

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---October 7, 2019

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

Call To Order

Approval of August 5, 2019 Regular Board Meeting Minutes

Approval of September 16, 2019 Special Called Board Meeting Minutes

Approval of Agenda

Special Recognition

Ronnie Sullivan

Jeannie Hansford

David Flowers

Kathy Dick

Vicki Chessor

David Carter

Doris Tann

Judy Parker

Joanne Ezell

Sandy Barnes

Employee of the Month

Communications to the Board

Director's Report

Financial Report

Items Requiring Board Action

Election of Board Officers

Trip Requests

HCHS Beta Club

Budget Amendments

2019-2020 School Breakfast and Lunch Program

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---October 7, 2019

Compliance Report

Career Technical Technology Purchase

Edmentum Contract

Revised Board Policies 1.1061, 1.901, 6.313 (1st Reading)

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 (2nd Reading)

Board Policy Review 2.100--2.601

Announcements

TSBA Leadership Conference and Convention -- November 14-17, 2019

Adjourn

Monday, August 5, 2019
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, August 5, 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.

Steve Gianakos made a motion to approve the minutes from the regular meeting held on Monday, July 1, 2019. Tim Hobbs seconded the motion.

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.

Jim Hudgins made a motion to add a bonus to the salary for teachers based on years of service: 1-5 years \$500.00, 6-10 years \$750.00, 11-15 years \$1,000.00, 16-20 years \$3,000.00, 21-30 years \$4,500.00, and above 30 years \$4,600.00. Amy Bryant seconded the motion.

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

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

Jane Herron
Tim Hobbs
Jim Hudgins
Vance Willis

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

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

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

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

Vance Willis made a motion to approve Option B on the Principal Pay Scale as presented. Tim Hobbs seconded the motion.

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

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins
Vance Willis

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

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

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

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

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

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

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

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

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

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

Jane Herron

Tim Hobbs
Jim Hudgins
Vance Willis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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			Jim Hudgins
Jane Herron			Vance Willis
Tim Hobbs			

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			Vance Willis
Jane Herron			
Tim Hobbs			
Jim Hudgins			

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		Vance Willis
Jane Herron			
Tim Hobbs			
Jim Hudgins			

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>
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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 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.

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 5-0.

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

Amy Bryant made a motion to approve the 143 Cafeteria School Budget for 2019-2020. 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 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
- VIII. Announcements
- VIII. Adjourn

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

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

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

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

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

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

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

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

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

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

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

Hickman County Board of Education
Annual Agenda 2019-2020

July

Student Discipline Hearing Authority Designation

August

Approval of School Audit Services Contract

September

October

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

Compliance Report

Textbook Certification

Approval of School Calendar

November

Approval of Supplement Splitting

December

Tenure (if available)

January

Set Board Retreat

February

Set Budget Calendar

March

Set School Attendance Zones

April

Adoption of Textbooks

May

Approval of 141, 142, 143 Budgets

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

Personnel Decisions and Placement

June

Adopt Board Meeting Schedule for 2020-2021

Grant Executive Committee authority to close out fiscal year

Report of Director's Evaluation

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

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

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

2019-2020

Hickman County Board of Education
Board Meeting Dates

July 1, 2019

August 5, 2019

September 16, 2019 (work session only)

October 7, 2019

November 4, 2019

December 2, 2019

January 6, 2020

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

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

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

Resolution 19-17
Assignment Authority
GASB 54

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

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

Action: _____6_____ Aye _____0_____ Nay _____1_____ Absent

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

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

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

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

Ron Gammons made a motion to grant the Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director close out the financial

books. All members are provided with a report at the next board meeting. Jim Hudgins seconded the motion.

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

Vance Willis

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

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

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

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

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

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

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

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

Ron Gammons

Steve Gianakos

Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

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

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

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

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

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

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

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

Support Staff

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>
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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 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.

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

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

Amanda Bowman was recognized as the August Employee of the Month.

Greg Hinson was recognized for the Lifetime Transportation Award for driving a school bus for 31 years.

Ron Gammons made a motion to accept the Director's Report as presented. Tim Hobbs seconded the motion.

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	EHHS Assistant Principal
Cecily Dotson	Occupational Therapy
Marcy Tidwell	EHIS Principal
Amanda Kelly	HCMS 8th Grade ELA
Meaghan Lynam	CES 1st Grade
Valerie Gonzlez	CES 2nd Grade
Sarah King	HCMS Social Studies
Mandy Mercer	EHMS Science
Justin Sorrell	HCHS History
Tabitha Gossett	EHIS 3rd Grade
Levi Griego	HCHS Sp Ed
<u>Support Staff</u>	
Chrissy Goodwin	EHIS Attendance
Lisa Williams	EHHS ISS
Shelly Pellerin	HCMS 6th Grade Sp Ed Asst
Patricia Shults	CES Sp Ed Asst
Jared Carkuff	HCHS ISS

Resignation

<u>Professional</u>	
Zachariah Thomas	EHMS 8th Grade Math
Demetria Worley	EHHS Math
Stephanie Ragsdale	CES 2nd
<u>Support Staff</u>	
Tabby Davis	School Nurse
Deborah Lampley	EHIS PE Asst.

Retirement

Professional

Support Staff

Transfers

<u>Professional</u>	
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
<u>Support Staff</u>	
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 Homer	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.

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

Steve Gianakos made a motion to accept the financial report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the OPEB quarterly statement. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Donna Bradley and Kathy Dick presented information for a new after school program at East Hickman High School called CRAVE (Career Readiness and Vocational Exploration).

Jim Hudgins made a motion to enter into negotiations to extend a new contract of four years with the Director of Schools. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the addendum to the Memorandum of Understanding with the Town of Centerville regarding the use of Centerville Municipal Golf Course. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0. Tim Hobbs made a motion to re-bid the HVAC annual service contract. 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 6-0-1.

Ron Gammons made a motion to approve the purchase of the EHMS Heat Boiler Bid and the bid from TN Elite Mechanical, option A3 for \$73,081.00. 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 6-0-1.

Jim Hudgins made a motion to accept the bid from BME for Fire Damper Inspections at the cost of \$20,448.00. 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 6-0-1.

Ron Gammons made a motion to accept the bid from SSC option 2 for janitorial services from July 1, 2020-June 30, 2023. Jim Hudgins seconded the motion.

<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 6-0-1.

Ron Gammons made a motion to approve the contract for audit services. Tim Hobbs seconded the motion.

<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 6-0-1.

Jim Hudgins made a motion to approve budget amendment #1. Ron Gammons seconded the motion.

<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 6-0-1.

Tim Hobbs made a motion to approve revised board policies 1.406, 1.804, 2.403, 2.601, 5.605, 3.202, 4.605, 4.700, 6.200, 6.308, and 6.506 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0-1.

Steve Gianakos made a motion to approve revised board policy 4.209 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0-1.

Amy Bryant made a motion to approve the review and update of board policies 1.600-1.808. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0-1.

The meeting was adjourned at 7:45 p.m.

Monday, September 16, 2019
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special called session on Monday, September 16, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. Board members in attendance were: Chair Amy Bryant, Steve Gianakos, Ron Gammons, Jane Herron, and Jim Hudgins. Tim Hobbs and Vance Willis were absent from the meeting.

Steve Gianakos made a motion to approve the agenda. Jane Herron seconded the motion. The Hickman County Board of Education will meet in a special called session on Monday, September 16, 2019, at 7:00 p.m. in Room 203 of the Central Office Building.

- I. Call to Order
- II. Approval of Agenda
- III. Items Requiring Board Action
 - A. Trip Request--HCHS Golf Coach
 - B. HVAC Units--Maintenance Director
 - C. EHHS HVAC Unit--Maintenance Director
 - D. ADA Bathroom Partitions--Maintenance Director
 - E. Annual HVAC Service Re-Bid--Maintenance Director
- IV. Adjourn

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

Jim Hudgins made a motion to approve an overnight trip for the HCHS golf team to Henry Horton Golf Course on September 22-23, 2019 and September 26-September 27, 2019. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to split the bid for the purchase of HVAC units between Trane for Alternates 1, 2, 4, 5, 6, and 7 and Lennox for Alternates 3, 8, and 9 for a total cost of \$68,035.00. 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			
Jim Hudgins			Tim Hobbs
			Vance Willis

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

Ron Gammons made a motion to award Trane the bid for the EHHS HVAC Unit at \$12,439.00. 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 5-0.

Ron Gammons made a motion to approve Quote #2 from Manning Materials for the ADA bathroom partitions at Hickman County High School. Steve Gianakos seconded the motion.

<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 5-0.

Ron Gammons made a motion to award the annual HVAC services contract to BME for the 2019-2020 school year. Jim Hudgins seconded the motion.

<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 5-0.

The meeting was adjourned at 7:27 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, October 7, 2019, at 7:00 p.m. in Room 203 of the Central Office. A reception honoring retiring teachers will be held in Room 102 of the Central Office at 6:15 p.m.

- I. Call to Order
- II. Approval of August 5, 2019 Regular Board Meeting Minutes
- III. Approval of September 16, 2019 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Ronnie Sullivan (Amy Bryant)
 - B. Jeannie Hansford (Jim Hudgins)
 - C. David Flowers (Jane Herron)
 - D. Kathy Dick (Tim Hobbs)
 - E. Vicki Chessor (Steve Gianakos)
 - F. David Carter (Ron Gammons)
 - G. Doris Tann (Tim Hobbs)
 - H. Judy Parker (Jim Hudgins)
 - I. Joanne Ezell (Jane Herron)
 - J. Sandy Barnes (Amy Bryant)
 - K. Employee of the Month (Steve Gianakos)
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VII. Items Requiring Board Action
 - A. Election of Board Officers--Board Chair
 - B. Trip Requests--Sponsor and Students
 1. HCHS Beta Club--Instructor and Students
 - C. Budget Amendments--Business Officer
 - D. 2019-2020 School Breakfast and Lunch Program--Food Service Director and Business Officer
 - E. Compliance Report--Director of Accountability
 - F. Career Technical Technology Purchase--Career Technical Director
 - G. Edmentum Contract--Business Officer
 - H. Revised Board Policies 1.1061, 1.901, 6.313 (1st reading)--Director of Accountability
 - 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 (2nd Reading)--Director of Accountability
 - J. Board Policy Review 2.100-2.601--Director of Accountability
- VIII. Announcements
 - A. TSBA Leadership Conference and Convention--November 14-17, 2019
- IX. Adjourn



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy. 100., Centerville, TN 37033

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

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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: September 30, 2019
RE: October Director's Report

Leave of Absence

Professional

Sara Lawson

FMLA

Support Staff

Hiring

Professional

Support Staff

Donnette Sealey	Food Service
Amanda Sullivan	Food Service
Janice Burton	Food Service
Anna Parker	Food Service
Margie Parker	Food Service
Elizabeth Swingle	Food Service
Lindsey Cook	Food Service
Lauren Johnson	Food Service
Kailey Cannon	Substitute Teacher
Connie Chumley	Substitute Teacher
Lindsey Deal	Substitute Teacher
Shawn Deree	Substitute Teacher
Cathy Duncan	Substitute Teacher
Shenia Fowlkes	Substitute Teacher
Shelby Frizzell	Substitute Teacher
Andrea Furkins	Substitute Teacher
Tara Gianakos	Substitute Teacher
Ashlie Gillette	Substitute Teacher
Angela Harris	Substitute Teacher
Rachel Hudgins	Substitute Teacher
Jenna Hudson	Substitute Teacher
Pamela Hunnicutt	Substitute Teacher
Melody Hutchinson	Substitute Teacher
Ocal Paul Jones, Jr.	Substitute Teacher

Brittney Kniss	Substitute Teacher
Nick Leaver	Substitute Teacher
Cindy Lynam	Substitute Teacher
Cookie Mays	Substitute Teacher
Paula Miller	Substitute Teacher
Carolyn Mowbray	Substitute Teacher
Susan Murphy	Substitute Teacher
Madelyn Owens	Substitute Teacher
Nichole Owens	Substitute Teacher
Renia Pack	Substitute Teacher
Ashabahen Patel	Substitute Teacher
Shelly Patterson	Substitute Teacher
Tiffany Plunk	Substitute Teacher
Sandra Poole	Substitute Teacher
Roger Puckett	Substitute Teacher
Tatum Quillen	Substitute Teacher
Janice Reyome	Substitute Teacher
Debra Richard	Substitute Teacher
Stephen Sain	Substitute Teacher
Shayna Scoggins	Substitute Teacher
Ruby Self	Substitute Teacher
Hannah Simmons	Substitute Teacher
Beverly Smith	Substitute Teacher
Helen St. Germain	Substitute Teacher
Dacy Thomasson	Substitute Teacher
Winfred Ward	Substitute Teacher
Ann Webster	Substitute Teacher
Cameron Bowdoin	Substitute Teacher
Maggie Brewer	Substitute Teacher
Leah Furkins	Substitute Teacher
Deborah Gilbert	Substitute Teacher
Lindsee Haddock	Substitute Teacher
Mary Howell	Substitute Teacher
Lauren Johnson	Substitute Teacher
Sky Kelly	Substitute Teacher
Cassidy LaCasse	Substitute Teacher
Shyla Lampley	Substitute Teacher
Amanda McRee	Substitute Teacher
Pamela Rhea	Substitute Teacher
Tanya Sims	Substitute Teacher
Sabrina Stellato	Substitute Teacher
Ronnie Sullivan	Substitute Teacher
Tawnie Totty	Substitute Teacher
Mary Worsham	Substitute Teacher
Martha Bogle	Substitute Teacher
Patricia Youngcourt	Substitute Teacher
Daniel Poff	HCMS Softball Coach
Rachel McCauley	HCMS Assistant Softball Coach
Jennifer Chilton	HCMS Assistant Softball Coach
Sky Kelly	EHES Assistant

