email	615-384-5588; ccausey@rcstn.net
Scope of Work	Custodial, 18 buildings, since 2005

Maury County Schools

Contact	Dr. Chris Marczak
Location	501 West 8th Street Columbia, TN 38401
Phone/Email	931-388-8403; cmarczak@maury.k12.org
Scope of Work	Custodial customer since 2014

Hamilton County School District

7.27 million ft²

Contact	Justin Witt, Director of Maintenance & Operations
Location	3074 Hickory Valley Road, Chattanooga, TN 37421
Phone/Email	423-498-7255; witt_justin@hcde.org
Scope of Work	Custodial, 82 buildings, since 2005

Financial Stability

ABM achieved revenues of \$6.4 billion by faithfully serving over 20,000 clients nationwide in over 200 metro areas. ABM has an exceptionally transparent balance sheet comprised of a strong cash position, minimal debt, and a solid performance record boasting consecutive quarterly dividends since 1965. ABM is also one of the largest facilities services contractors on the New York Stock Exchange. Our subsidiaries are leaders in their respective fields and are capable of independent growth as well as growth through acquisition. Our size, operational infrastructure and financial strength enable us to offer customers a level of sophistication that translates into savings and peace of mind.

Our Annual Report is posted online:

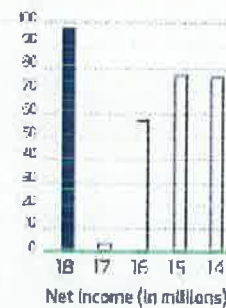
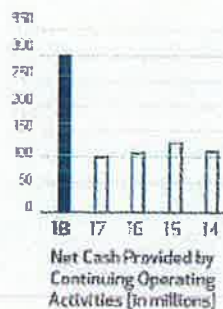
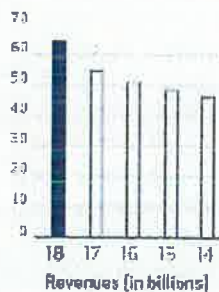
<http://investor.abm.com/static-files/9a2875d1-9490-400d-b78c-a8fcf0974187>

Quarterly press releases can also be referenced at:

<http://investor.abm.com/releases.cfm>

Financial Highlights

(\$ in millions)	Year Ended October 31,				
	2018	2017	2016	2015	2014
Revenues	\$6,442.2	\$5,453.6	\$5,144.7	\$4,897.8	\$4,649.7
Net cash provided by continuing operating activities	\$299.7	\$101.7	\$110.5	\$145.5	\$115.6
Net income	\$97.8	\$3.8	\$57.2	\$76.3	\$75.6



Key Personnel



Mike Morris - President, Education

Mike has 28 years of operations experience with ABM. As the head of the Education division, he directs the Region's sales, service, and support strategy for all operations. He is responsible for customer satisfaction and the profitability of the division.

In his role, Mike develops and implements operational improvement strategies and is responsible for meeting all run rate and sales targets. Mike instills in his management a focus for delivering high quality service that ensures client satisfaction and profitable new business opportunities.



Trey Brock – Senior Vice President, Operations

Trey serves as the Senior Vice President of Operations for ABM. In this role he has responsibility for all departments within ABM. Trey has 16 years of experience in Facility Services with 12 of them being in ABM, serving K-12 schools. His efforts and dedication in servicing our K-12 accounts have served as the catalyst for ABM's recognition as a visionary leader in providing proactive outsourcing solutions to K-12 school districts.

In 2010, he was the recipient of ABM's President's Award, which is given to ABM staff members that demonstrate exemplary leadership and vision. During Trey's tenure with ABM he has served as a District Manager, Branch Manager and Regional Director before being promoted to Vice President in 2012.



Scott Steward – Regional Vice President

Scott's 20-year background in management and custodial is a critical component of ABM's success. Scott's operational expertise is driven by solid leadership, motivational skills and a team-oriented philosophy. Scott is particularly adept at implementation and transition of new accounts, leveraging his in-depth knowledge of the labor market and wage rates and his skill at assembling outstanding custodial teams. Scott has earned a B.S. in management from Memphis State University.



Kristopher Thomas – Regional Director of Operations

Mr. Thomas has been with GCA, an ABM Company, for over 12 years, moving from onsite contract management to his current position as Regional Director of Operations. His experience includes supervising both maintenance and custodial operations.

Originally a zone manager in GCA's large Metro Nashville Public Schools operation, Mr. Thomas rose to be responsible for the Metro Nashville contract as the Senior Regional Manager, just prior to being promoted to Regional Vice President of Operations. As RVP, he is responsible for operations of the Metro Nashville Schools, and education operations throughout Tennessee and Kentucky. Mr. Thomas has a certification in mold remediation and is also certified in CIMS-GB with ISSA. He has a Music Business degree with SAE Institute.



Kyle Gribble – District Manager

Mr. Gribble has over four years of management experience with GCA Education Services. Kyle's current responsibilities include overseeing operations for the Metro Nashville Public Schools as a Regional Manager. Kyle currently lives in Mt. Juliet, TN. He holds a bachelor's degree in Business Administration from Carson-Newman College.

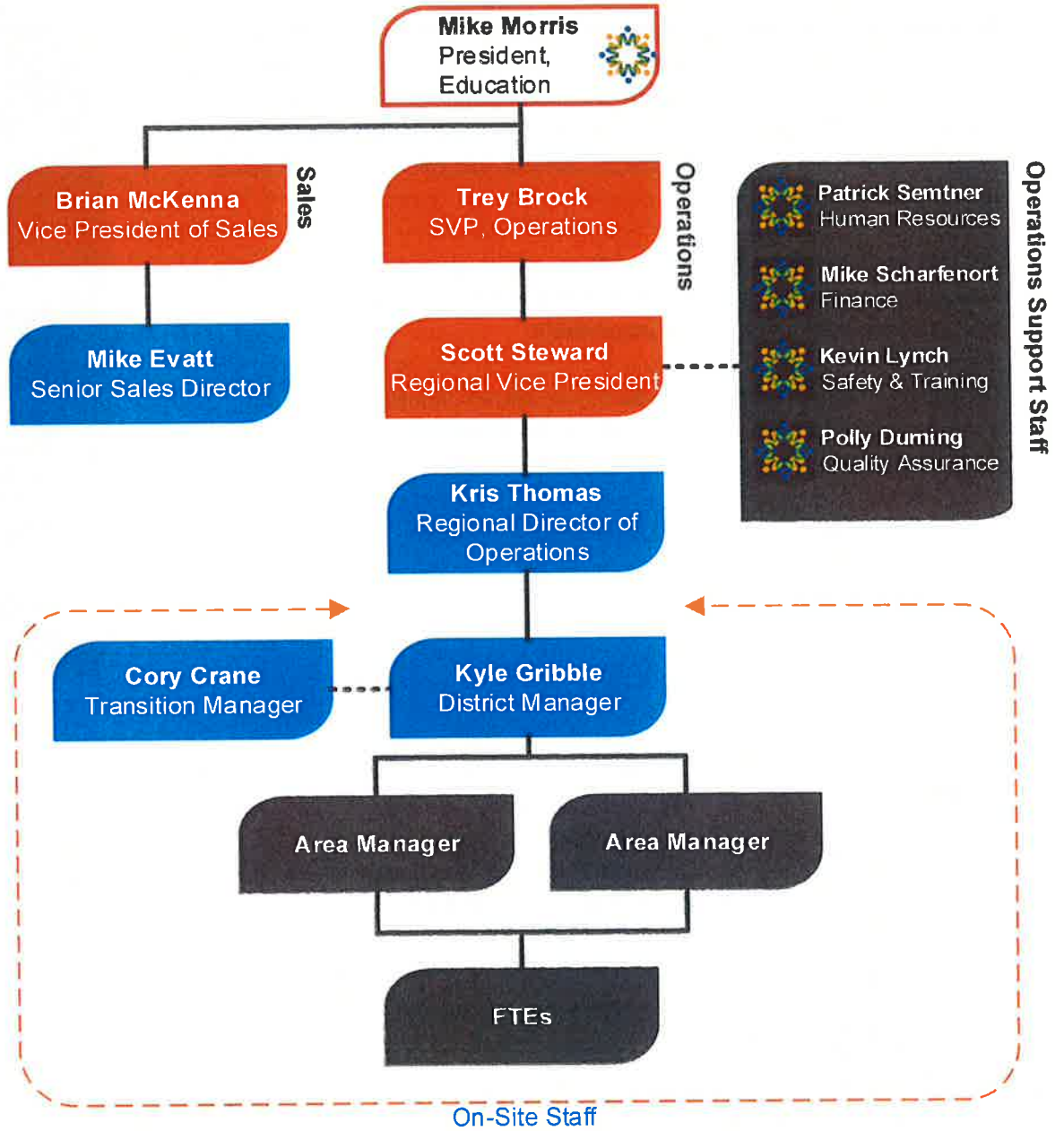


Mike Evatt – Senior Sales Director

Mike joined ABM in March 2014 after retiring from the Hamilton County Department of Education where he served as Director of Buildings and Grounds. During his 33 year career, he worked in various capacities in the Facilities Department, assuming the Director of Buildings and Grounds in 1994. During the merger of Chattanooga and Hamilton County Schools in 1997, he was instrumental in the merger of the two facility departments, combining personnel and budgets totaling over \$6 million. He helped plan and implement over \$250 million in new school construction and renovations with Hamilton County Schools while working with School Board members, County Commissioners and PTA's on various projects ranging from playground purchase/renovations to full building renovations. Mike was elected to the Hamilton County School Board in August 2010 and served as Chairman from 2011 to 2014.

Organizational Chart

ABM has gained a stellar reputation for providing service excellence in custodial, maintenance and grounds services to the education marketplace. Our veteran management team has devoted it's time to developing management programs specific to the education marketplace.



Our People

The contractor shall comply with all State of Tennessee laws, regulations, and requirements regarding people working with or in the proximity of minor children, including but not limited to background checks with law enforcement authorities and fingerprinting.

Uniforms – Yours or Ours

People in your university will always be able to recognize the custodial staff because they'll proudly be wearing the ABM uniform. The professional image of our service employees is just one more way ABM works to enhance the overall image of your district. We understand that establishing an identity and presence at your sites is imperative as security has become heightened in recent years.

The power of a uniform doesn't stop there. It also gives our service employees a greater sense of responsibility and accountability. They are required to keep their uniforms looking clean and presentable.

Our agreement with Cintas, a leader in the uniform industry and ABM's primary supplier, enables us to provide you with an array of well-made, high-quality apparel to choose from. For this proposal, the uniforms will be:

- Work shirts, knit polo shirts, slacks and trousers
- Windbreakers, parkas and outerwear
- T-shirts



ID Policy



To promote a feeling of security and comfort in their surroundings, students and staff should be able to quickly and easily distinguish who belongs in their building and who does not. Clearly visible photo identification badges and clean, appropriate uniforms encourage a feeling of confidence in the professionalism of our staff and safety in the building.

Photo identification badges provide:

- Immediate recognition of authorized building personnel
- Identification of a specific worker
- Enhanced, professional image for your facilities

Background Checks

ABM partners with a third party to provide client specific, standardized and comprehensive background checks and Social Security validation on ABM personnel, ABM service partners and their employees. This program provides our Human Resources and service partners with distinct web-based portal systems to request client-specific new employee background checks. These customized portals ensure that all of Hickman County School's contractual requirements are met. A repository of auditable data and proof of compliance is available for both ABM employees and ABM service partner employees. All of our background screening programs are fully compliant with the Fair Credit Reporting Act (FCRA).

Background Screening with Sterling Talent Solutions

Hiring and onboarding the most qualified candidates quickly and efficiently to fill open positions is a top priority. ABM partners with Sterling Talent Solutions to provide reliable, fast and compliance-focused criminal background checks.



By partnering with Sterling, we offer a variety of screening packages to meet your needs. Clients may choose from a range of Fair Credit Reporting Act (FCRA) compliant packages to suit their needs.

The basic Service Worker package covers the following searches:

- Social Security Number (SSN) Trace
 - Review and confirm up to 10 years of address history
 - Identify names and aliases associated with the social security number
 - Review any "also known as" names such as maiden names, nicknames, common misspellings and more
- Multi-State Criminal Database Check
 - Uses Name and Date of Birth (DOB) to scour thousands of aggregated sources, further expanding the list of criminal record search locations
- Department of Justice (DOJ) Sex Offender Registry Check
 - Searches the U.S. Department of Justice Sex Offender Registry, which includes real time listings of registered sex offenders in 49 states, offering complete and current reporting of any convictions and/or infractions
- Office of Foreign Assets Control (OFAC) Check
 - Supplies a watch list for potential threats to national security as identified by the
- U.S. Treasury Department

Sterling Talent Solutions offers a comprehensive suite of criminal background checks powered by CourtDirect™, their exclusive, technology and fulfillment process providing:

- Direct, automated access to more than 2,200 county, state and federal U.S. courts
- Their own team of trained court research specialists to prioritize and streamline criminal record searches
- Continuous quality monitoring for greater accuracy

JANITORIAL SERVICES PROPOSAL

- A secure, compliant and efficient way to get results back 2 – 4 times faster than the industry average
– 70% completed in the same day

Clients may choose from a wide range of packages and a la carte options to suit their needs.

On contractual requirements, applicants may be screened for alcohol and illegal drug use. In these cases, applicants will have authorized a drug test to be conducted in their employment documentation.

Testing is conducted through laboratories or clinics approved by the National Institute of Drug Abuse (NIDA), and usually consist of a five-panel drug screen but may include testing for a wider variety of drugs, if requested. All results are secured and kept confidential. Those applicants who successfully pass the screening process are offered employment on a 90-day probationary period, and then attend our new employee orientation.

Training Programs

ABM will provide Hickman County Schools with employees that have the training they need to successfully perform their duties in your schools, improve efficiency, and develop new skills. After completing training, all ABM employees understand that our services are centered on creating a clean and safe environment for your students. We emphasize a culture of ownership, which leads to higher productivity, quality and retention. Every ABM employee meets the following criteria:

- Technically proficient with safe handling of chemicals, equipment and methods
- Familiar with the rules and regulations of your schools
- Thoroughly trained in job safety
- Committed to providing outstanding service

New Hire Orientation and Training

Training for service workers concentrates on specific work tasks. Our Supervisors demonstrate each task step-by-step, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. The Supervisors also provide guidance to the service workers as they work.