Resignation

Professional

Suzanne Lewis

Jacquelyn Applegate

Special Education Teacher

Music Teacher

Support Staff

Shyla Lampley

Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Cynthia Hughes

HCHS Biology to EHIS Assistant Principal

Support Staff

Laura Harris

CES Special Education Assistant to CIS Special
Education Assistant

Appointment

Professional

Cynthia Hughes

EHIS Assistant Principal

141	General Purpose School	Account	Description	Year-To-Date			Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
40110			Current Property Tax	2,965,472.00	0.00	0.00 %	247,122.67	0.00	0.00 %
40120			Trustee's Collections - Prior Year	100,000.00	(14,551.72)	14.55 %	8,333.33	(5,999.88)	72.00 %
40130			Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(2,911.36)	5.29 %	4,583.33	(2,911.36)	63.52 %
40140			Interest And Penalty	21,000.00	(1,165.70)	5.55 %	1,750.00	(524.10)	29.95 %
40161			Payments In Lieu Of Taxes - T. V. A.	4,000.00	(598.73)	14.97 %	333.33	(299.36)	89.81 %
40162			Payments In Lieu Of Taxes-Local	6,000.00	0.00	C.00 %	500.00	0.00	0.00 %
40210			Local Option Sales Tax	1,600,000.00	(142,817.87)	8.93 %	133,333.33	(142,817.87)	107.11 %
40270			Business Tax	30,000.00	(918.77)	3.06 %	2,500.00	(918.77)	36.75 %
40320			Bank Excise Tax	30,000.00	0.00	C.00 %	2,500.00	0.00	0.00 %
40350			Interstate Telecommunications Tax	1,500.00	0.00	C.00 %	125.00	0.00	0.00 %
41110			Marriage Licenses	1,300.00	(57.00)	4.38 %	108.33	(57.00)	52.62 %
43513			Tuition - Summer School	1,000.00	0.00	C.00 %	83.33	0.00	0.00 %
43517			Tuition - Other	1,000.00	(1,000.00)	100.00 %	83.33	(1,000.00)	1,200.00 %
43570			Receipts From Individual Schools	60,000.00	0.00	C.00 %	5,000.00	0.00	0.00 %
43582			Community Service Fees - Adults	200.00	(35.00)	17.50 %	16.67	(35.00)	210.00 %
44120			Lease/Rentals	1,000.00	0.00	C.00 %	83.33	0.00	0.00 %
44146			E-Rate Funding	15,000.00	0.00	C.00 %	1,250.00	0.00	0.00 %
44170			Miscellaneous Refunds	25,000.00	(2,100.38)	8.40 %	2,083.33	(1,290.16)	61.93 %
44530			Sale Of Equipment	5,000.00	(11,401.45)	228.03 %	416.67	(1,309.00)	314.16 %
44560			Damages Recovered From Individuals	3,000.00	0.00	C.00 %	250.00	0.00	0.00 %
44570			Contributions & Gifts	15,000.00	(116.00)	C.77 %	1,250.00	(116.00)	9.28 %
46511			Basic Education Program	22,360,000.00	(2,260,187.84)	10.11 %	1,863,333.33	(2,260,187.84)	121.30 %
46515			Early Childhood Education	419,362.00	0.00	C.00 %	34,946.83	0.00	0.00 %
46520			School Food Service	22,000.00	0.00	C.00 %	1,833.33	0.00	0.00 %
46550			Driver Education	10,000.00	0.00	C.00 %	833.33	0.00	0.00 %
46590			Other State Education Funds	250,000.00	0.00	C.00 %	20,833.33	0.00	0.00 %
46591			Coordinated School Health	90,000.00	0.00	C.00 %	7,500.00	0.00	0.00 %
46594			Family Resource Centers	59,223.00	0.00	C.00 %	4,935.25	0.00	0.00 %
46610			Career Ladder Program	60,000.00	0.00	C.00 %	5,000.00	0.00	0.00 %
46851			State Revenue Sharing -T.V.A.	250,000.00	0.00	C.00 %	20,833.33	0.00	0.00 %
46980			Other State Grants	50,000.00	0.00	C.00 %	4,166.67	0.00	0.00 %
46981			Safe Schools	44,000.00	(95,056.90)	216.04 %	3,666.67	0.00	0.00 %
46990			Other State Revenues	20,000.00	0.00	C.00 %	1,666.67	0.00	0.00 %
47640			Rotc Reimbursement	65,000.00	0.00	C.00 %	5,416.67	0.00	0.00 %
48990			Other	30,000.00	(9,800.00)	32.67 %	2,500.00	(1,400.00)	56.00 %
49700			Insurance Recovery	10,000.00	0.00	C.00 %	833.33	0.00	0.00 %
49800			Transfers In	25,000.00	0.00	C.00 %	2,083.33	0.00	0.00 %

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
141	General Purpose School						
	Total Revenues	28,705,057.00	(2,542,718.72)	8.86 %	2,392,088.08	(2,418,866.34)	101.12 %
Expenditures							
71100	Regular Instruction Program	(14,018,299.00)	932,646.42	6.65 %	(1,168,191.58)	914,213.24	78.26 %
71150	Alternative Instruction Program	(170,436.00)	11,243.08	6.60 %	(14,203.00)	11,243.08	79.16 %
71200	Special Education Program	(3,074,402.00)	192,220.68	6.25 %	(256,200.17)	191,306.64	74.67 %
71300	Career and Technical Education	(1,104,795.00)	88,645.58	8.02 %	(92,066.25)	74,457.31	80.87 %
72110	Attendance	(157,047.00)	19,519.03	12.43 %	(13,087.25)	9,591.15	73.29 %
72120	Health Services	(362,746.00)	33,565.27	9.25 %	(30,228.83)	28,051.36	92.80 %
72130	Other Student Support	(944,221.00)	61,348.41	6.50 %	(78,685.08)	52,563.34	66.80 %
72210	Regular Instruction Program	(1,308,716.00)	92,364.41	7.06 %	(109,059.67)	73,265.58	67.18 %
72220	Special Education Program	(115,363.00)	21,821.18	18.92 %	(9,613.58)	6,786.84	70.60 %
72230	Career and Technical Education	(114,933.00)	20,713.82	18.02 %	(9,577.75)	7,066.15	73.78 %
72250	Technology	(275,049.00)	124,212.06	45.16 %	(22,920.75)	61,247.81	267.22 %
72310	Board Of Education	(670,000.00)	271,489.38	40.52 %	(55,833.33)	14,239.08	25.50 %
72320	Director Of Schools	(282,179.00)	56,048.53	19.86 %	(23,514.92)	20,807.10	88.48 %
72410	Office Of The Principal	(1,706,843.00)	199,525.81	11.69 %	(142,236.92)	110,864.17	77.94 %
72510	Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,313,000.00)	415,955.95	17.98 %	(192,750.00)	146,830.27	76.18 %
72620	Maintenance Of Plant	(1,097,310.00)	271,027.61	24.70 %	(91,442.50)	150,616.68	164.71 %
72710	Transportation	(2,112,078.00)	224,304.94	10.62 %	(176,006.50)	115,343.68	65.53 %
72810	Central And Other	(249,500.00)	10,463.75	4.19 %	(20,791.67)	5,206.25	25.04 %
73100	Food Service	(28,110.00)	0.00	0.00 %	(2,342.50)	0.00	0.00 %
73300	Community Services	(130,305.00)	11,044.26	8.48 %	(10,858.75)	8,218.44	75.68 %
73400	Early Childhood Education	(448,354.00)	36,963.77	8.24 %	(37,362.83)	28,436.00	76.11 %
76100	Regular Capital Outlay	(331,000.00)	0.00	0.00 %	(27,583.33)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
	Total Expenditures	(31,224,686.00)	3,095,123.94	9.91 %	(2,602,057.17)	2,030,354.17	78.03 %
Total 141	General Purpose School	(2,519,629.00)	552,405.22	21.92 %	(209,969.08)	(388,512.17)	-185.03

Account	Description	Year-To-Date			Estimate Avg/Mth	Month-To-Date	
		Budget Estimate	Actual	% of Budget		Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	69,022.67	0.00	0.00 %	5,751.89	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,072,208.00	(67,299.53)	6.28 %	89,350.67	0.00	0.00 %
47143	Special Education - Grants To States	827,273.00	(63,294.96)	7.65 %	68,939.42	0.00	0.00 %
47145	Special Education Preschool Grants	22,383.00	(6,325.72)	28.26 %	1,865.25	0.00	0.00 %
47146	English Language Acquisition Grants	76,584.00	(15,303.71)	19.98 %	6,382.00	(141.02)	2.21 %
47148	Rural Education	57,237.25	(11,784.78)	20.59 %	4,769.77	0.00	0.00 %
47189	Eisenhower Prof Development State	106,597.07	(21,642.45)	20.30 %	8,883.09	0.00	0.00 %
47590	Other Federal Through State	289,605.14	0.00	0.00 %	24,133.76	0.00	0.00 %
	Total Revenues	2,520,910.13	(185,651.15)	7.36 %	210,075.84	(141.02)	0.07 %
Expenditures							
71100	Regular Instruction Program	(916,933.63)	76,869.09	8.38 %	(76,411.14)	68,542.65	89.70 %
71200	Special Education Program	(562,933.62)	37,776.23	6.71 %	(46,911.14)	37,452.23	79.84 %
71300	Career and Technical Education	(53,999.47)	40,988.74	75.91 %	(4,499.96)	40,988.74	910.87 %
72130	Other Student Support	(337,767.47)	15,505.52	4.59 %	(28,147.29)	9,588.77	34.07 %
72210	Regular Instruction Program	(340,189.06)	35,305.48	10.38 %	(28,349.09)	22,650.03	79.90 %
72220	Special Education Program	(278,751.00)	32,926.79	11.81 %	(23,229.25)	27,780.62	119.59 %
72710	Transportation	(8,000.00)	0.00	0.00 %	(666.67)	0.00	0.00 %
99100	Transfers Out	(22,335.88)	0.00	0.00 %	(1,861.32)	0.00	0.00 %
	Total Expenditures	(2,520,910.13)	239,371.85	9.50 %	(210,075.84)	207,003.04	98.54 %
Total	142 School Federal Projects	0.00	53,720.70	100.00 %	0.00	206,862.02	0.00 %

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
			Actual	% of Budget		Actual	% of Avg	
143	Central Cafeteria							
Revenues								
43522	Lunch Payments - Adults	65,000.00	(5,687.83)	8.75 %	5,416.67	(5,687.83)	105.01 %	
43523	Income From Breakfast	4,500.00	(192.50)	4.28 %	375.00	(192.50)	51.33 %	
43525	A La Carte Sales	145,000.00	(21,390.68)	14.75 %	12,083.33	(22,065.66)	182.61 %	
44110	Investment Income	200.00	(36.36)	18.18 %	16.67	(20.55)	123.30 %	
44530	Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	(114.30)	0.00 %	
47111	USDA School Lunch Program	1,305,000.00	(156,174.75)	11.97 %	108,750.00	(154,347.75)	141.93 %	
47113	Breakfast	580,000.00	(62,348.70)	10.75 %	48,333.33	(62,348.70)	129.00 %	
47114	USDA - Other	15,000.00	(818.74)	5.46 %	1,250.00	(818.74)	65.50 %	
	Total Revenues	2,114,700.00	(246,763.86)	11.67 %	176,225.00	(245,596.03)	139.37 %	
Expenditures								
73100	Food Service	(2,114,699.00)	319,178.02	15.09 %	(176,224.92)	90,637.38	51.43 %	
	Total Expenditures	(2,114,699.00)	319,178.02	15.09 %	(176,224.92)	90,637.38	51.43 %	
Total	143 Central Cafeteria	1.00	72,414.16	-	0.08	(154,958.65)	185,950,	

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
141	General Purpose School						
Revenues							
40110	Current Property Tax	2,965,472.00	0.00	0.00 %	247,122.67	0.00	0.00 %
40120	Trustee's Collections - Prior Year	100,000.00	(20,139.74)	20.14 %	8,333.33	(5,588.02)	67.06 %
40125	Trustee's Collections - Bankruptcy	0.00	(216.72)	0.00 %	0.00	(216.72)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(7,161.72)	13.02 %	4,583.33	(4,250.36)	92.74 %
40140	Interest And Penalty	21,000.00	(1,770.90)	8.43 %	1,750.00	(605.20)	34.58 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(887.38)	22.18 %	333.33	(288.65)	86.60 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	1,600,000.00	(284,515.49)	17.78 %	133,333.33	(141,697.62)	106.27 %
40270	Business Tax	30,000.00	(2,137.86)	7.13 %	2,500.00	(1,219.09)	48.76 %
40320	Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
40350	Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
41110	Marriage Licenses	1,300.00	(133.00)	10.23 %	108.33	(76.00)	70.15 %
43513	Tuition - Summer School	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
43517	Tuition - Other	1,000.00	(1,000.00)	100.00 %	83.33	0.00	0.00 %
43570	Receipts From Individual Schools	60,000.00	(447.85)	0.75 %	5,000.00	(447.85)	8.96 %
43582	Community Service Fees - Adults	200.00	(105.00)	52.50 %	16.67	(70.00)	420.00 %
44120	Lease/Rentals	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
44146	E-Rate Funding	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
44170	Miscellaneous Refunds	25,000.00	(5,044.06)	20.18 %	2,083.33	(2,943.68)	141.30 %
44530	Sale Of Equipment	5,000.00	(11,401.45)	228.03 %	416.67	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(12.50)	0.42 %	250.00	(12.50)	5.00 %
44570	Contributions & Gifts	15,000.00	(332.00)	2.21 %	1,250.00	(216.00)	17.28 %
46511	Basic Education Program	22,360,000.00	(4,520,375.68)	20.22 %	1,863,333.33	(2,260,187.84)	121.30 %
46515	Early Childhood Education	419,362.00	0.00	0.00 %	34,946.83	0.00	0.00 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
46590	Other State Education Funds	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
46594	Family Resource Centers	59,223.00	(14,805.83)	25.00 %	4,935.25	(14,805.83)	300.00 %
46610	Career Ladder Program	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46980	Other State Grants	50,000.00	0.00	0.00 %	4,166.67	0.00	0.00 %
46981	Safe Schools	44,000.00	0.00	0.00 %	3,666.67	95,056.90	-2,592.46 %
46990	Other State Revenues	20,000.00	0.00	0.00 %	1,666.67	0.00	0.00 %
47640	Rotc Reimbursement	65,000.00	(6,450.89)	9.92 %	5,416.67	(6,450.89)	119.09 %
48990	Other	30,000.00	(9,800.00)	32.67 %	2,500.00	0.00	0.00 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %

141	General Purpose School	Account	Description	Year-To-Date			Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
		Total	Revenues	28,705,057.00	(4,886,738.07)	17.02 %	2,392,088.08	(2,344,019.35)	97.99 %
Expenditures									
71100		Regular Instruction Program	(14,018,299.00)	2,344,320.50	16.72 %	(1,168,191.58)	1,411,674.08	120.84 %	
71150		Alternative Instruction Program	(170,436.00)	27,384.25	16.07 %	(14,203.00)	16,141.17	113.65 %	
71200		Special Education Program	(3,074,402.00)	424,391.52	13.80 %	(256,200.17)	232,170.84	90.62 %	
71300		Career and Technical Education	(1,104,795.00)	162,518.76	14.71 %	(92,066.25)	73,873.18	80.24 %	
72110		Attendance	(157,047.00)	28,886.41	18.39 %	(13,087.25)	9,367.38	71.58 %	
72120		Health Services	(362,746.00)	57,644.16	15.89 %	(30,228.83)	24,078.89	79.66 %	
72130		Other Student Support	(944,221.00)	123,641.53	13.09 %	(78,685.08)	62,293.12	79.17 %	
72210		Regular Instruction Program	(1,308,716.00)	176,488.98	13.49 %	(109,059.67)	84,124.57	77.14 %	
72220		Special Education Program	(115,363.00)	29,648.23	25.70 %	(9,613.58)	7,827.05	81.42 %	
72230		Career and Technical Education	(114,933.00)	27,322.09	23.77 %	(9,577.75)	6,608.27	69.00 %	
72250		Technology	(275,049.00)	142,837.32	51.93 %	(22,920.75)	18,625.26	81.26 %	
72310		Board Of Education	(670,000.00)	283,902.48	42.37 %	(55,833.33)	12,413.10	22.23 %	
72320		Director Of Schools	(282,179.00)	87,861.39	31.14 %	(23,514.92)	31,812.86	135.29 %	
72410		Office Of The Principal	(1,706,843.00)	319,812.75	18.74 %	(142,236.92)	120,286.94	84.57 %	
72510		Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %	
72610		Operation Of Plant	(2,313,000.00)	642,835.26	27.79 %	(192,750.00)	226,879.31	117.71 %	
72620		Maintenance Of Plant	(1,097,310.00)	412,765.95	37.62 %	(91,442.50)	141,738.34	155.00 %	
72710		Transportation	(2,112,078.00)	337,849.07	16.00 %	(176,006.50)	113,544.13	64.51 %	
72810		Central And Other	(249,500.00)	10,945.69	4.39 %	(20,791.67)	481.94	2.32 %	
73100		Food Service	(28,110.00)	0.00	0.00 %	(2,342.50)	0.00	0.00 %	
73300		Community Services	(130,305.00)	21,257.52	16.31 %	(10,858.75)	10,213.26	94.06 %	
73400		Early Childhood Education	(448,354.00)	70,887.36	15.81 %	(37,362.83)	33,923.59	90.80 %	
76100		Regular Capital Outlay	(331,000.00)	22,000.00	6.65 %	(27,583.33)	22,000.00	79.76 %	
99100		Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %	
		Total	Expenditures	(31,224,686.00)	5,755,201.22	18.43 %	(2,602,057.17)	2,660,077.28	102.23 %
Total	141	General Purpose School		(2,519,629.00)	868,463.15	34.47 %	(209,969.08)	316,057.93	150.53 %

Account	Description	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	(0.05)	0.00 %	0.00	(0.05)	0.00 %
47131	Vocational Educ - Basic Grants To	69,022.67	0.00	0.00 %	5,751.89	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,072,208.00	(88,407.51)	8.25 %	89,350.67	(21,107.98)	23.62 %
47143	Special Education - Grants To States	827,273.00	(61,677.36)	7.46 %	68,939.42	1,617.60	-2.35 %
47145	Special Education Preschool Grants	22,383.00	0.00	0.00 %	1,865.25	6,325.72	-339.14 %
47146	English Language Acquisition Grants	76,584.00	0.00	0.00 %	6,382.00	15,303.71	-239.79 %
47148	Rural Education	57,237.25	(11,986.71)	20.94 %	4,769.77	(201.93)	4.23 %
47189	Eisenhower Prof Development State	106,597.07	0.00	0.00 %	8,883.09	21,642.45	-243.64 %
47590	Other Federal Through State	289,605.14	(63,560.88)	21.95 %	24,133.76	(63,560.88)	263.37 %
	Total Revenues	2,520,910.13	(225,632.51)	8.95 %	210,075.84	(39,981.36)	19.03 %
Expenditures							
71100	Regular Instruction Program	(916,933.63)	142,874.00	15.58 %	(76,411.14)	66,004.91	86.38 %
71200	Special Education Program	(562,933.62)	74,564.07	13.25 %	(46,911.14)	36,787.84	78.42 %
71300	Career and Technical Education	(53,999.47)	42,676.34	79.03 %	(4,499.96)	1,687.60	37.50 %
72130	Other Student Support	(337,767.47)	22,296.01	6.60 %	(28,147.29)	6,790.49	24.12 %
72210	Regular Instruction Program	(340,189.06)	54,185.27	15.93 %	(28,349.09)	18,879.79	66.60 %
72220	Special Education Program	(278,751.00)	54,005.72	19.37 %	(23,229.25)	21,078.93	90.74 %
72710	Transportation	(8,000.00)	0.00	0.00 %	(666.67)	0.00	0.00 %
99100	Transfers Out	(22,335.88)	0.00	0.00 %	(1,861.32)	0.00	0.00 %
	Total Expenditures	(2,520,910.13)	390,601.41	15.49 %	(210,075.84)	151,229.56	71.99 %
Total	142 School Federal Projects	0.00	164,968.90	100.00 %	0.00	111,248.20	0.00 %

Account	Description	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
143	Central Cafeteria						
Revenues							
43522	Lunch Payments - Adults	65,000.00	(5,687.83)	8.75 %	5,416.67	0.00	0.00 %
43523	Income From Breakfast	4,500.00	(192.50)	4.28 %	375.00	0.00	0.00 %
43525	A La Carte Sales	145,000.00	(21,390.68)	14.75 %	12,083.33	0.00	0.00 %
43570	Receipts From Individual Schools	0.00	(50,000.00)	0.00 %	0.00	(50,000.00)	0.00 %
44110	Investment Income	200.00	(53.30)	26.65 %	16.67	(16.94)	101.64 %
44530	Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	1,305,000.00	(310,522.50)	23.79 %	108,750.00	(154,347.75)	141.93 %
47113	Breakfast	580,000.00	(124,697.70)	21.50 %	48,333.33	(62,349.00)	129.00 %
47114	USDA - Other	15,000.00	(1,637.48)	10.92 %	1,250.00	(818.74)	65.50 %
	Total Revenues	2,114,700.00	(514,296.29)	24.32 %	176,225.00	(267,532.43)	151.81 %
Expenditures							
73100	Food Service	(2,114,699.00)	735,435.58	34.78 %	(176,224.92)	416,257.56	236.21 %
	Total Expenditures	(2,114,699.00)	735,435.58	34.78 %	(176,224.92)	416,257.56	236.21 %
Total 143	Central Cafeteria	1.00	221,139.29	-	0.08	148,725.13	-



Debbie Breece <debbie.breece@hickmank12.org>

Fwd: Board Meeting Agenda

1 message

Michelle Gilbert <michelle.gilbert@hickmank12.org>
To: Debbie Breece <debbie.breece@hickmank12.org>

Fri, Sep 6, 2019 at 6:52 PM

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

From: **Kevin Eady** <kevin.eady@hickmank12.org>
Date: Fri, Sep 6, 2019 at 5:26 PM
Subject: Board Meeting Agenda
To: Michelle Gilbert <michelle.gilbert@hickmank12.org>
CC: Melissa Istre <melissa.istre@hickmank12.org>, Julie Rice <julie.rice@hickmank12.org>

Mrs. Gilbert,

HCHS Beta Club would like to have a place on the agenda for the meeting on Oct. 7. They would like to take an overnight trip to the State Convention in Nashville Nov. 21-23, 2019. A representative from our club will be there to answer any questions the board may have.

I appreciate all you do.

--
Kevin D. Eady, Principal
Hickman County High School
[1645 Bulldog Blvd.](#)
[Centerville, TN 37033](#)
(931)729-2616
(931)729-2925

--
Michelle Gilbert
Hickman County Schools
(931) 729-3391 ext. 2244

**Hickman County Board of Education
Budget Amendment No. 2
Federal Programs - Fund 142
October 7, 2019**

Account	Description	Debit	Credit	Justification
47141 - - - 101	Revenue	\$ 113,092.94		
71100 - 116 - - 101	Teachers		\$ 10,578.00	
71100 - 198 - - 101	Substitutes		8,000.00	
71100 - 201 - - 101	Social Security		3,011.04	
71100 - 204 - - 101	State Retirement		5,459.57	To Budget 2018-19 Carryover
71100 - 207 - - 101	Medical Insurance		40,600.00	funds and additional funding
71100 - 429 - - 101	Instructional Supplies & Mat		33,944.33	for 2019-2020
72210 - 189 - - 101	Other Salaries & Wages		3,000.00	
72210 - 336 - - 101	Maint & Rep Svc - Equip		1,000.00	
72210 - 524 - - 101	Professional Development		6,000.00	
72210 - 599 - - 101	Other Charges		1,500.00	
47141 - - - 111	Revenue	150,000.00		
71100 - 429 - - 111	Insturctional Supplies & Mat		65,500.00	
71100 - 599 - - 111	Other Charges		6,086.00	
71100 - 722 - - 111	Regular Instruction Equip		13,000.00	To Budget ATSI Grant funds
72210 - 189 - - 111	Other Salaries & Wages		5,000.00	awarded through Title I-A
72210 - 201 - - 111	Social Security		382.50	
72210 - 204 - - 111	State Retirement		531.50	
72210 - 399 - - 111	Other Contracted Svc		55,000.00	
72210 - 524 - - 111	Professional Development		4,500.00	
47189 - - - 201	Revenue	84,357.59		
72210 - 189 - - 201	Other Salaries & Wages	3,700.00		
72210 - 198 - - 201	Substitutes		15,900.00	
72210 - 201 - - 201	Social Security	290.70		To Budget 2018-19 Carryover
72210 - 204 - - 201	State Retirement	403.94		funds and additional funding
72210 - 207 - - 201	Medical Insurance		1,941.40	for 2019-2020
72210 - 355 - - 201	Travel		3,500.00	
72210 - 499 - - 201	Other Supplies & Materials		300.00	
72210 - 524 - - 201	Professional Development		66,110.83	
72210 - 599 - - 201	Other Charges		1,000.00	
47590 - - - 202	Revenue	7,660.80		
72210 - 198 - - 202	Substitutes		826.80	
72210 - 189 - - 202	Other Salaries & Wages		4,000.00	To Budget 2019-20 Prncipal
72210 - 201 - - 202	Social Security		308.00	Pipeline Grant
72210 - 204 - - 202	State Retirement		426.00	
72210 - 355 - - 202	Travel		1,200.00	
72210 - 499 - - 202	Other Supplies & Materials		900.00	
47146 - - - 401	Revenue	69,428.83		
71100 - 198 - - 401	Substitutes		9,961.62	
71100 - 429 - - 401	Instructional Supplies & Mat		32,641.56	
71100 - 599 - - 401	Other Charges		500.00	
72210 - 138 - - 401	Inst. Computer Personnel	18,000.00		To Budget 2018-19 Carryover
72210 - 189 - - 401	Other Salaries & Wages		9,320.00	funds and additional funding
72210 - 198 - - 401	Substitutes		500.00	for 2019-2020
72210 - 201 - - 401	Social Security		946.91	
72210 - 204 - - 401	State Retirement		1,933.15	
72210 - 399 - - 401	Other Contracted Svc	6,000.00		
72210 - 524 - - 401	Professional Development		11,006.38	
72210 - 599 - - 401	Other Charges		26,619.21	

Hickman County Board of Education
 Budget Amendment No. 2
 Federal Programs - Fund 142
 October 7, 2019

Account	Description	Debit	Credit	Justification
47148 - - -	Revenue	64,302.86		
71100 - 116 - - 601	Teachers	15,650.00		
71100 - 189 - - 601	Other Salaries & Wages		24,600.00	
71100 - 201 - - 601	Social Security		684.67	
71100 - 429 - - 601	Instructional Supplies & Mat		31,211.20	
71100 - 722 - - 601	Regular Instruction Equip		2,845.74	To Budget 2018-19 Carryover
72130 - 307 - - 601	Communications		1,000.00	funds and additional funding
72210 - 189 - - 601	Other Salaries & Wages		4,000.00	for 2019-2020
72210 - 201 - - 601	Social Security		191.25	
72210 - 204 - - 601	State Retirement		20.00	
72210 - 336 - - 601	Maint & Rep Svc - Equip		2,400.00	
72210 - 499 - - 601	Other Supplies & Materials		1,000.00	
72210 - 524 - - 601	Professional Development		12,000.00	
47143 - - -	Revenue	194,333.54		
71200 - 163 - - 901	Educational Assistants		19,697.79	
71200 - 201 - - 901	Social Security	3,322.00		
71200 - 204 - - 901	State Retirement	5,278.00		
71200 - 207 - - 901	Medical Insurance		24,908.00	
72220 - 131 - - 901	Medical Personnel		56,000.00	To Budget 2018-19 Carryover
72220 - 201 - - 901	Social Security		4,555.00	funds and additional funding
72220 - 204 - - 901	State Retirement		4,900.00	for 2019-2020
72220 - 207 - - 901	Medical Insurance		1,249.00	
72220 - 312 - - 901	Contracts w/ Private Agencies		101,623.75	
72220 - 348 - - 901	Postal Charges		400.00	
72220 - 399 - - 901	Other Contracted Svc	10,000.00		
72220 - 499 - - 901	Other Supplies & Materials		1,000.00	
72220 - 790 - - 901	Other Equipment	1,400.00		
47145 - - -	Revenue	6,939.74		
71200 - 163 - - 911	Educational Assistants	700.00		To Budget 2018-19 Carryover
71200 - 201 - - 911	Social Security	105.00		funds and additional funding
71200 - 204 - - 911	State Retirement	410.00		for 2019-2020
71200 - 207 - - 911	Medical Insurance		1,900.00	
71200 - 499 - - 911	Other Supplies & Materials		6,254.74	
47131 - - - 811	Revenue	35,000.00		2019-2020 Perkins Equipment
71300 - 730 - - 811	Vocational Instruction Equip		35,000.00	Grant
71300 - 163 - - 801	Educational Assitants	400.00		
71300 - 201 - - 801	Social Security		46.50	
71300 - 204 - - 801	State Retirement	18.20		
71300 - 210 - - 801	Unemployment Compensation		100.00	
71300 - 399 - - 801	Other Contracted Svc		4,225.00	To bring CTE Perkins in
71300 - 499 - - 801	Other Supplies & Materials		1,788.77	alignment with ePlan
71300 - 730 - - 801	Vocational Instruction Equip	10,418.87		
72130 - 355 - C - 801	Travel	2,000.00		
72130 - 524 - PD - 801	Professional Development		6,676.80	
Totals		\$ 803,213.01	\$ 803,213.01	

Approved:

Attest:

Board Chair

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment No. 3
 General Purpose - Fund 141
 October 7, 2019

Account	Description	Debit	Credit	Justification
48990 - -	Other Revenue	2,500.00		National Writing Project Grant
72210 - 429 - SS	Instructional Supplies & Mat.		2,500.00	
48990 - -	Other Revenue	5,000.00		To Budget Funds rec'd for Scoreboard Maintenance & Repair
72810 - 316 -	Contributions		5,000.00	
48990 - -	Other Revenue	5,900.00		To Budget Reimbursed Funds relating to CTE Equipment
71300 - 730 -	Vocational Instruction Equip		5,900.00	
48990 - -	Other Revenue	40,000.00		To Budget for THREESTSAR Grant for CTE Program
71300 - 429 - SS	Instructional Supplies & Mat		3,000.00	
71300 - 730 - SS	Vocational Instruction Equip		37,000.00	
TOTALS		\$ 53,400.00	\$ 53,400.00	

Approved:

Attest:

Board Chair

Michelle Gilbert

2019 -2020 School Breakfast and Lunch Program

- Previously Hickman County Schools participated in the Universal Free Lunch and Breakfast Program offered through the USDA based on qualifying data from 2013-2014 school year, relating to the following student levels:
 - Free 61%
 - Reduced 8%
 - Paid 31%
- Hickman County Schools no longer qualified for the program at the start of the current school year.
- The Board made the decision to begin the year under the USDA Provision 2 program, with the understanding that reimbursements would be made based on the actual percentages obtained for the current school year. The actual student levels for the 2019-2020 school year is as follows:
 - Free 44%
 - Reduced 11%
 - Paid 45%
- Action needs to be taken concerning the following:
 - Continue to operate under Provision 2
 - Discontinue Provision 2 and at what date to implement students paying for lunch and breakfast
 - If Provision 2 is discontinued, setting price for lunch and breakfast for each student. Prices can not be below what was set for the 2013-2014 school year

	Lunch	Breakfast
▪ Paid Elementary	\$1.75	\$1.00
▪ Paid Int/Mid/High	\$2.00	\$1.00
▪ Reduced	\$0.40	\$0.30

FOOD SERVICE ANALYSIS
FREE & REDUCED TOTALS

CATEGORY	FY 2013-2014	FY 2019-20
FREE	61%	44%
REDUCED	8%	11%
PAID	31%	45%

Food Service Analysis

Revenue

	2019 Total	2018 Actual Total	Diff
Aug (Act.)	\$ 246,764.16	\$ 231,194.33	\$ 15,569.83
Sept (Act.)	\$ 241,915.85	\$ 220,412.92	\$ 21,502.93
Oct (Proj)	\$ 125,453.52	\$ 203,714.73	\$ (78,261.22)
YTD	\$ 614,133.53	\$ 655,321.98	\$ (41,188.46)

Expenditures

thru	2019 Projected	2018 Actual	Diff
Sep (Act.)	\$ 373,055.58	\$ 354,634.05	\$ (18,421.53)
Oct	\$ 188,437.00	\$ 197,897.00	\$ 9,460.00
YTD	\$ 561,492.58	\$ 552,531.05	\$ (8,961.53)

Surplus/(Deficit) thru Oct 2019 compared to Oct 2018

\$ (50,149.99)

FOOD SERVICE ANALYSIS

	Reimbursement Amt			Paid	Total	Reimbursement Amt			Paid	Total			
Free	\$	3.50	\$	-	\$	3.50	Free	\$	2.20	\$	-	\$	2.20
Reduced	\$	3.10	\$	0.40	\$	3.50	Reduced	\$	1.90	\$	0.30	\$	2.20
Paid	\$	0.41	\$	2.00	\$	2.41	Paid	\$	0.31	\$	1.00	\$	1.31

Current Participation Level By Schools

	LUNCH				BREAKFAST			
	FREE	REDUCED	PAID	Total	FREE	REDUCED	PAID	Total
CES	82%	72%	71%	76%	67%	63%	61%	64%
EES	82%	83%	70%	77%	65%	61%	52%	60%
EMS	84%	78%	75%	79%	63%	56%	53%	57%
HMS	93%	95%	84%	89%	49%	63%	29%	41%
HCHS	81%	86%	82%	82%	67%	74%	59%	63%
CIS	90%	86%	81%	86%	65%	68%	55%	62%
EIS	86%	80%	74%	81%	61%	47%	45%	54%
EHHS	80%	88%	75%	78%	55%	63%	49%	52%
TOTAL	84%	84%	77%	81%	62%	62%	51%	57%

FY 2013-14 Participation % 74.5%

FY 2013-14 Participation % 45.0%

FY2019-20 Possible Projection

Participation Reduction	5%		20%		40%		60%	
Daily Participation	1,240	310	954	73.3%	907	195	477	46.2%
Daily Income	\$ 4,340.00	\$ 1,083.26	\$ 2,299.66	\$ 7,722.92	\$ 1,994.67	\$ 430.05	\$ 625.01	\$ 3,049.72

(Lunch \$2.00, Breakfast \$1.00)

Days in Schol	Lunch	Breakfast	Aug-Oct	Other	Total	FY 2019-20 Budgeted Revenue
120	\$ 926,750	\$ 365,967	\$ 614,134	\$ 144,000	\$ 2,050,850	
115	\$ 888,135	\$ 350,718	\$ 614,134	\$ 144,000	\$ 1,996,987	\$ 2,114,700
110	\$ 849,521	\$ 335,470	\$ 614,134	\$ 144,000	\$ 1,943,124	

(Lunch \$2.50, Breakfast \$1.25)

Days in Schol	Lunch	Breakfast	Aug-Oct	Other	Total	FY 2019-20 Budgeted Revenue
120	\$ 984,003	\$ 380,280	\$ 614,134	\$ 144,000	\$ 2,122,416	
115	\$ 943,003	\$ 364,435	\$ 614,134	\$ 144,000	\$ 2,065,571	\$ 2,114,700
110	\$ 902,003	\$ 348,590	\$ 614,134	\$ 144,000	\$ 2,008,726	

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Laptop Computers with Windows 10 Pro operating system.

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope “**Laptop Computers**”. Bids will be opened on Thursday, September 5, 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.

SPECS FOR LAPTOP COMPUTERS

Windows 10 Professional Operating System

HP or Dell preferred but other brands will be considered

14 inch screen (non-touch) minimum but larger screen preferred

8 GB RAM preferred

256 GB Solid State Hard Drive preferred

Latest version of Microsoft Office included

Wireless Compatible

USB ports available

Headphone Jack

Refurbished laptops with 3 year replacement warranty will be considered

Laptops will be for student computer lab environment so sturdy housing/casing preferred

Delivery will be at the location requested by Hickman County Schools

Contact Brad Gilbert at 931-729-3391 Ext. 2229 if you need more information

Hickman County Times
8/26/19

INVITATION TO BID

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2NDGEAR

An Insight Investments Company

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778- Z6C5X6	9/3/2019

Rep Contact Info:

Carl Martin
 Account Executive
 2NDGEAR
 1818 Pot Spring Road, Suite 102
 Lutherville, MD 21093
 Phone:410-513-7623
 Fax:443-588-0888
cmartin@2ndgear.com

Bill To:

Attn: Brad Gilbert
 Hickman County BOE
 115 Murphree Avenue
 Centerville, TN 37033
 Phone: (931) 729-6124

Remit To:

2NDGEAR
 Accounts Receivable
 611 Anton Blvd, Ste 700
 Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	HP	EliteBook 840 G2 14" LCD ICi5-2.3GHZ (5300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery	3-Year Advance Replacement Warranty, 90-Day Battery	\$389.00	\$389.00
		Upgrade to 5 Year Warranty-\$15 Upgrade to 16GB RAM-\$44 Add New Battery with 1 Year Warranty HP 840 G2/Dell E7450/E7470-\$81			

Limited Warranty Period(s): As specified above.

Freight ID:	Inc
Subtotal:	\$389.00
Shipping:	\$0.00
Estimated Tax:	Per State
Total Purchase:	\$389.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's Issuance of invoice

The price shown includes a 3% discount for payments made by cash, check or wire transfer.
 If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

Additional Comments:

\$433.00

Agreed to and Accepted by:

Signature: _____
 Name: _____
 Title: _____
 Date: _____
 PO#: _____

Ship To:

The Sales terms and Limited Warranty terms governing this Proposal can be found at:

2NDGEAR Sales Agreement Terms and Conditions

2NDGEAR Advance Replacement Warranty

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

Rep Contact Info:

Carl Martin
Account Executive
2NDGEAR
1818 Pot Spring Road, Suite 102
Lutherville, MD 21093
Phone:410-513-7623
Fax:443-588-0888
cmartin@2ndgear.com

Bill To:

Attn: Brad Gilbert
Hickman County BOE
115 Murphree Avenue
Centerville, TN 37033
Phone: (931) 729-6124

Remit To:

2NDGEAR
Accounts Receivable
611 Anton Blvd, Ste 700
Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
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[2NDGEAR Advance Replacement Warranty](#)

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Cdi \$404
\$429
BGC \$599 \$749 \$849
Howard Technology \$1299
Adorama \$1425
2nd Gear \$389 \$567 \$473
Southern Computer Warehouse \$740

Present Penny Mayberry
Carndi Davis

All bids are attached.



75 Clegg Rd.
Markham, Ontario L6G 1A1

1.888.226.5727
cditechnologies.com

HICKMAN COUNTY SCHOOLS

Brad Gilbert, Technology Coordinator

Request for Proposal: Laptop Computers



Barry Masters
Account Manager

1-888-226-5727 ext. 3892
bmasters@cditechnologies.com

Connect. Deploy. Inspire.



Connect. Deploy. Inspire.

Hickman County Schools

Attn: Brad Gilbert
Hickman County Schools
115 Murphree Ave,
Centerville, TN 37033

Dear Brad,

On behalf of CDI Technologies, we are pleased to be considered as a potential partner for your district and offer our Proposal for Laptop Computers.

CDI has been in business since 1981 and has partnered with over 10,000 education institutions to improve learning outcomes through the effective utilization of classroom technology. Everything we do is with educators and students in mind.

When you partner with CDI, your school enjoys the benefits of a dedicated account manager, a highly responsive management team, and an in-house team of 15 customer service representatives. Through long term relationships, we are able to save your school time and money while achieving your goals faster.

In this proposal, we are including information on CDI's background and expertise, product quotes, and information on product specifications and warranty.

Should you have any questions, or require additional information, don't hesitate to reach out to me.

Looking forward to working with you,

Barry Masters
Account Manager
888-226-5727 ext. 3892
bmasters@cditechnologies.com



Connect. Deploy. Inspire.

TABLE OF CONTENTS

- **Section 1: About CDI Technologies**
- **Section 2: Warranty and Customer Service**
- **Section 3: Product Quotes**
- **Section 4: Product Specifications**
- **Section 5: Vendor Qualifications**
- **Section 6: References**



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Section 1







About CDI Technologies

We are ready to change student lives with you

Teachers are entrusted with preparing the next generation in a world where human knowledge is exploding and the future is unknowable. Their task is becoming more demanding. Our mission is to support them by deploying classroom-ready technologies that connect students to others and help them develop the skills to face the future with confidence.



How CDI adds value for educators:




 Dedicated account manager	 Trustworthy warranties	 Superior logistics
 Leasing & financing	 Stellar service and technical support	 Deployment services

We are inspired by what education can do

We champion educators who inspire students, celebrating their success, because their efforts make possible a world that is more peaceful, sustainable and productive.

Our role is to understand the complexities faced by educators and empower them to create inspiring educational experiences. We promote products that are suited to educators' needs, supporting proven, best-in-class classroom technologies.

Let us help your school!

 Connect We offer best-in-class devices, carts & interactive flat panels.	 Deploy We configure devices, admin console and handle your school's deployment.	 Inspire We inspire students with intuitive software & learning tools.
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What makes us different

Dedicated Account Manager

We're all about building long-lasting relationships with educators. Enjoy the full focus of a dedicated professional with education expertise. You deal with one person who will handle all your needs and requirements.

Stellar Customer Service

We are proud of holding a steady 94% satisfaction rate. Our job is not done until you are fully satisfied. CDI's customer service team is never outsourced; we employ 15 full-time customer service representatives.

Trustworthy Warranties

CDI warranties are the longest and most predictable in the industry. Our warranty programs have been designed with the objective of minimizing downtime and reducing your overall ownership costs.

Consistent Products

One of the biggest challenges facing our customers is how to maintain a large number of devices comprised of different models. With us you don't have to. Standardize on a model and we'll provide that same model for years.