Once initial training is complete, Supervisors perform recurring reviews to make sure that they are maintaining Widener College's and our standards. By empowering our employees with comprehensive training, we are able to minimize deficiencies and quickly identify opportunities for improvement.

Recurrent Training Sessions

Our managers conduct recurrent training sessions for current and replacement employees. These sessions are more technical in nature and concentrate on specific job tasks and duties, such as specialized certifications and interdisciplinary training. Employees are trained in groups specific to their function.

Compliance is measured and tracked by attendance, job performance, tests, etc. to ensure all employees are receiving the proper level of training. ABM provides ongoing support to our employees as they grow and develop in their careers. Our culture encourages each employee to openly communicate with his or her manager to develop a career path that builds on individual strengths and talents. Performance reviews further facilitate ongoing coaching and development so that each employee continues to prosper.



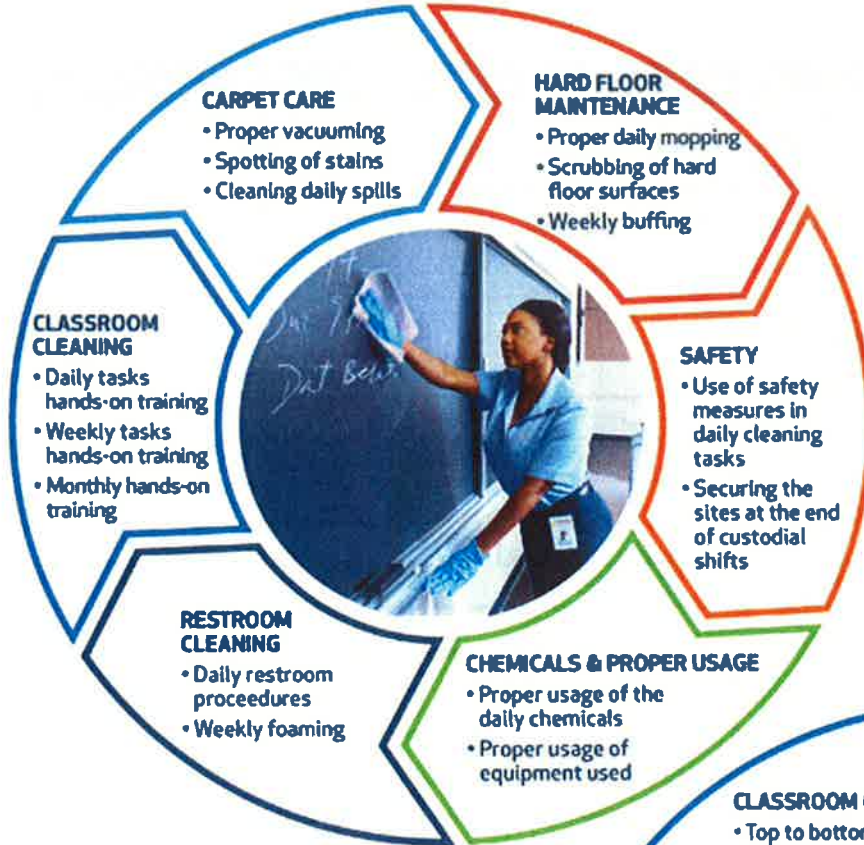
JANITORIAL SERVICES PROPOSAL

Janitorial Training Agenda

- Orientation to ABM and to the school(s)
- Orientation to specific facility rules and regulations
- ABM policies and procedures
- Safety training (policies, emergency procedures, chemical use and handling, personal protective equipment, blood-borne pathogens, hazard recognition, lifting and material handling, etc.)
- Office, restroom and common area cleaning procedures
- Green cleaning processes via ABM Green Care™
- Explanation of individual job duties
- Key control policies and procedures
- Proper use of tools and equipment
- Waste Disposal
- Site security rules and procedures
- Newly branded ABM Uniform distribution
- Recurrent Training Sessions (particularly if service levels change)
- Understanding contracts and agreements for after-hours access
- Observing and reporting student behavior
- Data services/systems that monitor key usage



K-12 Pod Training Program



POD TRAINING 2
(Summer Break)



Training Frequencies

The following training courses are conducted by management in the following departments: Operations, Safety, and Human Resources.

Training Topic	Frequency	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Attitude/Behavior	Quarterly		•				•				•		
Cleaning Professionalism	Quarterly	•				•				•			
Drug & Alcohol Abuse	Quarterly			•				•				•	
Harassment Prevention	Quarterly				•				•				•
Quality Customer Service	Quarterly		•				•				•		
Restroom Cleaning & Maintenance	Semi-Annually					•							•
Spill Clean-up	Semi-Annually						•					•	
Baseboards	Annually									•			
Be Safe & Lift Properly	Annually		•										
Bio-hazards	Annually			•									
Carpet Cleaning	Annually					•							
Chemical Safety	Annually	•											
Classroom Training	Annually				•								
Communicable Diseases	Annually							•					
Communication	Annually								•				
Corrective Action	Annually												•
Damp Mopping	Annually										•		
Effective Barricading	Annually				•								
Floor Finishing	Annually						•						
Floor Mats	Annually									•			
Floor Stripping	Annually						•						
Key Control Policy	Annually	•											
Lifting & Back Safety	Annually										•		
PPE	Annually							•					
Security & Awareness	Annually			•									
Speak Up About PPE Problems	Annually											•	
Trashing & Waste Management	Annually								•				
Upright & Backpack Vacuuming	Annually		•										
Windows & Mirrors	Annually					•							

Chemical Safety & Training

In addition to ensuring that we provide products that are safe to use and are environmentally friendly we also assure the following:

- Proper Product labeling
- All products have easy to read labels that surpass OSHA standards are laminated to ensure durability.
- Products are assigned a numeric and color-coded identifier to aid employees in recognizing the product.
- Telephone numbers are provided to allow the employees to call with questions and/or address any emergency question 24 hours a day.
- Chemical Specific Training for All Employees. Chemical training includes but is not limited to:
 - School Maintenance DVD Training Videos
 - Accessible Safety Data Sheets. SDS are maintained at each work site in addition to being available at any time by contacting our Supply Division directly.

Safety Training

ABM Safety Services administers the safety communication program, which includes safety training materials in compliance with government requirements for employee notification. Each month, service workers are trained on a different topic. The training is provided by various departments to ensure that it is comprehensive.



ABM's DVD presentation training has a heavy emphasis on performing work in a safe manner. Topics covered include employee professionalism, PPE utilization, HazComm, SDS, ABM cleaning products, and corrective action for violating safety policies and rules.

This training program is implemented on an on-going basis using hands-on practice; personal, videotape and classroom instruction; seminars and on-site training meetings.

JANITORIAL SERVICES PROPOSAL

Monthly Safety Training Topics

All ABM employees receive safety orientation upon hire and monthly thereafter. A schedule will be sent out quarterly along with the training material. The material is available in video, CD, on-line and hard copy formats. The attendance roster must be available for inspection at the branch office. A copy of each month's attendance rosters is submitted to the Regional Safety Director by the middle of the following month. Copies must be kept on location as well for the duration of the contract.



Recruitment Program

Our Team Members

Our promise to you is fulfilled by our people. Your expectations need to be met by custodians and managers who are willing and able to give their best, every day—which ABM's employees have demonstrated consistently.

We attract, select and retain employees who will exemplify our core values—respect, integrity, collaboration, innovation and excellence—at every schools site. We hire superior employees from diverse backgrounds, give them thorough training, encourage them to be accountable for their work and reward them for exceptional performance.



With well-managed people in the right jobs, Hickman County Schools benefits in many ways:

- Higher quality service
- Increased productivity and reliability
- Professional interaction with students, faculty, staff and visitors
- Reduced turnover, resulting in more familiar faces and more consistent service
- Lower costs as a result of a safer workplace

Recruiting the best

Your campus will be staffed by highly qualified professionals who were attracted to ABM because of our strong reputation for employee development and retention.

Your school requires personnel who are able to adapt to your culture and present themselves in a friendly, professional manner. That is why we make great efforts to recruit employees who don't just match the job profile, but also will adapt to meet your campus' needs and ABM's culture of learning, teamwork and providing high-quality service.

Careful selection to ensure safety and quality

Through professional interviewing and selection processes, we select quality candidates who meet your needs. To ensure the safety of your students, faculty, staff, visitors and property, we provide a range of employee screening packages. We will conduct tiered screening based on our Higher Education best practices and your school's requirements.

Employee benefits and incentives attract and keep good people

Maintaining a broad, competitive benefits program enables us to keep well-trained, experienced employees who are committed to your school and ABM. We provide you with the flexibility to personalize a benefit package that meets your cost objectives while still achieving a work/life balance for the employees.

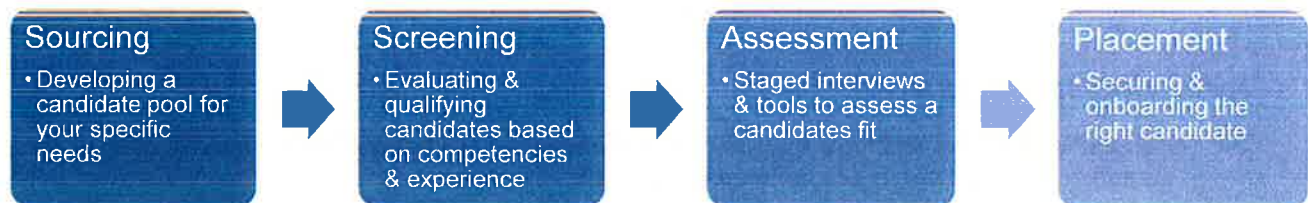
Based on the terms of your contract or collective bargaining agreement requirements, the service workers staffing your campus will be offered a selection of benefits that can include the following:

- Health and Dental
- Life Insurance
- Accidental Death and Dismemberment
- Paid Vacation
- Paid Holidays
- 401 (k)
- Anniversary Awards
- Workers' Compensation
- Employee Stock Purchase Plan

Encouraging professional growth

Another component of our retention program is the support we provide to employees as they grow in their careers. Your campus will be serviced by employees who are allowed to grow, which typically results in higher productivity and better service quality. Our culture encourages each employee to openly communicate with his or her manager to develop a career path that builds on individual strengths. The quality of each individual employee's service continually improves because of the ongoing coaching facilitated by regular performance reviews.

Staff Selection Process



Retaining Incumbent Personnel

Hiring a qualified staff is our first priority in any project start-up. We will look to the incumbent workforce as our initial source of staffing a project:

- To provide continuous support to client operations
- To retain the existing knowledge base
- To maintain current levels of productivity and quality during the transition period
- To minimize organizational stress caused by high turnover of staff

Our human resources or management team will meet with current employees during the transition process to establish lines of communication. These initial meetings or series of briefings explain the transition process to the incumbent staff. We provide an overview of the ABM organization, company benefits, and procedures for filling contract positions. These meetings will also provide an opportunity for current custodial supervisors and employees to communicate the work environment, company culture, etc. to those positions we plan to assume into our onsite organization.

We will give each incumbent employee the opportunity to apply for the positions to be filled. ABM's operations and human resources specialist will pre-screen each applicant by soliciting input from existing management personnel regarding non-supervisory employees in addition to reviewing files and conducting personal interviews. We review their qualifications, technical expertise, past employment record, and references to determine if a job offer can be extended. Existing service personnel will be evaluated before outside recruiting begins, and we will devote a significant amount of time to this effort since retention of the most qualified employees is important to our future success.

Personnel Handbook

This handbook serves as general guide to all employees of ABM Industries Incorporated and its subsidiary companies. This guide covers our basic human resources policies, practices and procedures in order to promote understanding and provide guidance and support for employees to safely and ethically perform their jobs. The handbook begins with our Vision and Values which are the foundation for our policies. ABM's Code of Business Conduct is also of critical importance. These documents describe the required behaviors for all ABM employees.

While there cannot be a specific rule for every situation our team members may encounter in their workday, ABM has adopted these policies to provide certain baseline principles for the business conduct of the company's directors, officers and employees. In conjunction, ABM employees are expected to be familiar and comply with ABM's various policies and procedures, as well as, adhere to the highest ethical standards in all business dealings.





Equipment & Supplies

ABM has standardized the equipment that our service workers use, providing benefits for you, including:

- Better cleaning results due to better product and equipment selection
- Increased safety because our employees are thoroughly trained and familiar with the equipment
- Reduced training time and expense because we limit the types of equipment used

Equipment Supply Program

ABM has strong, established relationships with industry-leading supply, chemical and raw material manufacturers that share our commitment to excellence. This affords us cost-control advantages over our competitors and provides you with several distinct advantages:

- National long-term, fixed-price contracts with industry leaders to mitigate costs
- Strong vendor relations give access to new, innovative products and training support
- Environmentally friendly products selected based on ABM quality standards & customer specifications
- Personal attention when it comes to problem solving for you and managers
- Prompt deliveries and comprehensive training
- Centralized purchasing department for inventory control
- Consumables can be purchased and supplied at an additional cost



Vendor Profiles

Tennant® Company supplies ABM with all commercial and industrial cleaning equipment.

Tennant® is one of the world's leading manufacturers of industrial floor maintenance equipment.



ABM purchases lightweight backpack vacuum cleaners from ProTeam®.

ProTeam® is recognized as the original innovator of lightweight ergonomic backpack vacuum cleaners.



Aztec supplies ABM with propane buffers and floor strippers.

For 35+ years, over 2,500 businesses and floor contractors worldwide depend on Aztec products and services.



Rubbermaid® supplies ABM with hard plastic and mop items such as:

- mops,
- buckets & wringers,
- Brute® barrels,
- handles,
- maid carts,
- floor safety signs
- & barricades.