Save Time

Because we deal with thousands of schools like yours, we've gotten quite good at helping you with challenges that are uniquely specific to your environment, saving precious time ordering and maintaining your classroom.

Simplify your life

Everything we do at CDI is with schools in mind. We pay attention to removing obstacles and simplifying the complexities around buying, deploying and supporting technology in schools.



Connect. Deploy. Inspire.

Section 2

Warranty and Customer Service



Connect. Deploy. Inspire.

Warranty & Support

It's simple: CDI offers the easiest and most comprehensive warranties in the industry.

We believe warranty should not be a revenue source. For this reason, we have removed all red tape and hidden fees when fulfilling warranty for our education customers so you can focus on running your classrooms while we solve any issues that arise.

\$0 Cost of Ownership Guarantee

With CDI's standard warranty for education customers, there is no additional cost to maintain your units. We pay shipping both ways, we pay for the parts and we ensure that once you have the equipment, you will not go out of pocket to keep them running as long as they are being used in a reasonable manner.

Warranty Programs for Education*

PREMIUM EXTENDED WARRANTY

- PCs and Notebooks for up to five years
- Chromebooks for up to four years
- I.T. Infrastructure products for up to three years

ACCIDENTAL DAMAGE WARRANTY for Chromebooks and other mobile devices for up to four years. The accidental damage warranty includes one (1) occurrence per year per serial number.

LIFETIME WARRANTY on Mobile Carts parts and 3-year Warranty on electrical components and doors.

Benefits of CDI Warranty

- Speak to our technicians and solve the problem remotely
- Send a unit under warranty back to CDI for repairs or request a full replacement
- Suggest any other valid solution and watch our staff implement it
- Over 20 years of expertise with school-specific issues
- Single contact who will solve all issues without transfers or delays

Looking to fulfill warranty or buy extended warranties?

Our customer service staff is available weekdays from 8:00 a.m. to 5:00 p.m. EST.

*Restrictions might apply depending on the warranty program. Contact us for warranty details on the products you've purchased or products you are interested in.



Customers always come first; no matter what.



At CDI we understand how frustrating it is to call a customer service line and be put on hold for long periods of time or be given excuses to not fulfill warranty.

When you call our Customer Service team, you'll reach directly to our in-house staff who will work with you on reaching a resolution for your case. It is this policy that sets us apart from our competitors and has gained us a 94% customer satisfaction rate.

Reach out

Our Customer Service staff is available weekdays from 8:00 a.m. to 5:00 p.m. EST.

- 888-314-4471 ■ service@cditechnologies.com ■ Customer Service Portal



Response Time

Being "on the clock" is an essential habit for CDI's Customer Service representatives. All communications are responded to within 24 hours and with an average of less than two hours. We show you we value your time.



Customer Satisfaction

Throughout the years our customers have credited us with the highest satisfaction rates. We don't just satisfy our customers, we delight them.

Don't just take our word for it

"CDI offers great value while still allowing us to match the desired brands and models. Their prices are very competitive however it is their warranty and customer service what makes a difference for education institutions like ours."

Russ Davis, Principal
Garland Christian Academy, TX

Customer since 2013

"We have been working with CDI for about 8 years now. Their products, pricing and warranties cannot be beat! Their customer service is top notch, and I highly recommend them often. Great communication and if on the rare chance we need a replacement part, the RMA is handled with ease. I cannot praise them enough!"

Dianna Warren, District Technology Coordinator
Poteau School District 29, OK
Customer since 2010

- 888.226.5727 ■ cditechnologies.com ■ info@cditechnologies.com

Premium Warranty Coverage (PCs and mobile devices)

Terms and conditions

- The CDI Premium Extended Warranty Coverage is designed to provide customers with hassle-free, zero cost of repair against manufacturing defects in materials and workmanship for as long as the device is covered under the terms of the Premium Extended Warranty.
- Under this Premium Extended Warranty Coverage, the customer initiates the repair by calling the CDI toll-free customer service number, sending an email or entering the information into the CDI Customer Service Portal. If a hardware fault is diagnosed that cannot be resolved remotely by one of our CS agents, CDI will make arrangements to have the defective device(s) picked up and returned to the designated CDI service center at CDI's expense.
- Under this coverage CDI pays shipping both ways and cover the costs of all parts and labor required as a result of manufacturing defects in materials and workmanship.
- If it is discovered that the defect in the system(s) has not been the result of manufacturing defects of material or labor, the CDI service center will notify the customer and provide an estimate for the cost of the required repair or replacement device.
- This warranty does not cover: wear and tear, software related issues, defects caused due to negligence, accidents, unreasonable use, modification, tampering, natural disaster or any other causes not specifically related to defective materials or workmanship.
- Replacement products will be new or refurbished like new devices or parts of the same model/ specifications, or similar ones, if the same are not available.
- CDI is not responsible for software or data losses of any kind, and specifically for any such losses during transit or while product is being tested or repaired. All warranty repairs must be returned to the CDI designated service center.
- Coverage Period: All CDI warranties commence on the date the product is invoiced to the client and end on the anniversary date based on the length of coverage purchased. The CDI Premium Extended Warranty Coverage, warranties the covered product or products to be free from defects in workmanship and materials for the Warranty Period and covers the costs of parts, equipment and related service labor. The customer must provide a proof of warranty coverage; either the authorized reseller's serial number, the manufacturer's serial number of the faulty product or a copy of the original invoice.

- Software Support for Operating System Software. CDI is not the manufacturer of the software or operating system and does not guarantee that software or operating systems will be free from errors, either in isolation or in combination with hardware. For your Product, CDI will assist the original purchaser with (i) installation of any operating system software purchased from CDI; (ii) configuration of the operating system software; (iii) setup of the operating system software; and (iv) troubleshooting issues associated with the operating system software.
- It is the customer's responsibility to back up the contents of all storage media of the device prior to sending it or any of its parts back for repair or service. This includes but is not limited to any data or software that has been added or install on the device. It is possible that any contents stored on the devices or any part of the device drive will be lost or reformatted in the course of service and CDI will not be responsible for any damage to or loss of any programs, data, or other information stored on any media or any part of any Product serviced. If during the course of the repair of the product the contents of the devices media is altered, deleted or in any way modified, CDI is not responsible for any loss of your data whatsoever. Your replacement or repaired product will be shipped to you configured to the original factory configuration (subject to software availability).

THIS LIMITED WARRANTY DOES NOT COVER AND CDI IS NOT RESPONSIBLE FOR:

- Costs associated with the deployment or installation or labor charges for installation or setup of the product. Decommissioning from Chrome Management of the damaged or defective device.
- Damages caused by misuse, mishandling, abuse, accidents, fire, the, disappearance, misplacement, fluctuation and power surges, connection to improper voltages, viruses, malware, reckless, willful or intention conduct.
- Damages caused by normal usage such as gradual image degradation, uneven screen aging, burned-in images and pixel failure within the designated specifications describe by the original manufacturer or that do not material alter the products functionality.

NOTE: Batteries are NOT covered under the extended warranty beyond the 1st year.



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Section 3

Product Quotes



75 Clegg Rd.
 Markham, ON L6G 1A1
 1-888-226-5727
 cditechnologies.com

Draft

Customer: Hickman County Schools
Contact: Brad GILBERT
Draft: 1127547
Date: 26-Aug-2019
Delivery: 26-Aug-2019

BARRY MASTERS x3892
 bmasters@cditechnologies.com

Invoice To:

Hickman County Schools
 Brad GILBERT
 115 Murphree Ave

 Centerville
 TN, USA 37033
 Phone: 9317293391

Ship To:

HICKMAN CO SCHOOL DISTRICT
 Brad GILBERT
 115 Murphree Ave

 Centerville
 TN, USA 37033
 Phone: (931) 729-3391

PO Number: Tax Exempt ID: 626000673 Entered By: BARRY MASTERS

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1	362399	CDI Recertified DELL LATITUDE E5470 i5 6300U, 2.4 GHZ, DDR4, 8GB, SSD 256GB, 14.0W, GB NIC, WIFI, WEBCAM	CASING - restrained, solid, black casing that ensures ideal protection.	\$404.00	60	\$24,240.00
		Already Boxed Product WIN 10 PRO 3-year warranty, covering manufacturing defects. Batteries covered for 30 days only.				
2		Microsoft Office Standard 2019 - license - 1 PC	Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint, Microsoft Publisher, Microsoft Word	\$0.00	60	\$0.00
3	73713	UPGRADE CHARGE (PER UNIT)	Microsoft Office installed.	\$0.00	60	\$0.00

Dell's Latitude 14 E5470 is fully designed for a long service life. The user will notice this as soon as the device is picked up: the used materials are made of a carbon-fiber reinforced plastic that has a pleasant feel. The matte surfaces on the lid and base feature a soft-touch finish look. Consequently, fingerprints will unfortunately soon become a problem, but can be quickly and easily removed with a cleaning cloth. The base's stability is really good as it can hardly be warped. Quite some force is needed for twisting it. The same is true of the unobtrusive, elegant display lid. Although it is much easier to warp than the base, the lid of Dell's Latitude 14 E5740 presents a higher stability than some other devices. The lid also looks impressive in our pressure test as no wave formations can be produced on the screen. On the other hand, the base yields slightly in the keyboard's center, but this is still within an acceptable range and cannot be deemed negative. We liked the rubber trimming that encloses the display. This prevents dirt from entering when the laptop is closed. Overall, the build of our review sample is exemplary. Nothing wobbles or clatters, all gaps are regular, and the hinges keep the display lid firmly in place and rocking is minimal and only very short. It is not possible to open the device with one hand as the initial resistance is too high for this. On the other hand, the display can be completely opened toward the back since Dell's Latitude 14 E5470 is equipped with two 180-degree hinges.

Terms	Notes	Sub-total:	\$24,240.00
NET 30 DAYS		Shipping:	\$0.00
		Tax:	\$0.00
Shipping Method: SELECT CARRIER:	Currency: US	Total:	\$24,240.00

Leasing for 3-yrs, paid annually, in advance	\$8,709.19
Leasing for 4-yrs, paid annually, in advance	\$6,776.53
Final approval and rental pricing is dependent on a credit review conducted by a CDI preferred leasing partner. Lease structure includes a \$1 purchase option at term of lease.	

We thank you for placing your order with us.
ALL ITEMS ARE SOLD AS IS UNLESS A WARRANTY IS SPECIFIED ON THIS DOCUMENT.



75 Clegg Rd.
 Markham, ON L6G 1A1
 1-888-226-5727
 cditechnologies.com

Draft

Customer: Hickman County Schools
Contact: Brad GILBERT
Draft: 1127568
Date: 26-Aug-2019
Delivery: 26-Aug-2019

BARRY MASTERS x3892
 bmasters@cditechnologies.com

Invoice To:

Hickman County Schools
 Brad GILBERT
 115 Murphree Ave

 Centerville
 TN, USA 37033
 Phone: 9317293391

Ship To:

HICKMAN CO SCHOOL DISTRICT
 Brad GILBERT
 115 Murphree Ave

 Centerville
 TN, USA 37033
 Phone: (931) 729-3391

PO Number: Tax Exempt ID: 626000673 Entered By: BARRY MASTERS

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1	388069	CDI Recertified DELL LATITUDE E6540 i5 4310M, 2.7 GHZ, DDR3L, 8GB, 320GB, 15.6W, GB NIC, WiFi, DVD, WEBCAM	UPGRADED TO 8GB RAM & 240GB SSD The E6540's chassis has more to offer than plain old good looks. The notebook is MIL-STD-810G- certified to handle extreme temperatures (minus 40 to 149 degrees Fahrenheit), Shock, humidity (5 percent to 95 percent) and extreme altitudes (-50 to 10,000 feet)	\$429.00	60	\$25,740.00
		Already Boxed Product WIN 10 PRO 3-year warranty, covering manufacturing defects. Batteries covered for 30 days only.				
2	309691	Generic, 240GB SSD SOLID STATE HARD DRIVE, 2.5"		\$0.00	60	\$0.00
3		Microsoft Office Standard 2019 - license - 1 PC	Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint, Microsoft Publisher, Microsoft Word	\$0.00	60	\$0.00
4	73713	UPGRADE CHARGE (PER UNIT)	Microsoft Office installed. UPGRADE LAPTOP TO 240GB	\$0.00	60	\$0.00

With its heavy-duty metal chassis and long battery life, the Dell Latitude E6540 is built to soldier through the bumps and bruises of a long workday without needing an outlet. The E6540's chassis has more to offer than plain old good looks. The notebook is MIL-STD-810G- certified to handle extreme temperatures (minus 40 to 149 degrees Fahrenheit), Shock, humidity (5 percent to 95 percent) and extreme altitudes(-50 to 10,000 feet).s chassis has more to offer than plain old good looks. The notebook is MIL-STD-810G-certified to handle extreme temperatures (minus 40 to 149 degrees Fahrenheit), shock, humidity (5 percent to 95 percent) and extreme altitudes (-50 to 10,000 feet). The Dell Latitude E6540 features a business-rugged design and Dell's Tri-Metal chassis—so called because the magnesium alloy frame is covered with an anodized aluminum exterior and a powder-coated base—will survive bangs and spills.it will survive the worst parts of your daily commute and business travel, meeting MIL-STD-810G standards for durability while still looking good.

Terms	Notes	Sub-total:	\$25,740.00
NET 30 DAYS		Shipping:	\$0.00
		Tax:	\$0.00
		Total:	\$25,740.00

Shipping Method: SELECT CARRIER: Currency: US

Leasing for 3-yrs, paid annually, in advance	\$9,248.12
Leasing for 4-yrs, paid annually, in advance	\$7,195.87

Final approval and rental pricing is dependent on a credit review conducted by a CDI preferred leasing partner. Lease structure includes a \$1 purchase option at term of lease.

We thank you for placing your order with us.
 ALL ITEMS ARE SOLD AS IS UNLESS A WARRANTY IS SPECIFIED ON THIS DOCUMENT.



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Section 4

Product Specifications



Latitude 14 5000 Series (E5470)



Built for work. Designed to impress.

The sleek new Latitude 14 5000 Series helps end users get more done with an expansive array of features, ports and options. The world's most secure mainstream laptop also combines the manageability and reliability expected from Latitude.

It's beautifully designed and built-to last with an enhanced exterior design, utilizing carbon fiber reinforced materials for added durability, and an optional touch-screen clad with Corning® Gorilla® NBT™ for a brilliant display and ultimate scratch resistance.

This 14-inch laptop features the latest 6th generation Intel® Core™ i vPro dual or quad core processors and advanced features such as industry-leading M.2 solid state drives and DDR4 memory, plus a full assortment of business ready ports.

It's also well-equipped with a portfolio of essential accessories for ultimate on-the-go or at-the-desk productivity and backed by 24/7 access to enterprise-class support with optional Dell ProSupport™ Plus.

Feature	Technical Specification	
Model Number ¹	Latitude 14 5000 Series E5470	
Processor Options ¹	6th Generation Intel® up to Core™ i7 Processors, U, ULT, Dual Core	6th Generation Intel® up to Core™ i7 Processors, H, Standard Volt, Quad Core
Operating System ^{1,2}	Microsoft® Windows® 7 Professional 32/64 bit Microsoft® Windows® 7 Professional 32/64-bit (available through downgrade rights from Windows® 10 64-bit) Microsoft® Windows® 8.1, Pro, Single Language, 64-bit Microsoft® Windows® 8.1 Pro 64-bit (available through downgrade rights from Windows® 10 64-bit) Microsoft® Windows® 10 Home, Home Single Language, Pro, 64 bit Ubuntu Linux 14.04 LTS SP1 64-bit NeoKylin v6.0 32 bit	
Memory Options ^{1,2,3}	DDR4 2133MHz; up to 2 slots supporting up to 16GB	
Chipset ¹	Integrated with the Processor	
Intel Responsiveness Technologies ^{1,7}	Intel® Rapid Storage Technology	
Graphics ^{1,13}	Intel® HD Graphics 520 AMD Radeon™ R7 M360	Intel® HD Graphics 530 AMD Radeon™ R7 M360
Display ¹	14.0" HD (1366 x 768) Anti-glare (16:9) WLED, 200 nits, Carbon Fiber Reinforced Polymer LCD Back 14.0" FHD WVA (1920 x 1080) Anti-glare (16:9) WLED, 300 nits, Carbon Fiber Reinforced Polymer LCD Back 14.0" FHD WVA Touch with Corning® Gorilla® NBT, (1920 x 1080), 270 nits, Carbon Fiber Reinforced Polymer LCD Back 14.0" HD+ (1600 x 900) Anti-glare (16:9) WLED, 250 nits	
Storage Options ^{1,5}	HDD: up to 1TB, Hybrid, OPAL SED options SSD 2.5", 7mm: up to 480GB SSD M.2 SATA: up to 512GB, OPAL SED options SSD M.2 PCIe: up to 512GB options Dell Fast Response Free Fall Sensor and HDD Isolation (standard feature)	
Security	TPM 1,2 - FIPS 140-2 and TCG certified (Windows 7, 8,1 and 10) ¹⁷ TPM 2.0 - FIPS 140-2 and TCG Certified (Spring of 2016) (Windows 10) ¹⁷ Optional Touch Finger Print Reader, Contacted FIPS 201 Smart Card Reader, Contactless Smart Card Reader/ NFC with FIPS 140-2 Level 3 (Spring 2016) Dell Control Vault 2™ Optional Contacted FIPS 201 Smart Card Reader with Control Vault 2 FIPS 140-2 Level 3 (Spring 2016) Certification Optional Hardware Crypto Accelerator (HCA) FIPS 140-2 Level 3 Certification Optional Computrace ⁶ DDP Security Tools DDP Protected Workspace (1 year subscription included) Optional DDP Encryption Software Optional DDP Endpoint Security Software Lock slot	
Docking ¹	EDocking Dell Wireless Dock (Optional, sold separately, requires optional installed Intel® Tri-Band Wireless-AC 18260 WiGig + Wi-Fi + BT4.1 ⁹ (Winter 2016)	
Optical Drive Options	External Options Only	
Multimedia ¹	High Quality Speakers Headset/mic combo jack Noise reducing array microphones Optional HD or FHD video webcam, No web cam option	
Battery Options ¹	47 Whr (3 Cell) Lithium Polymer battery with ExpressCharge™ (UMA) 62 Whr (4 Cell) Lithium Polymer battery with ExpressCharge™ 62 Whr (4 Cell) Long Life Cycle Lithium Polymer battery with ExpressCharge™	62 Whr (4 Cell) Lithium Polymer battery with ExpressCharge™ 62 Whr (4 Cell) Long Life Cycle Lithium Polymer battery with ExpressCharge™
Power Options ¹	65W adapter 65W BFR/PVC free adapter	65W adapter 65W BFR/PVC free adapter 90W adapter
Connectivity options ^{1,14,15}	10/100/1000 Ethernet Wireless LAN Options: Dell Wireless™ 1820 802.11AC Dual-Band Wi-Fi + BT 4.1 Wireless Card (2x2) Intel® Dual-Band Wireless-AC 8260 Wi-Fi Wireless Card (No BT) (2x2) Intel® Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Card (2x2) Dell Wireless™ 1820A Dual-Band Wireless-AC + BT 4.1 (2x2) (Winter 2016) Optional Mobile Broadband Options: ^{8,10} Qualcomm® Snapdragon™ X7 LTE (DW5811) (EMEA/APJ/ROW) Qualcomm® Snapdragon™ X7 LTE (DW5811) for AT&T (Winter 2016), Verizon, Sprint (Spring 2016) (US) Qualcomm® Snapdragon™ X7 HSPA+ (DW5811) (China/Indonesia) Optional WiGig Option: ⁸ Intel® Tri-Band Wireless-AC 18260 WiGig + Wi-Fi + BT4.1 Wireless Card	

Feature	Technical Specification	
Model Number ¹	Latitude 14 5000 Series E5470	
Ports, Slots & Chassis ¹	3 USB 3.0 (one with PowerShare), HDMI, VGA Network connector (RJ-45), external SIM card tray option SD 4.0 Memory card reader Headset/mic combo jack Optional Contacted SmartCard Reader and touch Fingerprint Reader Two M.2 Expansion slots: 1 WWAN/HCA and 1 WLAN/BT/WiGig EDock port Lock slot	
Dimensions & Weight ^{1,16}	Width: 13.2" / 334.9mm Height (front): 0.9" / 23.2mm Depth: 9.1" / 231.1mm Starting weight: 3.68 lbs. / 1.67 kg (3 cell battery, M.2 SSD, non touch HD LCD)	Width: 13.2" / 334.9mm Height (front): 0.9" / 23.2mm Depth: 9.1" / 231.1mm Starting weight: 3.88 lbs. / 1.76 kg (4 cell battery, M.2 SSDA, non touch, FHD LCD)
Regulatory and Environmental Compliance ¹	Regulatory Model: P62G Regulatory Type: P62G001 ENERGY STAR 6.1 EPEAT Gold Registered. For specific country participation and rating, please see www.epeat.net BFR/PVC free ⁹ TAA configurations available	
Input ¹	Single Pointing non-backlit Keyboard Dual Pointing backlit Keyboard Multi-touch Touchpad	
Systems Management ¹	Intel® vPro™ Technology (iAMT 9.0) (optional, requires Intel WiFi® Link WLAN and a vPro compatible processor), Dell Client Command Suite available (dell.com/command), Factory Installed Dell Client Command Update, Factory Installed Dell Command Power Manager	
Warranty and Service ¹	Limited Hardware Warranty ⁴ Standard 1 year Mail-in Service after Remote Diagnosis ¹¹ optional 3, 4 and 5 year hardware warranty extensions and 3-5 year Dell ProSupport contracts available ¹²	
Peripheral Ecosystem ¹	Purpose built ecosystem to enable productivity on the go or at the desk. Includes Dell E-Port Replicator, Dell Power Companions, Dell Wireless Dock, Dell Professional Briefcase, Dell 24" Monitor, and Dell Wireless Keyboard and Mouse	

¹ Offering may vary by country and by configuration.

² A 64-bit operating system is required to support 4GB or more of system memory.

³ GB means 1 billion bytes and TB equals 1 trillion bytes; actual capacity varies with preloaded material and operating environment and will be less.

⁴ Limited Hardware Warranty. For copy of Limited Hardware Warranty, write Dell USA LP, Attn: Warranties, One Dell Way, Round Rock, TX 78662 or see www.dell.com/warranty.

⁵ GB means 1 billion bytes and TB equals 1 trillion bytes; actual capacity varies with preloaded material and operating environment and will be less.

⁶ COMPUTRACE is a Dell offer. Certain conditions apply. For full details, see terms and conditions at www.absolute.com/en/about/legal/agreements.

⁷ Intel Rapid Storage Technology requires a HDD, mSATA, or an SSD, as primary storage device. See OS requirements.

⁸ Wireless antenna available only at time of system purchase.

⁹ Dell Latitude 5000 Series are brominated flame retardant free (BFR-free) and polyvinyl chloride free (PVC-free) meeting the definition of BFR-/PVC-free as set forth in the INEMI Position Statement on the Definition of Low-Halogen Electronics (BFR-/CFR-/PVC-free). Plastic parts contain less than 1,000 ppm (0.1%) of bromine (if the Br source is from BFRs) and less than 1,000 ppm (0.1%) of chlorine (if the Cl source is from CFRs or PVC or PVC copolymers). All printed circuit board (PCB) and substrate laminates contain bromine/chlorine total less than 1,500 ppm (0.15%) with a maximum chlorine of 300 ppm (0.03%) and maximum bromine being 900 ppm (0.09%).

¹⁰ Mobile Broadband Subject to service provider's broadband subscription and coverage area; additional charges apply.

¹¹ Onsite Service after Remote Diagnosis. Remote Diagnosis is determination by online/phone technician of cause of issue; may involve customer access to inside of system and multiple or extended sessions. If issue is covered by Limited Hardware Warranty (www.dell.com/warranty) and not resolved remotely, technician and/or part will be dispatched, usually within 1 business day following completion of Remote Diagnosis. Availability varies. Other conditions apply.

¹² Dell Services. Availability and terms of Dell Services vary by region. For more information, visit www.dell.com/servicesdescriptions.

¹³ GB means 1 billion bytes and TB equals 1 trillion bytes; significant system memory may be used to support graphics depending on system memory size and other factors.

¹⁴ Miracast Wireless Technology. Requires a compatible media adapter (sold separately) and an HDMI-enabled display.

¹⁵ Intel Wireless Display. Requires an Intel wireless card, a compatible media adapter (sold separately) and an HDMI or composite AV-enabled display.

¹⁶ Weights vary depending on configuration and manufacturing variability.

¹⁷ Field upgradeable from FIPS 140-2 Certified TPM 2.2.



Dell Latitude E6540

The most secure and manageable laptop is also the most powerful Latitude. You can count on the Latitude E6540 outstanding reliability for your workforce productivity.

Most secure laptop

Data is your most valuable asset. Protect it with the most secure business laptop on the market. Latitude E6540 guards your data with industry-leading endpoint security solutions that include the most comprehensive encryption, strong authentication and leading-edge malware protection.

Protect data on any device, across external media and in the cloud with Dell Data Protection | Encryption. This comprehensive encryption solution suite enables centralized, remote management of endpoint security. Flexible encryption options range from simplified BitLocker management to the highest level of FIPS 140-2 protection commercially available for system disks with the optional DDP | Hardware Crypto Accelerator. Easily deploy encryption right out of the box with factory installation and simplify compliance with one-touch preset compliance templates.

Ensure only authorized users have access to your data with advanced authentication options including FIPS 201-certified smart card and fingerprint readers and RSA SecurID. Dell Data Protection | Security Tools enables multifactor, single sign-on and preboot authentication along with integrated management with your encryption policies. Only Dell Latitude E6540 provides a FIPS 140-2-certified TPM-2 for secure credential storage. Dell ControlVault adds another layer of hardware security by isolating user passwords and credentials on a separately controlled hardware chip for stronger protection from potentially unsecured operating systems and physical hard drives.

Stop advanced malware in its tracks with Dell Data Protection | Protected Workspace, a proactive approach to malware protection that automatically detects and blocks all malicious behavior in real time — even zero-day attacks. The software is completely unobtrusive to users so employee workflow is uninterrupted.

Most manageable laptop

Easily manage your Latitude fleet with exceptional integrated management capabilities that include Intel® vPro™ technology and exclusive automated tools that plug into Microsoft System Center and Dell KACE.

Remotely manage your Latitude laptops with next-generation Intel® vPro™ technology¹ and update once and everywhere with Dell-unique Intel vPro extensions for remote BIOS management and hard drive wipe, even when systems are powered off.

Save time and eliminate guesswork with Dell automated tools and utilities for deploying, monitoring and updating systems. Collect inventory data, enforce policies, and maintain system health for the lifetime of your Dell Latitude laptops. Integration into Microsoft System Center and Dell KACE appliances offer efficient, centralized and automated management to help you save time and money.

Create a standardized environment and simplify deployments with long lifecycles, Dell ProSupport³, Dell Configuration and Deployment Services, and Dell Imaging Services.

Outstanding reliability and performance

Get more done each day with a high-performance laptop designed to work fast and reliably. From its beefy Intel® Core™ i7 quad-core processor option to its 128-bit graphics processing option and fast boot with performance solid-state hybrid drive (SSHD) or solid-state drive (SSD) options, Latitude E6540 is designed to keep pace with your busy day. Dell also offers essential accessories recommended specifically for your Latitude E6540 to improve productivity whether in the office or on the go.

Swappable batteries enable long periods of productivity away from an outlet. Desk productivity is ensured with existing Latitude E-family docking solutions combined with Dell's UltraSharp monitors, wireless keyboard and mouse.

Connect and collaborate in innovative ways with Dell WiGig wireless docking solution, Bluetooth® 4.0, integrated HD webcam and mobile broadband⁴ options.

Travel and work with confidence knowing your Latitude E6540 features a business-rugged design. Its MIL-STD-810G-tested Tri-metal™ chassis, anodized-aluminum exterior and powder-coated base combine for exceptional strength and lasting good looks. Dell Fast Response Free-fall sensor and rubber hard drive isolation help protect data from shocks and vibration. For added comfort and mobility choose Dell's Professional carrying case.