Custodial Equipment Specifications



TENNANT® – T300 / T300E
Walk-Behind Scrubber

Configurations for particular parts of a building

Choose specialized head options to meet your environments cleaning needs

Perform daily cleaning of finished concrete



TENNANT® – T500 / T500E
Walk-Behind Scrubber

Operator lock-out, on-demand tutorial videos & Zone Settings™ using Pro-Panel™ LCD touch screen technology

Nearly maintenance-free automatic battery watering system

Disk, cylindrical or orbital scrubbing heads



TENNANT® – T7
Micro-Rider Floor Scrubber

Reduced water and detergent use with Ec-H2O NanoClean® or FaST® technologies

Easy-to-clean tanks

Low sound level

Reduced risk of slip-and-fall injuries with drier floors



TENNANT® – E5
Compact Low-Profile Carpet Extractor

Cleans hard-to-reach areas

Dual overlapping spray jets & strong vacuum suction

Fully cleanable Hygenic® tank with faster & easier ergonomic design



TENNANT® – B5 / B7
27" Battery Walk-Behind Burnisher

Safe, indoor sound levels

Standard, active HEPA dust filtration

Ergonomic 90-degree flip-up head

Optional Set and Forget™ to set optimal pad down pressure



TENNANT® – BR-2000-DC
20" Dust Control High-Speed Burnisher

Excellent gloss, easy to use controls

Polishes uneven floors

Low vibration & sound levels

Use with dust control & flexible dust skirt



TENNANT® – AIR MOVER
Commercial Dryer

Easily adjust with kickstand
Years of use from durable enclosure
Optimize airflow by selecting one of three blower speed settings
Compact for easy storage



TENNANT® – V-WD-15S
15 Gal. Wet/Dry Vacuum

Front mounted squeegee increases productivity by 80% over manual pick up tools
Built-in float system cuts off the vacuum air flow when the tank fills with liquid, preventing overflow
Large rear wheels make transport easy, even up or down stairs



TENNANT® – ASC-15
All-Surface Cleaning Machine

Cleans multiple surfaces
Touch-free
Recovery tank drop-down drain hose or power pump-out system
Ten standard tools and accessories



PROTEAM® – SUPER QUARTERVAC
Backpack Vacuum

Carpet and Rug Institute (CRI) Seal of Approval - Gold Rating
43% more efficient in removing dirt and dust
Multi-surface cleaning - wood, tiles, carpets
Lightweight - weighs only 10 lbs.



AZTEC – SIDEWINDER
Propane Stripping Machine

Strips 15,000 (or scrubs 30,000) square feet per hour with a 30" path and brush speed up to 1,150 RPM
Unique dual direction scouring action plus heavy brush pressure result in high productivity, with no side torque
Strips 7-10 layers in one pass



AZTEC – RELIANT
27" Propane Burnisher

UL & CGA approved, meets CARB & EPA emissions standards
Oil alert or low oil shutdown, safety regulator fuel system
Offset body, unique pad angle eliminates side torque
Kawasaki, Honda and Onan engines

JANITORIAL SERVICES PROPOSAL



RUBBERMAID®
1.1 Cubic Yard Tilt Truck

Wheels are inset to fit standard office doorways and to reduce wall and door damage.

Easily handled by one person and can be easily cleaned with steam or high pressure hot water.



RUBBERMAID®
Cleaning Cart

21-gallon heavy-duty zippered vinyl bag

Accommodates one 28 qt. or 35 qt. mop bucket with wringer

Non-marking 8" rear wheels, 4" ball-bearing swivel front casters

Optional locking compartment to keep cleaning chemicals out of reach



RUBBERMAID®
Safety Cone

Versatile top design accommodates barricade belt, flashing light and lock-in sign holder

Four-sided shape allows for efficient stacking

Multi-lingual warning messages and ANSI symbols for effective communication for broad audiences



RUBBERMAID® – WAVEBRAKE®
Mop Bucket & Wringer

Reduces splashing

3 in. wheels are non-marking and non-rusting for less touch-ups

Bucket features markings to measure accurate cleaning solutions

Smooth, easy-to clean surface



RUBBERMAID® – BRUTE®
44 Gallon Barrel & Caddy Bag

Innovative venting channels make lifting out liners up to 50% easier

Heavy-duty vinyl for long life and easy cleaning

Adjustable straps for easy installation and removal



RUBBERMAID® – BRUTE®
Dolly

Five rugged casters help keep fully loaded BRUTE® Containers stable

250-pound load capacity

Non-marking casters help protect floors




Proposed Supplies

Product Description	Diversey Pack Size / Product Code	Dilution Ratio	Coupa SKU
Carpet Care			
 <p>General Purpose Spotter All purpose water-based spotter; low residue formula will not resoil carpet; gets out tough stains; safe on all carpets, including wool.</p>	 12x32 oz. Squeeze Bottle 904192	RTU	49554-cs
 <p>Tannin Stain Remover Effective on coffee and tea stains; use for general de-browning.</p>	 6x32 oz. Squeeze Bottle 904252	RTU	1387005-cs
 <p>P.O.G. (Paint, Oil and Grease) Spotter Gel Paint, oil, grease, shoe polish, motor oil, cosmetics, graffiti remover</p>	 6x32 oz. Squeeze Bottle 913888	RTU	1387470-cs
 <p>Gum Remover Spotter designed for the removal of gummy materials such as chewing gum and candle wax.</p>	12x6.5 oz. Aerosol 95628817	RTU	1387362-cs
 <p>Defoamer Eliminates frequent emptying of foam-filled recovery tanks. Works in hoses, tools and recovery tanks.</p>	6x32 oz. Squeeze Bottle 95002620	RTU	1391853-cs
 <p>Heavy Duty Prespray pH neutral cleaner for prespraying to loosen heavily soiled carpets.; contains soil repellent material to help reduce re-soiling on carpet; safe to use on all carpets including wool.</p>	 4x1 Gallon 904266	1:12, 1:32	136818-cs
 <p>Extraction Rinse Removes hard water deposits and neutralizes alkaline residue on synthetic and wool carpets.</p>	 4x1 Gallon 903730	1:128 (Synthetics) 1:640 (Wool)	1387665-cs
	2X2.5L J-Fill® 903727	1:256	391897-cs
 <p>Bonnet Buff Specially formulated for bonnet buff of traffic lanes or highly soiled carpets.</p>	 4x1 Gallon 95002700	1:8	1388214-ea

	Product Description	Diversey Pack Size / Product Code	Dilution Ratio	Coupo SKU
Floor Finish				
	AmplifyTM SC Floor Finish Use on VCT where a high solids (25%) durable finish is needed. Builds gloss with fewer coats; great mark resistance and durability.	5 Gallon Erwiobox (preferred) 5104714	RTU	1385630-ea
	Vectra[®] Floor Finish Use on VCT where no or less frequent buffing is needed. Excellent resistance to scuffing and scratching.	5 Gallon Erwiobox 5105047	RTU	1173665-ea
Floor Stripper				
	Pro StripTM SC High Efficiency Floor Stripper  A highly concentrated, powerful, and low odor stripper that quickly bites through layers of floor finish.	1x5L RTD [®] 95547312	1:13, 1:20	1329760-cs
	LinoSAFE[®] Linoleum/Stone Stripper Specially formulated stripper for alkali-sensitive floors. Will not damage or discolor floors.	5 Gallon Erwiobox 100867442	1:4	1389312-ea
	Bravo[®] Power Foam Floor Stripper Heavy duty spray stripper for tough wax build-ups; simplifies removal of build-up from edges and baseboards.	12x23 oz. Aerosol 94966769	RTU	1386821-cs
Floor Cleaners & Maintainers				
	Revive[®] Plus SC Maintainer/Rejuvenator Can be used in mop bucket or auto scrubber. Removes scuffs and repairs scratches. Burnish with 1500+ machine.	1x5L Gallon RTD [®] 93359764	1:256 when using prior to burnishing; 1:512	78762-cs
	WhwaxTM Cleaning & Maintenance Emulsion Cleaner/Maintainer for rubber, linoleum, asphalt, marble and slate floors.	4x1 Gallon Container 94512767	1:32, 1:64	123848-cs
	ProFITM Floor Cleaner/Oil & Grease Remover Deep cleaner for all resilient and synthetic rubber flooring.	4x1 Gallon Container 94512759	1:32 - 1:128	1387468-cs
	GP ForwardTM SC General Purpose Cleaner For top scrubbing, prior to recoating; high performance cleaner for daily use on floors, walls, washable surfaces. No rinsing required.	2x1.5L RTD [®] 93145395 & 1x5L RTD [®] 93145408	1:256	1387401-cs 56383-cs







Product Description	Diversey Pack Size / Product Code	Dilution Ratio	Coupa SKU
Neutral Floor Cleaner			
 ProminenceTM Heavy Duty Floor Cleaner  <p>Heavy duty floor cleaner for a variety of floor surfaces including sealed wood and concrete.</p>	2x2.5L J-Fill[®] (preferred) 94996466 & 5L RTD[®] 94996458	1:512 1:256, 1:512	1387431-cs 1267005-cs
General Purpose Cleaner			
 Alpha-HP[®] Multi-Surface Cleaner  <p>All-in-one, multi-purpose cleaner concentrate based on Accelerated Hydrogen Peroxide technology. Use on all washable surfaces.</p>	2x2.5L J-Fill[®] (preferred) 3401512 & 2x1.5 L RTD[®] 3350727	1:64, 1:256 1:64, 1:128, 1:256	56462-cs 56401-cs
Glass Cleaner			
 Glance[®] NA Glass & Multi-Surface Cleaner Non-Ammoniated  <p>Streak-free and quick drying; use on most washable surfaces including chrome, stainless steel, windows, and mirrors.</p>	2x2.5L J-Fill[®] (preferred) 93172641 (SW#-JWP93172641) & 2x1.5L RTD[®] 93361936 (SW#-JWP93361936)	1:40	1387354-cs 1387024-cs
Restroom Cleaners			
 Crew[®] Clinging Toilet Bowl Cleaner <p>Quickly cleans away organic soil and eliminates rust, lime, hard water and uric acid deposits; disinfects toilet bowls in one minute.</p>	12x32 oz. Squeeze Bottle 04578	RTU	49661-cs
 Crew[®] Foaming Acid Restroom Cleaner <p>High-foaming, acidic cleaner that clings to vertical surfaces; excellent for removing hard water build-up.</p>	12x32 oz. Spray Bottle 95325322	RTU	1265433-cs
 Emèrel[®] Creme Cleanser <p>For difficult to clean stains, including build-ups, scuffs, grease, rubber marks, hard water and soap scum.</p>	12x32 oz. Squeeze Bottle 94995295	RTU	1388034-cs
 Crew[®] Shower Tub and Tile Cleaner <p>Acidic cleaner removes the toughest soap scum, body oils, hard water deposits, mold and mildew from shower room surfaces.</p>	2x2.5L J-Fill[®] (preferred) 95694769 & 2x1.5L RTD[®] Spray 93063453	1:40	1387403-cs 1386776-cs

JANITORIAL SERVICES PROPOSAL

Product Description	Diversey Pack Size / Product Code	Dilution	Coupa SKU
Disinfectants			
 <p>Virex® Tb One-step quaternary-based, hospital grade disinfectant that provides excellent cleaning and deodorizing; disinfects in three minutes.</p>	12x32 oz. Flip Top Bottles/ Two Sprayheads 04743	RTU	49623-cs
 <p>Virex® II 256 One-step, quaternary disinfectant cleaner and deodorant for hard surfaces; provides broad spectrum disinfection; disinfects in 10 minutes.</p>	2x2.5 L J-Fill® (preferred) 04329 & 1x5L RTD® 3062768	1:256	56586-cs 56303-cs
 <p>Alpha-HP® Multi-Surface Disinfectant Cleaner Multi-purpose disinfectant cleaner based on accelerated hydrogen peroxide technology; for all washable surfaces; rinsing not required; disinfects in 10 minutes.</p>	2x2.5 L J-Fill® (preferred) 5549211 & 2x1.5L RTD® 5549254	1:64 1:64	1343445-cs 1388085-cs
 <p>Oxvir® 1 AHP® technology. Meets the lowest EPA toxicity category in all 6 toxicity studies. Broad spectrum disinfection in ONE minute or less.</p>	12x32 oz. 100850916	RTU	1391854-cs
 <p>Virex® Plus Use in electrostatic sprayer applications. One-step, quaternary-based disinfectant cleaner concentrate provides broad spectrum disinfection at 1:256 dilution.</p>	2x1.5L RTD® 100842025	1:128, 1:256	1390157-cs
 <p>Crew® NA SC Non-Acid Bowl & Bathroom Disinfectant Cleaner Cleans, disinfects and deodorizes toilet bowls, urinals, sinks, faucets, walls, countertops and other bathroom surfaces in one easy step.</p>	2x2.5L J-Fill® 5546264 & 2x1.4L SmartDose™ 5019237	1:128	1302905-cs 1195806-cs
Sanitizer			
 <p>I-512™ IMAAC Sanitizer A no-rinse sanitizer that conveniently and effectively sanitizes food contact surfaces where sanitization is of prime importance.</p>	2x2.5L J-Fill® 5756034	1:512	1390843-cs

	Product Description	Pack Size / SKU	Dilution	Coupa SKU
Odor Control				
	BreakDown™TM XC Odor Eliminator Contains non-pathogenic bacteria that counteracts and eliminates the source of odors.	2x2.5L J-Fill® (preferred) 95773791	1:64	1387128-cs
	BreakDown™TM XC Odor Eliminator Concentrate Versatile and effective against a wide range of odors in carpets, washrooms, trash cans and more.	2x1.5L RTD® 100979444 & 1x5L RTD® 100984625	1:40, 1:28	1391857-cs 1391858-cs
	Good Sense® Liquid Odor Counteractant Concentrate Fast-acting, instant odor counteractants help neutralize odors from tobacco, food, mold, mildew, urine and vomit. Effective for use on carpets, hard surfaces and in the air.	2x2.5L J-Fill® 905394 & 2x1.5L RTD® 93165353	1:90	1387348-cs 56385-cs
	Stench and Stain Digester  Biological spotter and cleaner combats the most severe carpet malodors caused by urine, fecal matter, vomit and more; WoolSafe approved.	6x32 oz. Accumix® 904271	1:33	1387438-cs
	ekoscreen™ 60+ Day Anti-Splash Urinal Screens Anti-splash design prevents splashback; protecting the floor, reducing odor and preventing the spread of bacteria; lasts for 60+ days.	12X1 Each EKS-3B-12	RTU	Not available until 2019; Update will be provided when available.
Power Cleaner				
	Spitfire® Power Cleaner SC No rinse formula can lift grease, ink, crayon, marker, adhesive, gum, food soils, scuff marks, graffiti and oil.	1x5L RTD® 95892546	1:16	1386777-cs

JANITORIAL SERVICES PROPOSAL

	Product Description	Diversey Pack Size / Product Code	Dilution	Coupa SKU
Specialty Cleaners				
	DIBS Neutralizer Conditioner Drop-In Bucket System (DIBS) packets for use after stripping floor finishes; removes salt residue from windows and floors; use as a rinse for mop heads and floor pads.	Two Tubs 90 (0.5 oz.) each 917048	1:768	1386787-cs
	Deep Gloss Maintainer Ideal for cleaning and protecting stainless steel and other washable hard surfaces.	12x16 oz. Aerosol 94970590	RTU	1387397-cs
	Shine-Up^{TMAC} Lemon Furniture Polish Cleans and polishes hard wood and laminate furniture; removes fingerprints, smudges and common oil-based marks.	12x32 oz. Spray Bottle 4995480	RTU	1254046-cs
	TASKI[®] Zorba Leak Lizard Highly absorbent, disposable strip used to rapidly absorb liquid; used to control stripper solution; wide range of applications.	1 Carton 100 feet of strip 07523269	RTU	1391855-cs
	Suma[®] Oven and Grill Cleaner D9.6 For difficult to clean stains, including build-ups, scuffs, grease, rubber marks, hard water and soap scum.	12x32 oz. Spray Bottle 948049	RTU	1387439-cs
	Tempest^{TMAC} SC Solvent-Free Cleaner/Degreaser High alkaline, solvent-free degreaser removes food based soils, oils and greases, metal working fluids, and shop dirt.	2x2.5L J-Fill [®] 100986237 & 1x5L RTD [®] 100986532	1:32, 1:128, 1:256	1391733-cs 1391856-eg

Essential Industries® | Sport Kote® & X-Coat Nano®

Sport Kote

Essential Industries has utilized Sport Kote for over 20 years with a number of advantages. As opposed to oil, Sport Kote can be applied with two people in five hours and can be ready to use the very next day. Sport Kote can be buffed to renew shine, or be easily repaired by scrubbing the coating, patching as needed, then blending the coating in – *without* having to recoat the entire floor. It is VOC (Volatile Organic Compound) Compliant, has no obnoxious fumes, is UL classified for non-slip surface, is chemical resistant, and is recommended by the MFMA and NWFA for use in all school and university floors in the United States.

X-Coat Nano (U.S. Patent No. 8,236,903)

Essential leads the market in floor finish by utilizing an innovative new approach: **Nano Technology**. Replacing traditional ammonia, Essential instead uses a Nano-Zinc complex.



Better depth

Extended gloss

Extreme durability



Extreme soil resistance

Rapid gloss build

Fast cure time

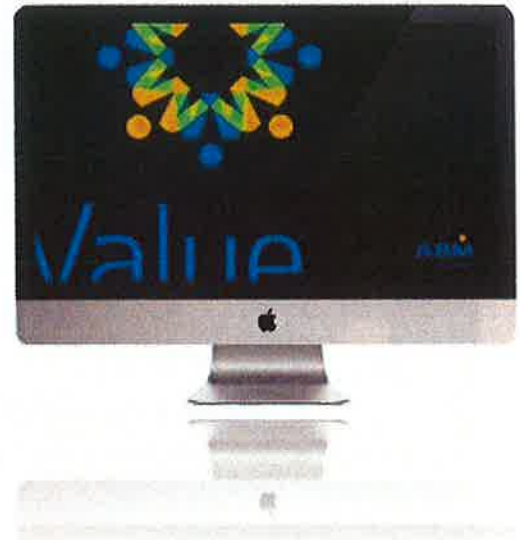
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Quality Control Program

SITE Technology

ABM's SITE Technology platform uses tablets to make communication with Hickman County Schools more extensive and immediate. The system includes:

- Marketing information on all available extra services (carpet care, floor care, lighting, etc.)
- Immediate pricing of services and approval by clients via electronic signature
- A custom inspection system
- Upload of pictures for more accurate job set-ups and help with work completion verification
- Immediate access to all billing, outstanding work orders, and contract specifications
- Client access to data via their desk computer via portal



How it Works

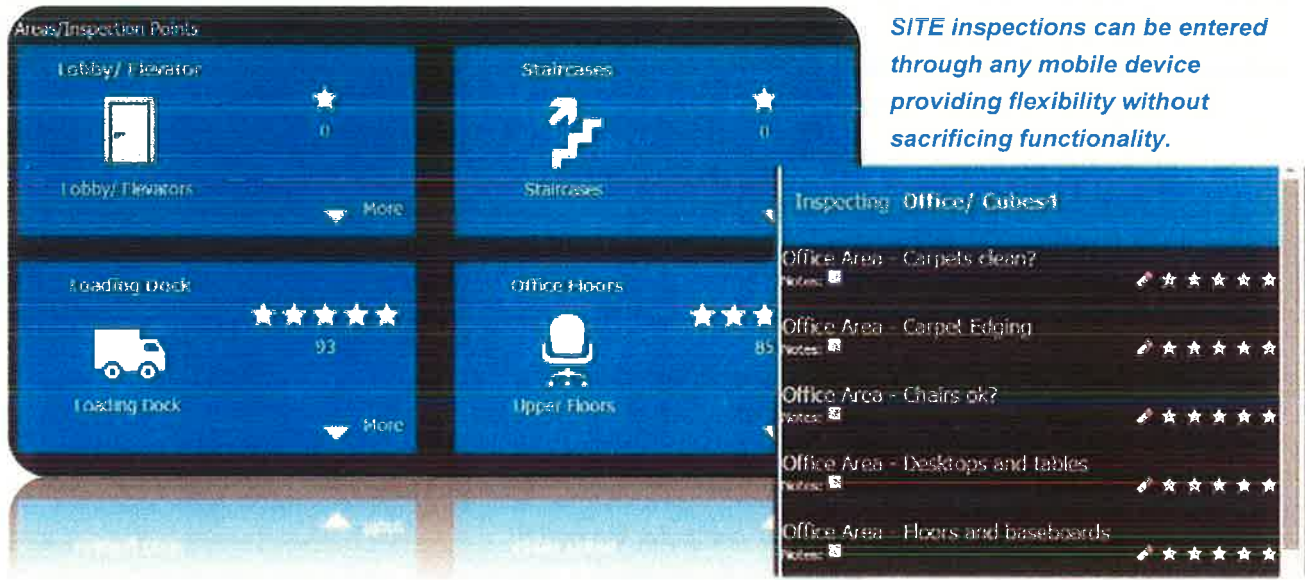
The tablet is carried by ABM's on-site managers. It is also used by ABM district and operations managers as they visit the property. All their day to activity from work schedules, emails, job descriptions, specifications, inspections, and work orders are operable at all times. This allows our site managers to be in the areas of service rather than in an office.

Clients attend meetings with our ABM managers and use SITE to review the services, work orders and inspections. Clients learn about various services through photography and short video vignettes that help educate clients on the many services we provide. Clients have the option to electronically sign for services immediately or have a file sent for their approval later. All correspondence is done online, the only paper copies are those made by clients that wish to maintain files.

Inspections and periodic work completion information is input by ABM site managers. Simple reports are available or can be automatically sent to our customers at a set frequency. Results are reviewed by ABM management with our customers at regular face to face meetings and quarterly business review meetings.

Inspection Tool

Inspection information is collected and logged into the quality management system by ABM site managers. Reports can be customized and are available in hard copy or can be automatically sent to our customers at a set frequency.



SITE inspections can be entered through any mobile device providing flexibility without sacrificing functionality.

ABM uses a custom enterprise inspection system, designed specifically to assist in the field of facility service inspections. After many years of using “off-the-shelf” inspection software, ABM invested both time and monetary resources to create this tool for accomplishing these important areas:

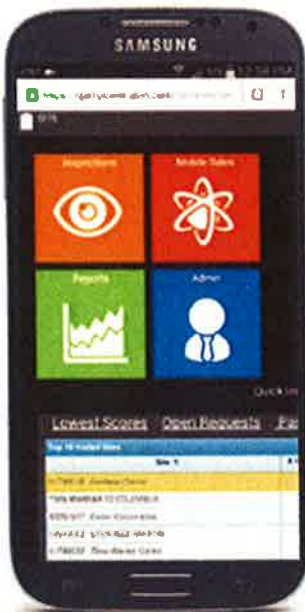
- Provide recent, relevant, performance history to both ABM & clients.
- Accurately record data to the level of service performed.
- Prompt ABM personnel to review all cleaning process steps within a specific room type.
- Reduce administrative dependency to input manually collected inspection data.
- Hierarchal design allows managers to view the performance history of their accounts.
- “Real-time”, readily accessible reports which allow our clients, & our site personnel, the ability to effectively analyze & extract the necessary information to maintain service performance.
- Provide trended statistical analysis from which fact-based operational decisions can be determined and/or affirmed (24 months of history remains online before being archived).
- Server-based & centrally controlled by our IT and Center of Excellence departments to ensure regular maintenance, security & updates are handled properly.
- The entire system is backed up nightly & is a part of our IT department’s disaster recovery plan.
- Customers may also participate in the data collection.

Customized to Hickman County School’s Specifications

To allow the flexibility needed to inspect our diverse customer base, ABM has created 70+ customized room types, allowing us to accurately inspect any area regardless of floor surface and contract specifications. Our system easily handles the standard room types of Common Area, Classrooms and Offices, as well as those non-standard areas including ATM’s, Fountain/Statues, etc. The questions asked within these room types are the exact process steps that we use to clean those areas.

By inspecting what we expect, not only do we constantly reinforce consistent results, but we have the data to identify which processes are needing additional attention, training, monitoring, etc.

As an added value service for our customers, every room type has a maintenance question to allow our inspectors to enter in non-emergency maintenance items found in the facility, which can then be viewed online or printed immediately after the inspection is completed.



Our SITE inspection system has the scalability to handle any size facility, from sub 1,000 square foot buildings through multi-million square foot, multi-building complexes. The size and scope of the installation will vary based on the size and scope of the site.



Grading Scale

To reduce subjectivity differences, ABM uses a “Satisfactory”, “Unsatisfactory” or “Not Applicable” grading scale. Users will be grading the individual process steps that are completed to service that particular room type. The decision of “Satisfactory”, “Unsatisfactory” or “Not Applicable” will be based upon the unique specification of the contract. In addition, to pinpoint our findings, the system allows text and photographic documentation to allow greater accuracy in determining our necessary corrective actions needed to deliver exceptional service.

Client Business Reviews

A Professional Communication Plan

ABM believes formal and informal, open, two-way communication provides the foundation for a true partnership. The Client Business Review (CBR) Report and meetings will allow both ABM and Hickman County Schools stakeholders to stay current with the program and make any necessary changes to services as the schools evolves over time.

ABM is committed to the continual improvement of our services. Customer Business Review (CBR) Meetings may become a key component of our Quality Assurance Program in Hickman County, if the District chooses to participate. At the CBR meetings, Hickman County Schools representatives and ABM on-site and regional management would review reports on safety, goals, challenges, and accomplishments. Results from all inspections and surveys are reviewed by ABM at the CBR. Because our inspections can be customized to meet District's expectations, the CBR is a place to identify any areas of concern, ensure that ABM is meeting our collective goals, establish corrective steps, and review all data trends. The CBR meeting is a place to collaborate on changes and challenges that need to be tackled at the District by our ABM staff.



Contract Considerations

ABM views contract documents as the cornerstone of our relationship with each client. To achieve the mutual goal of service satisfaction, ABM believes it is in our client's and ABM's interest for the contract documents to accurately reflect both parties' understanding of the requirements and intentions. If ABM is the successful bidder, ABM requests the opportunity to enter negotiations regarding the terms of the Contract to be entered between the parties.

- (i) A provision allowing for increases in price by ABM for other factors beyond ABM's reasonable control, including but not limited to, government increases to minimum, prevailing or living wages, benefits, or healthcare, and increases required by collective bargaining agreements, if applicable.*
- (ii) A provision allowing for increases in price at the end of each 12 months based on the lesser of 5% or the annual Consumer Price Index for All Urban Consumers (CPI-U) increases.*
- (iii) A provision allowing a mutual termination for convenience upon 60 day written notice.*
- (iv) ABM's indemnification obligations to only claims caused by the negligence, misconduct, or other fault of ABM, its agents and employees, and which arise out of work performed under this Contract.*
- (v) Slight adjustments to the insurance requirements, which do not reduce the amount of coverage but rather restructure the language to comply with ABM's insurance policies.*
- (vi) A provision that provides for a written notice and a 30 day Cure Period prior to any term for default.*

Should ABM be the successful bidder, we look forward to discussing these concerns in further detail.

Standard Agreement

SERVICE AGREEMENT

This Service Agreement (the "Agreement") is made [INSERT DATE], between ABM Industry Groups, LLC ("ABM") and [INSERT PROPER ENTITY NAME OF CLIENT] ("Client").

1. Services. ABM will provide services to Client or its agent at the following location(s): [INSERT LOCATION ADDRESSES] according to the specifications attached as Exhibit A (the "Services"). ABM may perform the Services by any reasonable means and shall not be responsible for delays in performance beyond its control.

2. Term. This Agreement shall be in effect for [INSERT TERM] years(s), commencing [INSERT DATE SERVICES BEGIN], and shall continue thereafter for successive periods of twelve months.

3. Termination. If Client is dissatisfied with the quality of the Services, Client may inform ABM in writing of the specific areas of dissatisfaction, and if ABM shall fail to substantially correct the deficiencies within 30 days, Client may then terminate this Agreement by thirty (30) days' written notice to ABM. Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party, and ABM may terminate services at any time without notice for nonpayment. All property and equipment furnished by ABM under this Agreement shall remain its property. Upon the termination of this Agreement, ABM shall have a reasonable time to remove its property and equipment from Client's premises.