This 15.6" Latitude is small, lightweight (starting at 5.26 lbs.)⁵ in its class and offers your choice of an anti-glare HD or Full-HD display. A backlit keyboard option enables productivity in low-light environments.

Feature	Technical Specification
Processor Options	4th Generation Intel® Core™ up to i7 processors
Operating System Options	Microsoft® Windows® 7 Home Premium 32/64 bit Microsoft® Windows® 7 Professional 32/64 bit Microsoft® Windows® 7 Ultimate 32/64 bit Linux Ubuntu 12.04
Memory ^{7,9} Options	DDR3L SDRAM 1600MHz, 2 slots supporting up to 16GB
Chipset and Intel Responsiveness Technologies	Mobile Intel® QM87 Express Chipset Optional Intel® Rapid Start Technology ⁶ Optional Intel® Smart Response Technology ^{11,12} Optional Intel® Smart Connect Technology ¹³
Graphics ⁸ Options	Intel® Integrated HD Graphics 4600 Optional 128-bit Discrete Graphics with 2GB memory
Display Options	15.6" HD (1366x768) Anti-Glare LED 15.6" FHD (1920x1080) Anti-Glare LED
Storage ⁹ Options	Standard 320GB Hard Disk Drive Up to 1TB Solid State Hybrid drive 500GB FIPS Self-Encrypting Drive Solid State Drives up to 256GB Encrypted Solid State Drive Dell Fast Response Free Fall Sensor and HDD Isolation (standard on the motherboard)
Optical Drive Options	DVD-ROM, DVD+/-RW
Multimedia Options	High Quality Speakers, stereo global headset jack, integrated noise reducing array microphones Integrated HD video webcam and Dell Webcam Central software
Battery Options	6-cell (60Wh) Lithium Ion battery with ExpressCharge™ 9-cell (97Wh) Lithium Ion battery with ExpressCharge™ 9-cell (87Wh) 3 Year Limited Hardware Warranty ¹⁰ Lithium Ion battery
Power Options	65 ¹ , 90 ¹ or 130 Watt AC Adapter options 90W Auto/Air DC adapter (optional)
Connectivity	10/100/1000 Gigabit Ethernet Wireless LAN and WiMAX Options: Intel® Centrino® Advanced-N 6235 + Bluetooth® 4.0 Intel® Centrino® Ultimate-N 6300 Dell Wireless 1506 (802.11g/n 1x1) Mobile Broadband¹¹ & GPS Options: Dell Wireless™ 5570 HSPA+ (42Mbps) Mini Card
Ports, Slots & Chassis	Stereo global headset jack, Memory card reader, Docking connector, VGA, HDMI, USB 3.0 (4) Network connector (RJ-45), SIM card connector, 1 full (WWAN) and two half (WLAN, DDPE ¹) card slots Optional ¹ SmartCard Reader/Contactless Smartcard Reader/Fingerprint Reader with 54mm Express Card Optional ¹ SmartCard Reader /Contactless Smartcard Reader/FIPS certified Fingerprint Reader with 54mm Express Card Kensington slot
Input Device Options	Dual pointing keyboard, standard or backlit, Multi-touch Touchpad
Dimensions & Weight ⁵	Width: 379.00 mm (14.92 inches) Height: 33.4mm (1.31 inches) Depth: 250.50 mm (9.86 inches) Starting weight: 5.2lbs / 2.36kg
Recommended Accessories	In the office: Dell UltraSharp monitors, MDS14 Dual monitor Stand Keyboard: Dell KM632 wireless keyboard & mouse combo; Dell KB813 Smartcard keyboard On the go: Dell Professional carrying case, Dell WM514 wireless mouse
Regulatory and Environmental Compliance	Regulatory Model: P29F, Regulatory Type: P29F001 ENERGY STAR 5.2 (Windows OS) EPEAT Registered. For specific country participation and listing please see www.epeat.net BFR/PVC free ¹⁵
Systems Management	Intel® vPro™ Technology's advanced management features (optional, requires Intel WiFi® Link WLAN)
Warranty & Support Services	Limited Hardware Warranty ¹⁰ ; Standard 3-year On Site Service after Remote Diagnosis ¹⁴ , Optional 3 year Dell ProSupport offers premium support from expert technicians and 24x7 global availability ¹¹ , 4 year and 5 year service and support options ¹² .
Configuration Services ⁵	Factory Image load, BIOS Customization, Hardware Customization, Asset Tagging and Reporting.

Discover the most secure and manageable laptop at Dell.com/Latitude

- Some items will be available post-RTS. Offering may also vary, by country and by configuration. For complete details, refer to the Technical Guidebook available on Dell.com.
- Obtaining a valid Intel select countries, in particular China & Russia. If enabled, connection required, system must be on or in sleep mode with application running to update.
- Availability and terms of Dell Services vary by region. For more information, visit www.dell.com/services
- Offering available in select countries.
- Based on preliminary Dell lab testing. Weight may vary depending on configuration and manufacturing tolerances.
- Intel® Rapid Start requires a Full-Size Drive (SSD) or properly configured HDD + SSD.
- A 64-bit operating system is required to support 4GB or more of system memory.
- 3rd party system may be required to support graphics, depending on system memory size and other factors.
- GB means 1 billion bytes and TB equals 1 trillion bytes, actual capacity varies with preloaded material and operating environment and will be less.
- Limited Hardware Warranty - for copy of Ltd. Hardware Warranty, write Dell USA LP, Attn: Warranties, One Dell Way, Round Rock, TX 78682 or see www.dell.com/warranty
- Mobile Broadband - Subject to wireless provider's broadband subscription and coverage area, additional charges apply.
- Intel Smart Response Technology requires a 32GB SSD setup as secondary storage device.
- Intel Smart Connect requires an SSD or mSATA drive and either Intel WLAN or DW1550 WLAN. System must be on or in sleep mode with application running to update.
- On-site Service after Remote Diagnosis - Remote Diagnosis is determination by on-line/phone technician of cause of issue, may involve customer access to inside of system and multiple or extended sessions. If issue is covered by Limited Hardware Warranty (www.dell.com/warranty) and not resolved remotely, technician and/or part will be dispatched, usually within 1 business day following completion of Remote Diagnosis. Availability varies. Other conditions apply.
- Dell Latitude laptops are manufactured flame retardant free (BFR-free) and poly-free (chloride free (PVC-free), meeting the definition of BFR/PVC-free as set forth in the NFPA Position Statement on the Definition of Low-Halogen Electronics (BFR-/Cl-/PVC-free). Plastic parts contain less than 0.000 parts per billion of bromine (in the Br source is from BFR) and less than 1,000 ppm (0.1%) of chlorine (if the Cl source is from C-13s or PVC or PVC copolymers). All printed circuit board (PCB) and substrate laminates contain bromine from total less than 1,500 ppm (0.15%) with a maximum chlorine of 900 ppm (0.09%) and maximum bromine being 900 ppm (0.09%).





Connect. Deploy. Inspire.

Section 5

Vendor Qualifications

CERTIFICATE OF REGISTRATION

This is to certify that the management system of:

CDI Computers

Main Site: 130 South Town, Center Blvd.
Markham, Ontario L6G 1B8 Canada

Additional Site: 75 Clegg Road
Markham, Ontario K6G 1A9 Canada

has been registered by Intertek as conforming to the requirements of:

ISO 9001:2015

The management system is applicable to:

Main Site Scope: Refurbish and remarketing of information technology equipment.

Additional Site Scope: Refurbish and remarketing of information technology equipment.

Certificate Number:
QMS-0674

Initial Certification Date:
25 October 2010

Date of Certification Decision:
10 September 2018

Issuing Date:
10 September 2018

Valid Until:
24 October 2019



A handwritten signature in black ink, appearing to read "Calin Moldovean".

Calin Moldovean
President, Business Assurance

Intertek Testing Services NA, Inc.,
900 Chelmsford Street,
Lowell, MA 01851.
USA.



CERTIFICATE OF REGISTRATION

This is to certify that the management system of:

CDI Computers

Main Site: 130 South Town, Center Blvd.
Markham, Ontario L6G 1B8 Canada

Additional Site: 75 Clegg Road
Markham, Ontario K6G 1A9 Canada

has been registered by Intertek as conforming to the requirements of:

ISO 14001:2015

The management system is applicable to:

Main Site Scope: Refurbish and remarketing of information technology equipment.

Additional Site Scope: Refurbish and remarketing of information technology equipment.

Certificate Number:
EMS-0209

Initial Certification Date:
25 October 2010

Date of Certification Decision:
10 September 2018

Issuing Date:
10 September 2018

Valid Until:
24 October 2019



A handwritten signature in black ink, appearing to read 'Calin Moldovean'.

Calin Moldovean
President, Business Assurance

Intertek Testing Services NA, Inc.,
900 Chelmsford Street,
Lowell, MA 01851.
USA.



CERTIFICATE OF REGISTRATION

This is to certify that the management system of:

CDI Computers

Main Site: 130 South Town, Center Blvd.
Markham, Ontario L6G 1B8 Canada

Additional Site: 75 Clegg Road
Markham, Ontario K6G 1A9 Canada

has been registered by Intertek as conforming to the requirements of:

BS OHSAS 18001:2007

The management system is applicable to:

Main Site Scope: Refurbish and remarketing of information technology equipment.

Additional Site Scope: Refurbish and remarketing of information technology equipment.

Certificate Number:

0014224

Initial Certification Date:

03 October 2014

Date of Certification Decision:

10 September 2018

Issuing Date:

10 September 2018

Valid Until:

24 October 2019



A handwritten signature in black ink, appearing to read "Calin Moldovean".

Calin Moldovean

President, Business Assurance

Intertek Testing Services NA, Inc.,
900 Chelmsford Street,
Lowell, MA 01851,
USA.





CERTIFICATE OF REGISTRATION

This is to certify that

CDI Computer Dealers Inc.

75 Clegg Road , Markham , Ontario L6G 1B8 Canada

Refer to Attachment to Certificate of Registration dated April 12, 2018 for additional certified sites

operates a

Environmental, Health and Safety Management System

which complies with the requirements of

RESPONSIBLE RECYCLING©:2013

for the following scope of certification

Refurbishing and Remarketing of Information Technology Equipment. Campus Allowance.

Certificate No.: CERT-0117269

File No.: 1665574

Issue Date: April 12, 2018

Original Certification Date: February 10, 2015

Certification Effective Date: April 16, 2018

Certification Expiry Date: April 15, 2021

Nicole Grantham
General Manager SAI Global Certification Services



**RESPONSIBLE
RECYCLING©:20**



Registered by:
QMI-SAI Canada Limited (SAI Global), 20 Carlson Court, Suite 200, Toronto, Ontario M9W 7K6 Canada. This registration is subject to the SAI Global Terms and Conditions for Certification. While all due care and skill was exercised in carrying out this assessment, SAI Global accepts responsibility only for proven negligence. This certificate remains the property of SAI Global and must be returned to them upon request.
To verify that this certificate is current, please refer to the SAI Global On-Line Certification Register: www.qmi-saiglobal.com/qmi_companies/

 **SAI GLOBAL**
INFORM. INSPIRE. IMPROVE

Microsoft
AUTHORIZED
Refurbisher

2018

CDI Computer Dealers Inc.

Ami Silverman

Ami Silverman
Corporate Vice President, Consumer and Device Sales
Microsoft Corporation

 Microsoft

Member
since

2010



Connect. Deploy. Inspire.

Section 6

References



Tennessee References

CLAIBORNE COUNTY SCHOOLS

Mary Thompson, Technology Supervisor
mary.thompson@claibornecsd.org - (423) 626-3543

FRIENDSHIP CHRISTIAN SCHOOL

John McDermott, Technology Director
jmcdermott@fcsweb.net - (615) 449-1573

CUMBERLAND COUNTY BOARD OF EDUCATION

Kathy Hamby, School Nutrition District Supervisor
931-484-6135

HUMPHREYS CO SCHOOL DISTRICT

Evan Glenn, Computer Technician
glenne@hcss.org - (931) 296-2568

DECATUR COUNTY SCHOOL SYSTEM

Linda Graves, Technology Coordinator
linda.graves@decaturschools.org - (731) 852-2391

JACKSON COUNTY SCHOOL DISTRICT

Ronnie A. Scott, Technology Coordinator
rscott@k12tn.net - (931) 268-0119

DEKALB COUNTY SCHOOLS

Greg Frasier, Technology Supervisor
gregfrasier@dekalbschools.net - (615) 597-4084

ROBERTSON COUNTY SCHOOL DISTRICT

James Marshall, Supervisor of Technology
james.marshall@rcstn.net - (615) 382-2318

ETOWAH CITY SCHOOL

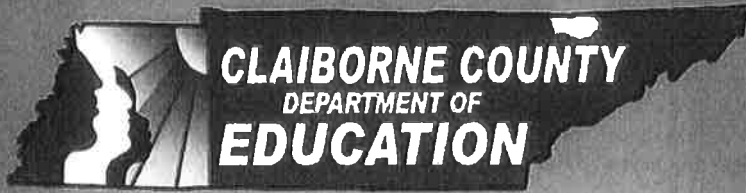
Waylon Johnson, Technology Coordinator
johnsonw@etowahcityschool.com - (423) 263-5483 x 117



"CDI's professional support has assisted me through countless school projects. I know I can always trust CDI's hardware in all of our future projects, and I would certainly recommend any school, local government, or company to give CDI an opportunity to serve their technology needs."

Kathy Hamby

School Nutrition District Supervisor, Cumberland County BOE



1403 Tazewell
P.O. Box 179
Tazewell, TN 37879
423-626-3543

To whom it may concern,

Claiborne County has been working with CDI for a lot of years. Their quality products, comprehensive warranties and excellent customer service have played a key role in the continued business relationship. Barry Masters, our account representative, is always available to get quotes, make recommendations on purchases, and will hunt for devices with the specs that we request.