4. Price. Client agrees to pay ABM monthly for the Services in accordance with the schedule attached as Exhibit B. Payment shall be due within twenty (20) days from the earlier of the date of invoice or the last day of each month for which the Services were performed. A late charge of the lesser of (a) 1.5% per month or (b) the maximum rate permitted by law, shall be paid by Client to ABM on any past due payment not received within fifteen (15) days after the payment due date. If Client's account is referred to an agency or attorney for collection, Client shall reimburse ABM for its attorneys' fees and collection costs. The price is based upon the service area and frequency of the Services in the attached specifications. If there is any change in either, Client and ABM agree to negotiate a reasonable price adjustment.

5. Adjustments for Wages and Fringe Benefits. The attached price schedule is based on present wages and fringe benefits. If wages or fringe benefits increase above those in effect on the date of this Agreement, Client agrees to proportionate increase in the price. Since wage and fringe benefit increases may be retroactive, price increases due to such cost increases shall be payable retroactively. ABM will notify Client as soon as possible if retroactive payments may be due. Client's obligation for such price adjustments shall survive the termination of this Agreement.

6. Adjustments for CPI. At the end of each twelve (12) month period during the Term of this Agreement, the price shall be increased by the greater of: (a) _____% percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the twelve (12) month period immediately prior to the first day of the then current annual period; provided, however, that the percentage of increase in the price determined under this provision shall never exceed _____% percent in any twelve (12) month period.

7. Extraordinary Cost Changes. If any extraordinary event affects ABM's costs, upon notice to Client the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national financial or economic disturbances, epidemics, and other events not reasonably foreseeable or against which ABM reasonably cannot protect itself.

8. Equipment. In event that this Agreement is cancelled or terminated prior to the expiration of its then current term, Client shall pay ABM within thirty (30) days after such cancellation or termination for any unamortized costs of any equipment purchased by ABM for use at the Client's locations. The amortization period shall be based on the date that the equipment was put into service.

9. Holidays. ABM is not obligated to perform the Services on the following holidays:

_____ Services on holidays, when requested, shall be charged on an over-time basis. A holiday on the sixth or seventh day of the work week shall be subject to additional charge of a full day at straight time if wages are required to be paid for that day.

10. Indemnification. ABM shall indemnify, defend and hold harmless Client from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death, and property damage (hereinafter, referred to as "Claims") but only to the extent same are caused by the negligence, misconduct, or other fault of ABM, its subcontractors, agents, and employees, and which arise out of Services performed under this Agreement. The foregoing provision shall only benefit Client if Client notifies ABM in writing of such Claim within five (5) days of same being reported to Client or its representative. Notwithstanding the foregoing, if ABM is required by Client to clean or wax floors when being used by employees, customers, tenants, or visitors, ABM shall not be responsible for any Claim in connection therewith. ABM shall not be liable for delay, loss, or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond ABM's reasonable control. ABM shall not be liable for disposal of documents or valuable items left on floors, and Client shall indemnify and hold harmless ABM from Claims for such disposal. Client agrees to keep its facilities in a safe condition and in conformance with federal, state, and local laws, ordinances and regulations. Client shall indemnify, defend and hold harmless ABM from Claims to ABM's employees and others resulting from the condition of Client's premises or equipment, but only to the extent same are not caused by ABM's fault.

11. Insurance and Taxes. ABM agrees to maintain in full force and effect during the term of this Agreement the following insurance coverage for the work performed for Client under this Agreement:

- a. Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate;
- b. Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence; and
- c. Workers Compensation insurance with statutory limits and with an Employers Liability Coverage of at least \$500,000.

ABM has the right to be self-insured where permitted by state law or to provide such coverage subject to a deductible or self-insured retention. ABM will provide Client with a certificate of insurance describing the coverage provided in accordance with these provisions and include Client as an additional insured. ABM, Client, and their insurers shall waive all rights of subrogation against one another for property damage claims. ABM shall be responsible for paying all payroll-based taxes affecting its employees. Client agrees to pay for any sales and use taxes as well as increases in any taxes, workers' compensation, liability insurance, and other similar expenses of ABM.

12. Independent Contractor. ABM is an independent contractor and all persons employed to furnish the Services hereunder are employees of ABM and not of Client. The employees performing the Services for ABM

JANITORIAL SERVICES PROPOSAL

will be employees of ABM, and ABM will pay for all wages, expenses, federal, and state payroll taxes and any similar tax relating to such employees; and will provide uniforms in accordance with ABM’s established standards. In the event any employees or former employees of ABM or its affiliates are employed by Client or by any of Client’s affiliates during the term of this Agreement or within 90 days after its termination, Client agrees to pay to ABM a fee equal to 10 percent (10%) of the annualized compensation of each such employee or former employee.

13. Employees. Upon written request by Client, ABM will remove from service any employee assigned to Client's premises who has engaged in improper conduct, including without limitation, a breach of Client policies or failure to perform the duties herein, provided such request is in accordance with applicable laws and collective bargaining agreements. ABM shall supervise its employees through ABM's designated personnel. In the event Client assumes any supervisory duties toward the ABM’s employees or directs their acts or services, Client shall assume responsibility and shall indemnify, defend, and hold ABM harmless from loss, liability, or expense arising therefrom.

14. Keys. ABM shall not be provided master keys to any property. Should access to a master key be required, Client will provide a key box or lock box for such master key(s) at the property. Notwithstanding anything to the contrary in this Agreement, ABM shall not be responsible for any damages including, without limitation, any costs incurred in re-keying or changing locks caused by the loss or theft of such key(s).

15. Notices. Notices, requests, demands, etc., shall be written and delivered or mailed with postage prepaid

to Client at:

ATTN: _____

to ABM at:
 ABM

ATTN: _____

With a copy to:
 ABM Legal Department
 1111 Fannin Street, Suite 1500
 Houston, TX 77002

16. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and any other contract, purchase order, agreement, request for proposal, or specification between the parties, this Agreement shall be controlling. This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.



CLIENT

ABM INDUSTRY GROUPS, LLC

By: _____

By: _____

Name: _____

Name _____

Title: _____

Title: _____

Should Your Facility Needs Expand

Should your facility needs expand, we have a wide range of additional services to meet your needs.



- Guaranteed energy saving programs
- Smart building technologies
- EV charging stations
- Renewable energy solutions



- Onsite maintenance technicians
- Mobile maintenance technicians
- Preventative maintenance
- Handyman services
- Clinical engineering



- Landscape and grounds maintenance
- Golf course maintenance renovations
- Exterior pest and fertility management
- Athletic and sports field maintenance
- Irrigation maintenance and management



- Revenue enhancement and expense control
- Shuttle and transportation service
- Special event and valet parking services
- On and off-street parking management



- Predictive and preventive maintenance programs
- Interior and exterior energy efficiency retrofits and programs
- Engineering services, risk assessment and mitigation
- Commissioning, start-up and acceptance testing
- Life extension, upgrade and modernization



- Preventive maintenance programs
- Repairs, replacements and retrofits
- Engineering and recommissioning
- Bundled energy solutions

What to Expect From ABM

ABM provides solutions that lower your operating costs, preserve your assets and maximize their value. We focus on these core areas to deliver the best service possible:

Service Excellence

With our highly-trained, in-house workforce, you can trust that we'll provide you with services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.

Breadth of Services

We'll provide you with an unrivaled range of facilities solutions that will keep your properties safe, clean, comfortable and energy efficient.

Deep Industry Expertise

From our national office to our local branches, we've made sure our workforce understands your industry. After all, in over 100 years of service, we've developed the expertise to make our solutions work best for you.

Technology-Enabled Workforce

Your facilities will be serviced with the support of innovative technology solutions that will simplify service delivery and allow for greater transparency.

Guaranteed Sustainability Solutions

We've got expertise to support all your sustainability goals, including green cleaning, LEED support, bundled energy solutions, and more.

We Are Ready to Build Value for...



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

FROM July 01, 2019 TO June 30, 2020

This agreement made this 25th day of July 2019, by and between Greg Lemon CPA, PLLC, 102 West 7th Street, Suite 100, Columbia, TN 38401, hereinafter referred to as the "auditor" and Hickman County Schools - Internal School Funds, of 115 Murphree Avenue, Centerville, TN 37033, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2019, and ending June 30, 2020 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Section 9-3-407, *Tennessee Code Annotated* and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **24** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to December 31, 2020, **but in no case, shall be filed later than six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30.)** Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the

office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

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

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions) **This contract is only for the audit of the internal school funds and the limited USDA procedures for the cafeteria operations as specified in the Tennessee Audit Manual.**

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **\$27,500.00**) or (Estimated gross fee:)

(If not a fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set

forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

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

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

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

Greg Lemon CPA, PLLC

Audit firm

Governmental Unit or Organization



D. Gregory Johnson, CPA

By

Signature

By

Signature

Title/Position:

Director of Auditing

Title/Position:

E-mail address

gjohnson@lemon-cpa.com

E-mail address

Date:

July 25, 2019

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Minutes</h2>	Descriptor Code: 1.406	Issued Date: 05/01/17
		Rescinds: 1.406	Issued: 08/02/99

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
 2 of the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with
 3 the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be
 4 signed by the chairman and director of schools.² The minutes shall become permanent records of the
 5 Board and shall be made available to interested citizens and the news media upon request.^{3,4} A copy
 6 shall be provided to all board members, the president of the local education association, and to each of
 7 the schools no more than thirty (30) days after approval by the Board.⁵

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
 10 absent, and the approval of the minutes of the preceding meeting;^{2,3}
 11
- 12 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together
 13 with the names of the members making and seconding the motions, and a record of the
 14 members voting “aye” and “nay” in the event of a roll call vote;^{2,3}
 15
- 16 3. Reports, documents, and objects relating to a formal motion may be omitted from the
 17 minutes, if they are referred to and identified by title and date;⁶
 18
- 19 4. Names of persons addressing the Board and the purpose of their remarks; and
 20
- 21 5. A brief account of those items discussed, and whether or not any motions were made
 22 regarding those items.

Legal References

1. TCA 49-2-301(b)(C)(D)
2. Robert’s Rules of Order, Article VII, Paragraph 41
3. TCA 8-44-104
4. TCA 10-7-503
5. TCA 49-2-203(a)(12)
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

Cross References

Model Policy

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Model Policy

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall
2 contain the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of
7 Schools and the Board Chair shall agree in written form that the property is of no value or is of less
8 value than five hundred dollars (\$500).²

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,
10 the Board shall approve other methods of disposal.³

11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
12 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

14 When equipment that was purchased with federal dollars is no longer needed for the original project or
15 program or for other activities currently or previously supported by a federal agency, disposition of the
16 equipment shall be made as follows:

- 17 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
18 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
19
20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
21 retained or sold, and the awarding agency shall have a right to an amount calculated by
22 multiplying the current market value or proceeds from sale by the awarding agency's share of
23 the equipment.
24

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 06/05/17
		Rescinds: 2.601	Issued: 01/09/17

1 *Individual Schools*

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

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

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

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

13 **LOTTERIES**

14 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
15 among purchasers of chances by means of tickets or otherwise through a random drawing or other
16 random selection process.²

17 **ONLINE FUNDRAISING**

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

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

27 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

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

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

1 These funds shall be derived from vending machine revenue, donations, or [insert additional sources
 2 that an employee could use to raise funds].

Charitable
Organizations

New

3 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
 4 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
 5 procedures are consistent with board policy and state law and disseminate them to all employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

Cross References

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

Hickman County Board of Education

	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Issued Date: 08/06/18
		Rescinds: 5.605	Issued: 08/02/99

1 **GIFTS**

2 Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees of the Board will refrain from giving gifts to staff members who exercise
4 administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of
5 money for group gifts is discouraged except in special circumstances such as bereavement, serious
6 illness, or for mementos at retirement.

7
8 Employees may collect money for group gifts, subject to the approval of the principal.

9 Employees are prohibited from accepting things of material value from individuals, companies or
10 organizations doing business with the school system. Exceptions to this policy are the acceptance of
11 minor items which are generally distributed to all by the companies through public relations programs.

12 **SOLICITATIONS**

13 No organization may solicit funds from employees within the schools. Flyers or other materials related
14 to fund drives shall not be distributed through the schools without the written approval of the director
15 of schools.

16 Employees will not be made responsible for the collection of any money or the distribution of any fund
17 drive literature within the schools unless such activity has the director of schools' written approval.

Cross References

Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601
Vendor Relations 2.809
Staff Conflicts of Interest 5.601
Student Gifts 6.710

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 10/02/17
		Rescinds: 3.202	Issued: 08/07/17

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students and parents.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 **ARMED INTRUDER DRILLS**

19 The director of schools or his/her designee shall ensure that each school safety team conducts at least
20 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

21 **AED DRILLS**

22 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be
23 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill
24 occurs.⁵

25 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
26 shall give all school personnel instructions on how to properly use fire extinguishers.

27 **MEDICAL EMERGENCIES/PANDEMIC FLU**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The director of schools
2 shall develop procedures for health emergencies in accordance with state law and regulations.⁶

Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017, Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017, Chp. No. 313
5. TCA 49-2-122(b)(2)(A); TCA 49-6-1208
6. Tennessee Department of Health Pandemic Influenza Response Plan,
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Hickman County Board of Education

Descriptor Term:

Graduation Requirements

Descriptor Code:

4.605

Issued Date:

05/07/18

Rescinds:

4.605

Issued:

04/02/18

1 *General*

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

3 Before high school graduation, every student shall:¹

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

9 **SPECIAL EDUCATION STUDENTS⁴**

10 Special education students who earn the prescribed twenty-eight (28) credit minimum shall be awarded
11 a regular high school diploma.

12 *Special Education Diploma*

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

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

18 *Occupational Diploma*

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

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

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

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

4 *Alternate Academic Diploma*

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

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

14 **STUDENT LOAD**

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

18 **EARLY GRADUATION⁷**

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

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

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

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

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.03(6)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Honor Roll, Awards, & Class Ranking 4.602

Hickman County Board of Education

	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 08/06/18
		Rescinds: 4.700	Issued: 03/05/18

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;^{1,2}
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.

12 The director of schools shall be responsible for planning and implementing the program, which
13 includes:

- 14 1. Determining specific purposes for each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provision for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
20 special learning program might be necessary.

21 State-mandated student testing programs shall be undertaken in accordance with procedures published
22 by the State Department of Education.³

1 The director of schools may exclude Tennessee Comprehensive Assessment Program scores from
 2 students' final grades if scores are not received by the district at least five (5) instructional days before
 3 the end of the school year.^{4,5}

4 TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 - 5% of the last nine (9) weeks
- 6 b) Grades 6-8 - 10% of the last nine (9) weeks
- 7 c) Grades 9-12 - 15% of the last nine (9) weeks

8
 9 EOC scores will be incorporated into a student's report card using the target score method that
 10 compares the student score to the distribution of the class. The director of schools may exclude end-of-
 11 course (EOC) scores from students' final grades if scores are not received by the district at least five
 12 (5) instructional days before the end of the course.^{4,5}

13 Before being included in the students' final grades, end-of-course (EOC) test scores will be converted
 14 to a 100-point scale using the Target Score Method, which adjusts each student's score based on the
 15 average of all students in the class in the county. The conversion is calculated as follows:
 16

$$17 \quad S_{EOC} = \left(\frac{P_{earned}}{P_{possible}} \right)^F \cdot 100\%$$

$$18 \quad F = \frac{\log_{10} \left(\frac{S_{avg}}{100} \right)}{\log_{10} \left(\frac{P_{avg}}{P_{possible}} \right)}$$

19 Where, for a specific subject:

20 S_{EOC} = the student's EOC score, converted to a 100-point scale using the Target Score Method

21 P_{earned} = points earned by the student on the EOC test

22 $P_{possible}$ = maximum points possible on the EOC test

23 F = scaling factor

24 S_{avg} = the average classroom grade for all Hickman County Students in the class

25 P_{avg} = the average points earned on the EOC test for all Hickman County students in the class

26 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

27 Interest inventories shall be made available to _____ [insert middle schoolers or 9th graders]. These
 28 will include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or
 29 the College Board Career Finder.

30 Career aptitude assessments shall be administered to _____ [insert 7th or 8th graders] in order to
 31 inform the student's high school plan of study.

1 TESTING INFORMATION AND PARENTAL CONSENT

2 Any test directly concerned with measuring student ability or achievement through individual or group
3 psychological or socio-metric tests shall not be administered by or with the knowledge of any
4 employee of the system without first obtaining written consent of the parents or guardians.²

5 Results of all group tests shall be recorded on the students' permanent records and shall be made
6 available to appropriate personnel in accordance with established procedures.⁶

7 No later than July 31 of each year, the Board shall publish on its website information related to state
8 and board mandated tests that will be administered during the school year. The information shall
9 include:⁷

- 10 1. The name of the test;
- 11 2. The purpose and use of the test;
- 12 3. The grade or class in which the test will be administered;
- 13 4. The tentative date or dates that the test will be administered;
- 14 5. The time and manner in which parents and students will be notified of the results of the test;
- 15 6. How parents can access the questions and answers on their student's state-required tests; and
- 16 7. If a board mandated test, how the test complements and enhances student instruction and
17 learning and how it serves a purpose distinct from state-required test.

18 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall
19 also be placed in student handbooks or other school publications that are provided to parents on an
20 annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 10/01/18
		Rescinds: 6.200	Issued: 07/02/18

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at
3 3:00 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records.
18 Only authorized school officials with legitimate educational purposes may have access to student
19 information without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
21 Excused absences shall include:⁴

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;
- 33

1 7. Summons, subpoena, or court order; or

2
3 8. Circumstances which in the judgment of the principal create emergencies over which the
4 student has no control.

5 The principal shall be responsible for ensuring that:⁶

6 1. Attendance is checked and reported daily for each class;

7
8 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
9 for the majority of the day;

10
11 3. All student absences are verified;

12
13 4. Written excuses are submitted for absences and tardiness;

14
15 5. System-wide procedures for accounting and reporting are followed.

16 **TRUANCY**

17 *General*

18 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
19 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
20 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
21 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
22 considered present for school attendance purposes. If a student is required to participate in a remedial
23 instruction program outside of the regular school day where there is no cost to the parent(s) and the
24 school system provides transportation, unexcused absences from these programs shall be reported in
25 the same manner.⁷

26 Students who are absent five (5) days without adequate excuse shall be reported to the director of
27 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
28 absence. If a parent does not provide documentation within adequate time excusing those absences, or
29 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
30 intervention plan described below prior to referral to juvenile court.

31 The director of schools/designee shall develop appropriate administrative procedures to implement this
32 policy.

33 *Progressive Truancy Intervention Plan*⁸

34 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
35 implemented.

36 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
37 framework outlined below.

Tier I

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, in Tier I, he/she shall be subject to Tier II.

Tier II

An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Tier III interventions must include a review of the previous individualized assessment and an amended attendance contract but may also result in further action including but not limited to a review of grades and the discipline record, a referral to restorative justice programs, a referral to community-based services, or a referral to the Department of Children's Services.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;

- 1
2 3. The dates of the student's absence;
3
4 4. The reason for the student's absence; and
5
6 5. The signatures of the student and parent/guardian.

New

7 **RELEASED TIME COURSE¹⁰**

8 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
9 one (1) class period per school day. Students shall not be excused during any class which requires an
10 examination for state or federal accountability purposes.

11 The student shall submit a written consent form signed by the student's parent/guardian prior to
12 participation in the released time course. The principal/designee shall document the approval in
13 writing. The student shall provide documentation to the principal/designee as proof of the student's
14 participation in the released time course.

15 The district shall not be responsible for transporting students to and from the place of instruction.

16 Upon submission of the student's transcript from the entity that provided the released time course, the
17 student may be awarded one-half (1/2) unit of elective credit.

18 The Director of Schools shall develop procedures with secular criteria for determining whether credit
19 shall be awarded.

20 **MILITARY SERVICE OF PARENT/GUARDIAN**

21 School principals shall provide students with a one-day excused absence prior to the deployment of
22 and a one-day excused absence upon the return of a parent or custodian serving active military service.

23 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
24 parent or guardian during a deployment cycle. The student shall provide documentation to the school
25 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
26 missed during the these absences.⁹

27 **MAKE-UP WORK**

28 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
29 the student makes the request immediately upon returning to school and provided instruction time is
30 not taken from other students.

31 A grade of incomplete will be received for any work missed until the work is completed. A student
32 may have up to three (3) days to make up work from a single absence and up to five (5) days to make
33 up work from an absence longer than a single day. It is the student's responsibility to make
34 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be
35 recorded for the assignments.

1 For school-sponsored activities, the student will be required to make up all work missed and will
2 receive full credit for the assignment or upon completion of a test. The student will not be counted
3 absent for a school sponsored event (school planned, school-directed, and teacher supervised).

4 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

5 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
6 excuse or must have been given an excused release by the principal prior to testing to receive an
7 excused absence. Students who have excused absences will be allowed to take a make-up exam that
8 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
9 have taken the End of Course Exam.

10 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
11 be averaged into their final grade at 15%.

12 **CREDIT/PROMOTION DENIAL**

13 Credit/promotion denial determinations may include student attendance, however, student attendance
14 may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotion denial, the
15 following shall occur:

- 16
17 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
18 to excessive absenteeism.
- 19 2. Procedures in due process are available to the student when credit or promotion is denied.

20 **DRIVER'S LICENSE REVOCATION²**

21 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
22 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

23 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
24 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading
25 period.

26 **ATTENDANCE HEARING¹¹**

27 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion
28 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
29 principal. If the student chooses to appeal, the student or their parent/guardian shall be provided
30 written or actual notice of the appeal hearing and shall be given the opportunity to address the
31 committee. The committee will conduct a hearing to determine if any extenuating circumstances exist
32 or to determine if the student has met attendance requirements that will allow him/her to pass the
33 course or be promoted. Upon notification of the attendance committee decision, the principal shall
34 send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student
35 of any action taken regarding the excessive unexcused absences. The notification shall advise
36 parents/guardian(s) of their right to appeal such action within two (2) school days to the director of
37 schools/designee.

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 4 Following the review, the Board may affirm or overturn the decision of the director of
- 5 schools/designee. The action of the Board shall be final.
- 6 The director of schools/designee shall ensure that this policy is posted in each school building and
- 7 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Bus Conduct	Descriptor Code: 6.308	Issued Date: 11/05/18
	Rescinds: 6.308	Issued: 10/01/07

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a
2 school bus except students assigned to that bus or parents of students or other persons with lawful and
3 valid business on the bus.¹

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the
5 bus in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all
7 reasonable directions given by him/her shall be followed. A driver may remove a student in the event
8 that the driver finds it necessary for the safety of the other student passengers or the driver, provided
9 that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to
10 school authorities as soon as possible, but no later than the end of the route, any student refusing to
11 obey the driver or exiting the bus without the driver's permission at a point other than the student's
12 destination for that trip.²

13 The principal of the student transported shall be informed by the bus driver of any serious discipline
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if
16 he/she disobeys state or local rules and regulations pertaining to student transportation.

17 The suspension of a student from riding the school bus shall follow the same procedures as for any
18 other school suspension.

19 Any student who gets off the bus at any point between the pick-up point and school must present the
20 bus driver with a note of authorization from the parent or the principal of the school that the student
21 attends.

22 Any student wishing to ride a bus other than his/her designated bus must have written parental
23 permission and the approval of the principal or his/her designee.

24 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by
25 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

26 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE (if applicable)** new

27
28 Cameras or video cameras may be used to monitor student behavior on school buses transporting
29 students to and from school or extracurricular activities. Photographs and video footage shall be used
30 only to promote the order, safety, and security of students, staff, and property.

1 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
2 established board policy governing student conduct and discipline.

3 The district shall comply with all applicable state and federal laws related to photographs and video
4 footage.³ These materials shall be maintained for 5 days (insert amount of time).

5 Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of
6 School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be
7 present when parent(s)/guardian(s) are provided the opportunity to review photographs and video
8 footage.⁴

9 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
10 accordance with the provisions of state and federal law and established board policies.
11

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

New Policy

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within **[insert amount of days]** of enrollment, the parent(s)/guardian(s) of the student shall provide
11 proof of residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203

Hickman County Board of Education

	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 04/01/19
		Rescinds: 4.209	Issued: 01/08/18

1 **ONLINE COURSES**

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

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

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

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

20 **COURSE ACCESS PROGRAM**

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

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

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

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

Legal References

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

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Policy Development and Adoption</h2>	Descriptor Code: 1.600	Issued Date: 08/07/17
		Rescinds: 1.600	Issued: 11/01/10

1 It is the intent of the Board to develop policies which serve as guidelines and goals for the successful
 2 and efficient functioning of the schools.

3 The Board considers policy development its chief function, along with the provision of personnel,
 4 buildings, materials and equipment for the successful administration, application and execution of its
 5 policies.

6 It is the Board’s intention that its policies serve as sources of information and guidance for all people
 7 who are interested in or connected with the schools.

8 The policies of the Board are framed and are meant to be interpreted in terms of Tennessee laws, rules
 9 and regulations of the State Board of Education, and all other regulatory agencies within our local,
 10 county, state and federal levels of government. The policies are also framed and are meant to be
 11 interpreted in terms of those educational objectives, procedures, and practices which are broadly
 12 accepted by leaders and authorities in the public education field.

13 Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to
 14 the policies of present and future boards. The Board shall review its policies at least biennially, and
 15 update if necessary.

16 The adoption and revision of policy is a continuous process. Proposals for new policy or changes in
 17 existing policy may be initiated in writing by any board member, any citizen or any employee of the
 18 Board.

19 The development of school board policy will generally follow the steps of:

- 20 • Identification of need for a new or a change in existing policy;
- 21
- 22 • Discussion of the issues and suggestion of possible approaches;
- 23
- 24 • Preparation of a draft proposed policy;
- 25
- 26 • Referral to the Policy Committee;
- 27
- 28 • Board reaction to the draft with suggested changes noted;
- 29
- 30 • Proposed policy distributed for community reaction;
- 31
- 32 • Board adoption of policy, with or without revision, at second reading; and

- 1 • Distribution of policy by director of schools.

2 **DRAFTING**

3 Written board policies will be drafted and periodically revised by cooperative action reflecting the
4 efforts of board members, school administrators and staff, students, the public and legal counsel.

5 A member of the staff is to be delegated the responsibility to maintain the board policy reference files,
6 to draft policy proposals as instructed by the board and director of schools to maintain the Board
7 Policy Manual and to serve as liaison between the Board and the Tennessee Schools Boards
8 Association.

9 **ATTORNEY INVOLVEMENT**

10 The director of schools shall seek the counsel of the board's attorney when there may be a question of
11 legality or proper legal procedure in the development of a proposed policy.

12 **STAFF INVOLVEMENT**

13 Staff members may initiate policy proposals.

14 Contract provisions are not board policy. The intent of this provision is to assure that a clear
15 distinction be made and maintained between a contract and school board policy.

16 The Board of Education will make the final determination on all school board policies.

17 **STUDENT INVOLVEMENT**

18 Any student within the district may submit proposals for new policies or changes in existing policies.
19 All such policy proposals shall be given serious consideration. Students may also voice opinions on
20 proposed policies submitted by others.

21 **POLICY COMMITTEE INVOLVEMENT**

22 All policy proposals shall be referred to the Policy Committee prior to submittal to the Board, for
23 titling, coding and review.

24 A proposed new policy or policy change shall be submitted to the Board as part of the agenda.

25 At the presentation meeting, the Policy Committee chairman shall present the proposed policy or
26 policy change with a recommendation. Any interested person or group shall be given an opportunity
27 to be heard on the proposal. Following the presentation, which shall constitute the first reading, the
28 Board may approve the proposal or refer it back to the committee for study and revision.

29 The approved or revised policy or policy amendment proposal shall be considered at the next board
30 meeting. The draft shall be included as part of the meeting agenda and the Policy Committee chairman
31 shall present the approved or revised proposal for second reading with a recommendation.

1 The final vote to adopt or not to adopt shall follow the second reading of the original or amended
2 version of the proposed board policy. Adoption shall require an affirmative vote by a majority of the
3 board members.

4 1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and
5 in conformance with the codification system used in the Board Policy Manual by the Policy
6 Committee.

7
8 2. Insofar as possible, each policy statement shall be limited to one subject.

9
10 3. Policies and amendments adopted by the Board shall be attached to and made a part of the
11 minutes of the meeting at which they are adopted and shall also be included in the policy
12 manual of the system.

13
14 4. Policies and amendments to policies shall be effective immediately upon adoption unless a
15 specific effective date is provided in the adopted resolution.

16
17 5. It will be the duty of the director of schools periodically to review policies to determine if any
18 need revision.

19 **EMERGENCY PROCEDURE**

20 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
21 Board may waive the second reading-second meeting limitation and take immediate action to adopt
22 new or review existing policies.

23 **DISSEMINATION**

24 The director of schools is directed to establish and maintain an orderly plan for preserving and making
25 accessible the policies and revisions thereto adopted by the Board of Education. Policy manuals shall
26 be maintained in the front office at each school, central office, and with each system administrator.

27 Policies shall be accessible at least to all employees of the school system, to members of the Board,
28 and to citizens of the community by way of publication on the school system website.¹

29 All policy manuals distributed to anyone shall remain the property of the Hickman County Board of
30 Education and shall be considered as "on loan" to anyone, or any organization in whose possession
31 they might be at any time. They are subject to recall at any time deemed necessary by the director of
32 schools.

33 **REVIEW AND EVALUATION**

34 In an effort to keep its policies up-to-date so that they may be used consistently as a basis for board
35 action and administrative decision, the Board shall review its policies on a continuing basis.

36 The Board shall evaluate how the policies have been executed by the school staff and weigh the
37 results. It encourages the school staff, students, and the community to provide evidence of the policies
38 which it has adopted.

1 The director of schools is given the continuing commission of calling to the Board's attention all
2 policies that are out-of-date or for other reasons appear to need revision.

3 **ADMINISTRATION IN POLICY ABSENCE**

4 In cases where action must be taken within the school system where the Board has provided no guides
5 for administrative action, the Director of Schools shall have the power to act.

6 Such decisions, however, shall be subject to review by action of the Board at its next regular meeting.
7 It shall be the duty of the director of schools to inform the Board promptly of such action and of the
8 need for policy.

9 **SUSPENSION OF POLICIES**

10 Any board policy or part thereof not established by law or contract may be temporarily suspended or
11 specific exemptions provided by an affirmative vote by a majority of the members of the Board.

Legal References

1. TCA 49-2-207(a)

Cross References

Role of the Board of Education 1.101
Agendas 1.403

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Administrative Procedures</h2>	Descriptor Code: 1.601	Issued Date: 08/07/17
		Rescinds: 1.601	Issued: 08/02/99

1 The director of schools is responsible for implementing board policies and for interpreting them to
 2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
 4 appropriate to the topic, will develop administrative procedures as necessary to implement board
 5 policies.²

6 Within the policies and regulations of the Board and the director of schools principals are authorized to
 7 establish rules and procedures for the staff and students of their schools.

8 DISSEMINATION

9 The director of schools is directed to establish and maintain an orderly plan for preserving and making
 10 accessible to all employees the administrative rules and regulations needed to put board policies into
 11 effect.

12 Accessibility to administrative rules is extended to all employees of the school district and interested
 13 citizens by way of publication on the school system website.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date: 07/10/17
		Rescinds: 1.603	Issued: 08/02/99

1 At each board meeting, the director of schools shall report the names of new personnel employed since
2 the last meeting of the board of education.

3 The director shall make annual reports concerning conditions of efficiency and needs of the school
4 system. Included in this report shall be information regarding employment of instructional staff as
5 follows:

- 6 1. Number of applicants interviewed and the number employed;
- 7 2. Procedures being used to ensure that the best applicants are being selected;
- 8 3. Evidence that all non-tenured teachers were evaluated;
- 9 4. Number of non-tenured teachers;
- 10 5. Number of teachers non-renewed;
- 11 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
- 12 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 13 8. Percent of principals who scored at each level on the evaluation scale;
- 14 9. Evidence of high correlation between evaluation and productivity;
- 15 10. Percent of supervisory personnel (other than principals) who scored at each level on the
16 evaluation scale;
- 17 11. Summary and explanation of how our school system fared on the Report Card distributed by
18 the State Department of Education.

19 Board members shall be made aware of all reports prepared by the superintendent's office for
20 transmittal to the local legislative body, the State Department of Education, or any federal agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 07/10/17
		Rescinds: 1.700	Issued: 08/02/99

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
 2 goals of the school system. In discharging that responsibility, the Board has addressed four primary
 3 areas: education, teachers and administrators, school environment, and operations.

4 It is the commitment of the Board to develop policies to implement the goals within each area. It is
 5 further the commitment of the Board to review annually and restate as necessary the goals within each
 6 area so that our programs will at all times speak directly to the stated goals.

7 **INSTRUCTION GOALS**

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,
 9 listening, speaking, mathematical operations and problem solving;
- 10 2. To assure that each student's interest, capacities and objectives are considered in his learning
 11 program;
- 12 3. To promote a plan for the organized improvement of school curriculum, including the
 13 articulation between elementary and secondary schools;
- 14 4. To structure the overall instructional program to provide sufficient alternatives to meet the
 15 variety of individual needs, capacities and aspirations, particularly including: individualized
 16 offerings and offering that extend the learning environment into the community;
- 17 5. To provide offerings which explore a wide range of career and service opportunities;
- 18 6. To provide an integration of academic, physical, social and emotional growth experiences for
 19 each student;
- 20 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 21 8. To develop a comprehensive and articulated program for handicapped students involving
 22 maximum inclusion in regular school programs;
- 23 9. To help student's gain understanding of themselves, as well as skills and techniques in living
 24 and working with others;
- 25 10. To promote a relevant and challenging secondary school curriculum which will adequately
 26 prepare the student for his vocational goals or post-secondary education;
- 27
- 28
- 29
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- 35
- 36

- 1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);
- 2
- 3 12. To provide an appropriate standard of achievement for graduating seniors;
- 4
- 5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and
- 6
- 7 14. To provide opportunities that help students form attitudes and acquire habits needed for
- 8 responsible citizenship.

9 **GOALS FOR TEACHERS AND ADMINISTRATION**

- 10 1. To provide high quality system-wide performance in the teaching of reading, writing and
- 11 mathematical skills;
- 12
- 13 2. To establish minimum acceptable professional performance standards for all teachers and
- 14 administrators;
- 15
- 16 3. To provide in-service training and professional growth experience for teachers and
- 17 administrators;
- 18
- 19 4. To enforce procedure that foster an orderly, positive school environment; and
- 20
- 21 5. To establish and maintain an accountability system for the improvement of the instructional
- 22 system.

23 **GOALS FOR THE SCHOOL ENVIRONMENT**

- 24 1. To ensure each individual a physically and emotionally safe teaching-learning environment;
- 25
- 26 2. To assure that each individual is treated with respect by all members of the school community;
- 27 and
- 28
- 29 3. To have each individual in the school community know and fulfill his responsibilities with
- 30 regard to safety and respect to others.

31 **OPERATIONAL GOALS**

- 32 1. To ensure every effort to secure adequate funding for the educational program in support of the
- 33 goals stated above;
- 34
- 35 2. To operate within a balanced budget during the school year;
- 36
- 37 3. To develop and maintain in each school an up-to-date inventory of the furniture and equipment
- 38 in the schools;
- 39 4. To develop and maintain plans for efficient utilization of all system personnel;
- 40

- 1 5. To have reported monthly to the Board of Education and the community, the status of school
 - 2 system operations;
 - 3
 - 4 6. To develop long-range plans for the efficient use of school facilities; and
 - 5
 - 6 7. To assure immediate communication between the superintendent or his designee and the Board
 - 7 of Education on critical occurrences within the school system.
- 8 In establishing these goals for the school system, the Board of Education does not intend to diminish
- 9 the importance of other issues that may face the schools in the years ahead.

Cross References

Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Goals 4.100
Personnel Goals 5.100
Student Goals 6.100

Hickman County Board of Education			
	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 11/05/18
		Rescinds: 1.701	Issued: 07/10/17

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
 3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
 4 every two (2) years and shall align with requirements of the State Board of Education.¹

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

7 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

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

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

- 12 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 13
- 14 2. Determine which goals have been achieved and whether any new efforts are needed;
- 15
- 16 3. Review major issues that may affect the school system in the future; and
- 17
- 18 4. Create an annual plan for district improvement.

19 **SCHOOL IMPROVEMENT PLAN¹**

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

Legal References

1. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613

Cross References

Role of the Board of Education 1.101
Qualifications and Duties of the Director of Schools 5.802

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date: 07/10/17
		Rescinds: 1.703	Issued: 12/13/04

- 1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹
- 3 The primary considerations governing the establishment of a school attendance area are:
- 4 1. The educational opportunity afforded students;
 - 5
 - 6 2. The capacity of each school; and
 - 7
 - 8 3. The geographic location of each school in relationship to the surrounding student population.
- 9 Students who use the school bus service must attend the school in the zone in which they reside.
10 Students who use transportation other than the school bus service shall be permitted to attend any
11 school which is appropriate for their level, provided there is space, and the receiving principal
12 approves.

Legal References

1. TCA 49-6-403(c)

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 07/10/17
		Rescinds: 1.800	Issued: 08/02/99

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

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

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

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

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

16 **STUDENT ATTENDANCE DAYS**

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

20 **IN-SERVICE EDUCATION**

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

23 **DISCRETIONARY DAYS**

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

28 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

Cross References

Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date: 07/17/17
		Rescinds: 1.801	Issued: 12/13/04

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least eight (8) hours and such additional time as the administrative
- 3 organization requires.²

Legal References

1. TRR/MS 0520-01-03-.02(1)(a)
2. TRR/MS 0520-01-03-.03(1)

Cross References

- Staff Time Schedules 5.602
Staff Meetings 5.603

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 07/10/17
		Rescinds: 1.8011	Issued: 08/02/99

- 1 The Board authorizes the director of schools to close schools in the event of hazardous weather or any
- 2 other emergency which presents a threat to the safety of students, staff members or school property.¹
- 3 As soon as the decision to close schools is made, the director of schools will notify the public media and
- 4 request that an announcement be made.
- 5 If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities
- 6 in which students are involved will be postponed or cancelled at the discretion of the school administrator
- 7 with the approval of the director of schools.

Legal References

1. TCA 49-6-3004(e)(1)

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 07/10/17
		Rescinds: 1.802	Issued: 07/08/13

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

12 **COORDINATOR³**

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any
15 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE⁴**

18 The Board shall make available the name, office address and telephone number of the ADA/Section
19 504 coordinator.

20 Methods of initial and continuing notification may include the posting of notices, publication in
21 newspapers and student and employee handbooks and distribution of memoranda or other written
22 communications.

23 **COMPLAINT PROCEDURE⁵**

24 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
25 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
26 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator
27 will respond to all complaints within twenty (20) days with a written response as well as information
28 on further grievance procedures that may be followed if the complaining party is not satisfied with the
29 coordinator's proposed resolution.

1 DUE PROCESS HEARING PROCEDURES

2 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
3 parent wishes to contest any action of the school system with regard to a child's identification,
4 evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the
5 parent/guardian has the right to personally participate and to be represented at the hearing by an
6 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
7 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
8 who has or is believed to have a disability.

9 *Request for Hearing*

10 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
11 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
12 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.
13 The request shall be submitted on or reduced to writing on a form provided through the Central Office.

14 *Impartial Hearing Officer*

15 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the
16 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
17 receipt of a request for a due process hearing. The hearing officer will be hired as an independent
18 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current
19 employee of the school system and shall not be related to any member of the Board of Education. The
20 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and
21 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may
22 not be presented as an issue at the due process hearing since such an issue would not relate to the
23 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
24 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
25 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
26 Rights.

27 Office for Civil Rights

28 U.S. Department of Education

29 61 Forsyth St. S.W., Suite 19T10

30 Atlanta, GA 30303-8927

31 Telephone: 404-974-9406; TDD: 877-521-2172

32 Email: OCR.Atlanta@ed.gov

33 *Scheduling of Hearing*

34 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
35 appointment and provide this information in writing to the parent/guardian and the Section 504
36 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the
3 hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform
6 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
7 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

8 *Pre-Hearing Conference*

9 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
10 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference
11 will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties'
12 questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in
13 person depending on the hearing officer's decision based on the convenience to both parties.

14 *Dismissals*

15 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges
16 and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504
17 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for
18 such finding.

19 *Hearing*

20 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
21 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
22 testimony and introduction of exhibits for reasons or relevance.

23 *Recording*

24 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be
25 video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
26 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
27 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing

1 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the
2 hearing to be offered to the court as an exhibit.

3 *Witnesses*

4 Witnesses will present their information in narrative form, without the traditional question and answer
5 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request
6 that the hearing officer, at his/her discretion, ask a witness a certain question.

7 *Format of Presentation*

8 Each side will have an equal amount of time to present their positions as determined by the hearing
9 officer. The parent/guardian will present his/her case first by making an opening statement outlining the
10 issues, calling witnesses, and making a closing argument. The school system will present its side next.
11 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
12 side may present personally or through their representatives.

13 *Submission of Exhibits*

14 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
15 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
16 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
17 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
18 review, as well as the number of witnesses and the length and/or scope of their presentations or
19 statements.

20 *Closing Arguments*

21 The hearing officer may allow or request written closing arguments summarizing and characterizing the
22 information presented at the hearing.

23 *Decision*

24 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
25 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
26 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim
27 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be
28 deemed to have been denied. The decision must be issued within forty-five (45) days after the date the

- 1 Request for a Due Process Hearing is received by the district. The hearing officer may not award
- 2 attorneys' fees as a part of the relief granted to a parent/guardian or the district.
- 3 *Review Procedure/Appeal*
- 4 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
- 5 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: 1.803	Issued Date: 04/01/19
		Rescinds: 1.803	Issued: 07/10/17

1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
 2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
 3 leased, or operated by the district.¹ Smoking and vaping shall be prohibited in any public seating areas
 4 including, but not limited to, bleachers used for sporting events or public restrooms.²

5 Employees and students in the school district will not be permitted to use these products while they are
 6 participants in any class or activity in which they represent the school district.

7 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
 8 visiting the school that the use of these products is forbidden. The following notice shall be prominently
 9 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
 10 *prohibited by law in seating areas and in restrooms.*³

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206
 Code of Conduct 6.300

Hickman County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Drug-Free Workplace	Descriptor Code: 1.804	Issued Date: 07/10/17
		Rescinds: 1.804	Issued: 10/02/00

- 1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace
- 2 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other
- 3 controlled substance, as defined in federal law.¹ “Workplace” shall include any school building or any
- 4 school premise; any school-owned or any other school-approved vehicle used to transport students to
- 5 and from school or school activities; and off-school property during any school-sponsored or school-
- 6 approved activity, event or function.

- 7 Any employee who violates the terms of this policy shall be suspended and shall be subject to
- 8 dismissal and referral for prosecution.

- 9 The director of schools shall be responsible for providing a copy of this policy to all school system
- 10 employees.

Legal References

1. Drug Free Workplace Act of 1988,
41 USCA § 8103

Cross References

- Drug and Alcohol Testing, Employees 5.403
Drug-Free Schools 6.307

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 07/10/17
		Rescinds: 1.805	Issued: 10/02/00

1 Electronic mail capability among board members and district staff exists for the purpose of enhancing
2 communication to better perform tasks associated with their positions and assignments. Therefore, all
3 staff and board members who have access to the district network shall adhere to the following
4 guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

- 5 1. Because all computer hardware and software belong to the Board, all data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/ board members have no right to privacy with regard to such data. Confidentiality
8 of e- mail communication cannot be assured. E-mail correspondence may be a public record
9 under the public records law and may be subject to public inspection.¹
- 10 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to
11 circumvent requirements of the Open Meetings Act.²
- 12 3. Staff/board members will be asked to sign an application for terms and conditions for Use of
13 the Internet. Staff/board members shall not reveal their passwords to others in the network or to
14 anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or
15 that e-mail has been accessed by someone without authorization, s/he shall contact the
16 technology coordinator immediately.
- 17 4. It is the responsibility of the sender not to violate copyright laws.
- 18 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
19 obscene or that are racist, sexist or promote illegal or unethical activity.

20 Any usage contrary to the above shall be reported immediately to the director of schools and may
21 result in the suspension and/or revocation of system access or if deemed necessary, appropriate
22 disciplinary action may be taken.
23

Legal References

1. TCA 10-7-512
2. TCA 8-44-102

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Advertising and Distribution of Materials in the Schools</h2>	Descriptor Code: 1.806	Issued Date: 07/10/17
		Rescinds: 1.806	Issued: 03/06/06

- 1 No part of the school system, including the facilities, the name, the staff, and the students, shall be
- 2 used for advertising or promoting the interests of any commercial, political or other non-school agency
- 3 or organization except that:

- 4 1. The school may cooperate in furthering the work of any non-profit, community-wide social
- 5 service agency, provided that such cooperation does not restrict or impair the educational
- 6 programs of the schools;
- 7
- 8 2. The school may participate in radio or television programs under acceptable commercial
- 9 sponsorship when such programs are educationally beneficial;
- 10
- 11 3. Community, educational, charitable, recreational and other similar civic groups may advertise
- 12 event pertinent to students' interests or involvement. Such advertisement, including the
- 13 distribution of materials, shall be subject to any procedures related to time, place and manner
- 14 established by the principal;
- 15
- 16 4. The materials must be submitted to and screened by the principal five (5) working days prior to
- 17 the requested distribution date. The method of distribution will be passive distribution through
- 18 the designated school information center. The principal may prohibit materials that:
- 19
- 20 a. would likely to cause substantial disruption of the operation of the school;
- 21 b. violate the rights of others;
- 22 c. are obscene, lewd or sexually explicit;
- 23 d. students would reasonably believe to be sponsored or endorsed by the school;
- 24 e. are libelous;
- 25 f. promote unhealthy activities;
- 26 g. promote illegal activities;
- 27 h. infringe on copyright;
- 28 i. are advertising or commercial;
- 29 j. are constitutionally prohibited religious material; or
- 30 k. are not age appropriate.
- 31
- 32 5. The school may, upon approval of the director of schools, cooperate with any governmental
- 33 agency in promoting activities which advance the education or other best interests of the
- 34 students;
- 35
- 36 6. Political literature shall not be distributed through the school to students, nor sent home to
- 37 parents, nor placed in teachers' mail boxes, lounges, or on school premises;

- 1 7. Political signs for people who are running for public office shall not be allowed on school
- 2 property except those being held by poll workers on election day; and
- 3
- 4 8. School publications may accept and publish paid advertising under procedures established by
- 5 the director of school.

Cross References

Board-Community Relations 1.500

Vendor Relations 2.809

Staff-Community Relations 5.606

Student Publications 6.704

Click here to choose a school board. Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date: 07/10/17
		Rescinds: 1.808	Issued: 11/01/10

1 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises
 2 of any school in this district, except for the limited circumstances stated in this policy.¹

3 **EMPLOYMENT**

4 An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible
 5 for employment within the school district.

6 **PRESENCE ON SCHOOL PROPERTY**

7 No registered sex offender, other than a student who is a registered sex offender enrolled in the school
 8 in question, shall come on, about, or within 1,000 feet of a local school's property line, except as provided
 9 below.² If any employee of the school district becomes aware of any registered sex offender's presence
 10 on school property, he/she shall immediately inform the principal, who shall direct the individual to
 11 leave the premises immediately. The principal shall request assistance from local law enforcement
 12 authorities if offender resists the principal's directives. If the registered sex offender repeats this
 13 restriction of coming on to school property, the principal may confer with legal counsel to take
 14 appropriate legal action.

15 Neither this policy nor state law impose any duty upon a principal or any other employee of the local
 16 school district to review the sex offender registry for individuals who may come upon the property.

17 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

18 A parent or legal guardian of a child who is enrolled in the school may attend a conference with school
 19 officials with the written permission of the school's principal.

20 An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking
 21 up a child or children enrolled in the school.

22 Principals shall speak with the parent upon learning of their status as a sex offender to communicate the
 23 restrictions of this policy and to establish open dialogue with the parent, as much as is possible or
 24 reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's
 25 child.

Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211(a)

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer

Proposed fundraising activities: After school hang out & coming to HCMS vs East Soccer Games on 9/16/19

Purposed Uses of funds raised field maintenance, balls, uniforms

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit students will pay \$5 each to attend

Requested by Jennifer Brewer Soccer Coach Date 7/26/19
Name/Title

Approved by Jina S. Hugger Date 7-26-19
Principal

Approved by Michelle Helbert Date 7/26/19
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.

I need to start
ASAP!

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheer football

Proposed fundraising activities: Selling Cozzzy Comfy Bed
Linen

Phone 770-720-0040
info@cozzzycomfy.com

Purposed Uses of funds raised
transportation, cheer accessories
snacks, waters

Expected student involvement (school-wide or specific school organization) _____

Cheerleaders

Method by which school will receive profit Cheerleaders

\$10.00 profit per set!

Requested by Cynthia Hughes
Name/Title

Date July 22, 2019

Approved by [Signature]
Principal

Date 7/22/19

Approved by Michelle Siebert
Director of Schools*

Date 7/22/19

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheerleading

Proposed fundraising activities: Fan Cloth

Purposed Uses of funds raised
travel, Squad classes, Paint & Paper
Supplies

Expected student involvement (school-wide or specific school organization) _____
Cheerleaders

Method by which school will receive profit Cash check

Requested by Roselle Smith / Cheer Date 7-18-19
Name/Title Coach

Approved by Michael Beem Date 7-18-19
Principal

Approved by Michelle Elvert Date 7/22/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name F.C.C.L.A.

Proposed fundraising activities: Sell Spirit socks to students

Purposed Uses of funds raised
Pay for competitions

Expected student involvement (school-wide or specific school organization) Students
will be able to purchase socks from Mrs Boehms classroom.

Method by which school will receive profit Profit will be received directly from sales.

Requested by Charlotte Boehms / F.C.C.L.A. Advisor
Name/Title

Date 7/19/19

Approved by Nurul Keen
Principal

Date 7/19/19

Approved by Michelle Gilbert
Director of Schools*

Date 7/22/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheerleading

Proposed fundraising activities: Worlds Finest Chocolate

Purposed Uses of funds raised
travel, Squad classes & fees, Paint
+ paper supplies

Expected student involvement (school-wide or specific school organization) _____
Cheerleaders

Method by which school will receive profit Cash, check

Requested by Discilla Smith / Cheer Date 7-18-19
Name/Title Coach

Approved by Maribel Beem Date 7-18-19
Principal

Approved by Michelle Gilbert Date 7/22/19
Director of Schools*

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Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

EHES

Fund/account name Spirit Item Sales / Fundraising

Proposed fundraising activities: sell East Hickman Eagles spirit items (magnets, caps, keychains) at all EHES events.

Purposed Uses of funds raised Help fund a heavy duty shade tent in recess area and/or more water filling stations.

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit Cash or check

Requested by Angela Campbell / Teacher Date 6-29-19
Name/Title

Approved by Leigha Coble Date 7/1/19
Principal

Approved by Michelle Diver Date 7/8/19
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHES Color Sprint / ^{EHES} Fundraising - September 2019

Proposed fundraising activities: Sell entrance into an almost 1-mile

Fun run for Families. We will be using color
to spray or throw on runners as they go by.

Purposed Uses of funds raised

to help fund a heavy duty shade tent
and/or more water Filling Stations

Expected student involvement (school-wide or specific school organization) _____

Community - wide

Method by which school will receive profit _____

Cash or check

Requested by Angela Campbell / Teacher Date 6-29-19
Name/Title

Approved by Reigha Coble Date 7/1/19
Principal

Approved by Michelle Hiver Date 7/8/19
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.

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits – Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: Catalog & Cookie Dough
Sale - October 22 - November 5

Purposed Uses of funds raised
Instructional Supplies

Expected student involvement (school-wide or specific school organization) _____
School Wide

Method by which school will receive profit Company will give
school 50% of total amount sold

Requested by Zina Truett, Bookkeeper Date 7-29-19
Name/Title

Approved by Leigha Coble Date 7-29-19
Principal

Approved by Michelle Albert Date 7/30/19
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.

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits - Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pictures

Proposed fundraising activities: school pictures

October 8-11, 2019 March 17-20, 2020

Purposed Uses of funds raised General Fund

Expected student involvement (school-wide or specific school organization) students

will have pictures made and parents can order from proofs

Method by which school will receive profit will receive check for 30% of net profit

Requested by Zina Jewett, Bookkeeper Date 7-29-19
Name/Title

Approved by Reisha Coble Date 7-29-19
Principal

Approved by Michelle Stewart Date 7/30/19
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.

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits – Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: T-shirt sales

August 19 – September 6, 2019

Purposed Uses of funds raised
laminating film; copier
supplies; construction paper

Expected student involvement (school-wide or specific school organization) _____
School-wide

Method by which school will receive profit School will receive a
profit depending of number of shirts sold

Requested by Jina Truett, Bookkeeper Date 8-2-19
Name/Title

Approved by Deisha Coble Date 8/2/19
Principal

Approved by Michelle Hebert Date 8/4/19
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.

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits – Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library

Proposed fundraising activities: Book Fair -

October 22-30, 2019 February 27-March 12, 2020

Purposed Uses of funds raised
Raise money for the Library

Expected student involvement (school-wide or specific school organization) Students
bring money to purchase Book Fair items

Method by which school will receive profit Purchase books for the
Library or receive check from company

Requested by Rebel M. Sma / Librarian Date 8/2/19
Name/Title

Approved by Reigha Colde Date 8/2/19
Principal

Approved by Michelle Hilbert Date 8/4/19
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.

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits - Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ? no money received

Proposed fundraising activities: None-online

Sponsorship

Purposed Uses of funds raised
Teachers who participate will receive a book a month for all students.

Expected student involvement (school-wide or specific school organization) _____
participating classrooms

Method by which school will receive profit None

Peth, Campbell, Haley, Essam, McCaleb, etc.
Requested by Jana D Capley Date 8-2-19
Name/Title

Approved by Reigha Cotale Date 8/2/19
Principal

Approved by Michelle Hebert Date 8/4/19
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name East Hickman Middle School Girls Basketball

Proposed fundraising activities: Free Throw-A-Thon

Purposed Uses of funds raised Equipment, Apparel, Camps, Leagues

Expected student involvement (school-wide or specific school organization) _____

Just Girls basketball players

Method by which school will receive profit Cash & check

Requested by Tucker Hobbs Date 07/30/19
Name/Title

Approved by Bryan Aylor Date 7/30/19
Principal

Approved by Michelle Helbert Date 7/31/19
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHMS Golf

Proposed fundraising activities: Little Caesars Pizza Kits

Purposed Uses of funds raised
EHMS Golf Tee Shirts, Towels, Practice Balls

Expected student involvement (school-wide or specific school organization)
EHMS Golf Team

Method by which school will receive profit Cash / Check

Requested by Preson Hall / PE / Head Golf Coach Date 7/31/19
Name/Title

Approved by Byron Ayles Date 7/31/19
Principal

Approved by Michelle Shiver Date 8/1/19
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CDC

Proposed fundraising activities: Selling a plate lunch

Purposed Uses of funds raised
ELC class funds and rewards

Expected student involvement (school-wide or specific school organization)
ELC classroom

Method by which school will receive profit Cash or check

Requested by Sheryl Robinson
Name/Title

Date 7-30-19

Approved by Marshall Bean
Principal

Date 7-30-19

Approved by Michelle Hebert
Director of Schools*

Date 8/1/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Senior class of 2020

Proposed fundraising activities: Homecoming Dance
Will ask for concession donations + sell concessions
photo booth. October 5th 2019

Purposed Uses of funds raised

Senior Class expenses

Expected student involvement (school-wide or specific school organization) _____

Senior class sponsored, entire school invited.
ITCHS Students only!

Method by which school will receive profit Class Sponsors

Requested by Kristen Carter / Cyndi Hughes Date 7/30/19
Name/Title

Approved by  Date 7/30/19
Principal

Approved by Michelle Hevert Date 8/1/19
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Volley ball

Proposed fundraising activities: Back to school Bash

Alumni game, Coed games, corn hole, etc

Purposed Uses of funds raised
Equipment & uniforms

Expected student involvement (school-wide or specific school organization) _____

will play in coed games

Method by which school will receive profit \$5 fee to attend

Requested by D Brent Beard Volley ball coach Date 7/30/19
Name/Title

Approved by [Signature] Date 7/30/19
Principal

Approved by Michelle Hebert Date 8/1/19
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.