We have maximized our limited funding by purchasing from CDI while getting the brand and specifications that we need for our school system. In addition to the good performance, they are clean with very minimal marks and scratches, and for the most part they are perceived by our users as new systems.

We recently purchased laptops from them, and as in the past, we are very pleased with our order. CDI has allowed us to maximize our I.T. dollars without having to sacrifice on quality. They offer a wide selection of brand name hardware at a fraction of the cost of purchasing new equipment. Even though the equipment is not new, it is lasting as long as new purchases.

I would highly recommend choosing CDI as a partner for computers, laptops and carts.

Mary Thompson

Technology Supervisor

Claiborne County Schools



READERS

Become Leaders

Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555
Phone: 931-484-6135
Fax: 931-484-6491

October 24, 2018

To Whom It May Concern,

I would personally like to commend CDI on their quality of products and excellent customer service. As a school district, we have purchased computers, laptops and other miscellaneous items from CDI for many years. CDI has demonstrated a quality of service that is rare to come by. Barry Masters, along with the CDI team have gotten to know the needs of our system so well that they know what our school districts prefer to buy, therefore making the process for quoting, purchasing, and returning items extremely easy.

CDI's professional support has assisted me through countless school projects. I know I can always trust CDI's hardware in all of our future projects, and I would certainly recommend any school, local government, or company to give CDI an opportunity to serve their technology needs.

Sincerely,

Kathy Hamby

Kathy Hamby
School Nutrition District Supervisor
Cumberland County BOE - Central Services

DECATUR COUNTY BOARD OF EDUCATION

P. O. Box 369

59 West Main Street

Decaturville, TN 38329

Chris Villaflor, Director of Schools

731-852-2391 phone

To Whom It May Concern:

Decatur County School System has worked with CDI and Mr. Barry Masters for a number of years. We have purchased refurbished Dell laptops, desktops, and charging carts and have always been more than pleased with the products. They always arrive in a timely manner and they go above and beyond with the warranty service.

Mr. Masters and CDI are the first contact we make when looking for charging carts and refurbished devices.

Sincerely,



Linda Graves

Decatur County School System

Technology Coordinator

Linda.Graves@decaturschools.org



Etowah City Elementary School District

858 8th St. Etowah, TN 37331

To whom it may concern,

I would personally like to commend CDI on their fine quality of work and customer service. As a school district we have purchased laptops from CDI. CDI has demonstrated a quality of service that is rare to come by. Barry, along with the CDI team have gotten to know me so well that they know what our school districts prefer to buy and work with, therefore making the process for quoting, purchasing, and returning items extremely easy.

CDI's professionalism has continued to assist me through countless school projects and town grants. I know I can always trust CDI's hardware in all of our future projects and I would certainly recommend any school, local government, or company to give CDI an opportunity to serve their technology needs.

Sincerely,

Waylon Johnson

Technology Coordinator/Attendance

Etowah City School

423-263-5483 ext. 117

To Whom It May Concern,

We have been working with Barry Masters and CDI for several years now, and more importantly, plan to continue to work with them for many years to come! By opening our eyes to the services and pricing available through CDI, Barry has provided opportunities for our students to have technology that previously had to 'wait til next year', or 'we just can't afford that right now'. Expensive, long term leases from the major manufacturers are a thing of the past, and the incredible quality and level of service have all but eliminated our unwarranted hesitation to use refurbished equipment. We rarely, if ever, buy new! Thanks Barry!

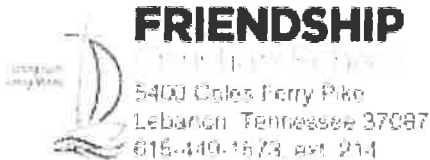
There is nothing better than having a vendor that you can always count on and a personal level relationship with. Barry is always there when we need him, always ready with a quote that not only has options we didn't think of, but also comes in under budget- every time! We do not have a better vendor than Barry, no question about it.

We highly recommend Barry Masters and CDI and would be more than happy to have anyone contact us to hear more reasons why we do!

Thank you



John McDermott Technology Director
Apple Teacher



JACKSON COUNTY SCHOOLS

711 School Drive
Gainesboro, Tennessee 38562

BOARD MEMBERS

Mark Brown, Chairman
Amanda Taylor
James Robert Childress

BOARD MEMBERS

Jeff Lynn
Mark R. Allen
Marty Woolbright

Joe D. Barlow, Director

Phone: (931) 268-0119 or 268-0268 Fax: (931) 268-3647

To whom it may concern,

The Jackson County School District has been working with CDI for over 10 + years. Their quality products, comprehensive warranties and excellent customer service have played a key role in the continued business relationship.

We recently purchased some Dell Latitude 5490s from them and we are very pleased with our order. CDI has allowed us to maximize our I.T. dollars without having to sacrifice on quality. They offer a wide selection of brand name hardware at a fraction of the cost of purchasing new equipment.

I would highly recommend choosing CDI as a partner for any refurbished desktops or laptops. I would be happy to discuss my experience with anyone, please see my contact information below.

Sincerely,



Ronald A. Scott

Technology Director
Jackson County School District



September 3, 2019

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

Sent Via Federal Express
Tracking No. 8148 7911 4209

Re: **RFB Laptop Computers with Windows 10 Pro Operating System**

Dear Ma'am/Sir:

Enclosed please find our response to the above-referenced Bid Invitation. We thank you for your time and consideration, and for allowing us to participate in this process.

Southern Computer Warehouse has been in business for over 24 years with our corporate office located in Marietta, GA. Our company handles all aspects of technology solutions and products, and we have access to most brands. You can access our website 24-7; and we update this site on a daily basis. We work with corporate businesses, education and healthcare organizations across the United States and in all 50 states. We have a complete staff of employees in our Georgia office ready to handle all of our client's needs from the initial contact- to sale- to purchase, and beyond.

Customer satisfaction is our top priority, and we take pride on providing superior customer care while keeping prices to a minimum. You will always reach a live person during business hours, and will not have to leave a voicemail

Thank you again, and please feel free to reach out to us should you have any questions, concerns, or should you need additional information. We look forward to the possibility of working with you in the near future!

Sincerely,

A handwritten signature in cursive script that reads "Susan M. Hamrick".

Susan M. Hamrick

Formal Bid Coordinator

/smh



Southern Computer Warehouse
 1395 S. Marietta Parkway | Building 300-106
 Marietta, GA 30067
 (P) 877-468-6729
 (F) 770-579-8937
 SCW.com

Quote # 100199943 - RFB Laptop Computers
 Cust #: HC13114 (Hickman County TN BOE)
 Quote Date: Aug 30, 2019

Sold to:	Ship to:
Accounts Payable Hickman County TN Finance Office 114 North Central Avenue Suite 203 Centerville, Tennessee, 37033 T: 931-729-3391 x2229 brad.gilbert@hickmank12.org	Reference PO # Hickman County TN Finance Office 114 North Central Avenue Suite 203 Centerville, Tennessee, 37033 T: 931-729-3391 x2229 brad.gilbert@hickmank12.org
	Shipping Method:Free Shipping

Notes: ** Note: This is a special order item and not eligible for cancellation or return. Please review specifications thoroughly to make sure that they meet your requirements prior to ordering. Please allow 4-6 weeks minimum for build.

#	Products	SKU	Price	Qty	Subtotal
2	HP ProBook 450 G6 Notebook with Intel i5-8365U (1.6 GHz, 6MB SmartCache) and Integrated Intel UHD graphics 620	HEW-4SZ46AV	740.94	1	740.94
3	HP Processor Label 1QE36AV	HEW-1QE36AV	1.98	1	1.98
4	HP Processor Label 1QE36AV	HEW-1QE36AV	1.98	1	1.98
5	HP INC. : eStar Enable IOPT.	HEW-X7B24AV	1.98	1	1.98
6	HP INC. : eStar Enable IOPT.	HEW-X7B24AV	1.98	1	1.98
7	Cto 15.6 Hd Ag Led Sva Hdc Slim 2Ant Cto 15.6 Hd Ag Led Sva Hdc Slim 2Ant, Cto 15.6In Hd Ag Led Sva Fhdc Slim 2Ant 4SZ69AV	HEW-4SZ69AV	63.16	1	63.16
8	Cto 15.6 Hd Ag Led Sva Hdc Slim 2Ant Cto 15.6 Hd Ag Led Sva Hdc Slim 2Ant, Cto 15.6In Hd Ag Led Sva Fhdc Slim 2Ant 4SZ69AV	HEW-4SZ69AV	63.16	1	63.16
9	Cto Integrated Hd 720P Dm Webcam Cto Integrated Hd 720P Dm Webcam, Cto Integrated Hd 720P Dm Webcam 4SZ94AV	HEW-4SZ94AV	6.92	1	6.92
10	Cto Integrated Hd 720P Dm Webcam Cto Integrated Hd 720P Dm Webcam, Cto Integrated Hd 720P Dm Webcam 4SZ94AV	HEW-4SZ94AV	6.92	1	6.92

#	Products	SKU	Price	Qty	Subtotal
11	HP 8GB DDR4 SDRAM Memory Module - 8 GB (1 x 8 GB) - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 4SZ88AV	HEW-4SZ88AV	169.67	1	169.67
12	HP 8GB DDR4 SDRAM Memory Module - 8 GB (1 x 8 GB) - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 4SZ88AV	HEW-4SZ88AV	169.67	1	169.67
13	HP 256 GB Solid State Drive - PCI Express - Internal 4SZ92AV	HEW-4SZ92AV	212.10	1	212.10
14	HP 256 GB Solid State Drive - PCI Express - Internal 4SZ92AV	HEW-4SZ92AV	212.10	1	212.10
15	Cto Clickpad W/Num Kypd Sr , Cto Clickpad W/ Num Kypd Sr Cto Clickpad W/ Num Kypd Sr 4TD07AV#ABA	HEW-4TD07AV#ABA	18.80	1	18.80
16	Cto Clickpad W/Num Kypd Sr , Cto Clickpad W/ Num Kypd Sr Cto Clickpad W/ Num Kypd Sr 4TD07AV#ABA	HEW-4TD07AV#ABA	18.80	1	18.80
17	Cto Intel 9560 Ac 2X2 Mu-Mimonv P160Mhz+ Cto Intel 9560 Ac 2X2 Mu-Mimonv P160Mhz+, Cto Intel 9560 Ac 2X2 Mu-Mimonvp160Mhz+Bt5Ww 4SZ96AV	HEW-4SZ96AV	7.92	1	7.92
18	Cto Intel 9560 Ac 2X2 Mu-Mimonv P160Mhz+ Cto Intel 9560 Ac 2X2 Mu-Mimonv P160Mhz+, Cto Intel 9560 Ac 2X2 Mu-Mimonvp160Mhz+Bt5Ww 4SZ96AV	HEW-4SZ96AV	7.92	1	7.92
19	Cto No Wwan , Cto No Wwan Cto No Wwan 4SZ82AV	HEW-4SZ82AV	1.98	1	1.98
20	Cto No Wwan , Cto No Wwan Cto No Wwan 4SZ82AV	HEW-4SZ82AV	1.98	1	1.98
21	Cto Misc No Fingerprint Sensor , Cto Misc No Fingerprint Sensor Cto Misc No Fingerprint Sensor 4SZ76AV	HEW-4SZ76AV	1.98	1	1.98
22	Cto Misc No Fingerprint Sensor , Cto Misc No Fingerprint Sensor Cto Misc No Fingerprint Sensor 4SZ76AV	HEW-4SZ76AV	1.98	1	1.98
23	HP AC Adapter - 65 W Output Power 4SZ56AV	HEW-4SZ56AV	8.91	1	8.91
24	HP AC Adapter - 65 W Output Power 4SZ56AV	HEW-4SZ56AV	8.91	1	8.91
25	HP Standard Power Cord 4TC97AV#ABA	HEW-4TC97AV#ABA	1.98	1	1.98
26	HP Standard Power Cord 4TC97AV#ABA	HEW-4TC97AV#ABA	1.98	1	1.98
27	Cto Country Localization , Cto Country Localization Cto Country Localization 4TD08AV#ABA	HEW-4TD08AV#ABA	1.98	1	1.98
28	Cto Country Localization , Cto Country Localization Cto Country Localization 4TD08AV#ABA	HEW-4TD08AV#ABA	1.98	1	1.98
29	Cto 3-Cell 45Wh Long Life , Cto 3 Cell 45Whr Long Life Cto 3 Cell 45Whr Long Life 4SZ57AV	HEW-4SZ57AV	43.36	1	43.36
30	Cto 3-Cell 45Wh Long Life , Cto 3 Cell 45Whr Long Life Cto 3 Cell 45Whr Long Life 4SZ57AV	HEW-4SZ57AV	43.36	1	43.36
31	Cto 3/3/0 Warranty 4TA03AV#ABA	HEW-4TA03AV#ABA	117.84	1	117.84

#	Products	SKU	Price	Qty	Subtotal
32	Cto 3/3/0 Warranty 4TA03AV#ABA	HEW-4TA03AV#ABA	117.84	1	117.84
33	Cto Pike Silver Alu , Cto Pike Slvr Alu Cto Pike Slvr Alu 4SZ61AV	HEW-4SZ61AV	1.98	1	1.98
34	Cto Pike Silver Alu , Cto Pike Slvr Alu Cto Pike Slvr Alu 4SZ61AV	HEW-4SZ61AV	1.98	1	1.98
35	HP: OS Localization US	HEW-4SS11AV#ABA	1.97	1	1.97
36	HP: OS Localization US	HEW-4SS11AV#ABA	1.97	1	1.97
37	Cto W10P 64Bit , Cto W10P 64 Cto W10P 64 4TD32AV	HEW-4TD32AV	215.87	1	215.87
38	Cto W10P 64Bit , Cto W10P 64 Cto W10P 64 4TD32AV	HEW-4TD32AV	215.87	1	215.87
39	Loan Microsoft Office Software	CTZ-ITG-LOAD-OFFI CE	20.84	1	20.84
40	Loan Microsoft Office Software	CTZ-ITG-LOAD-OFFI CE	20.84	1	20.84
41	Microsoft Office 2019 Professional Plus - License - 1 License - Local Government - Microsoft Open Business 79P-05745	MSF-79P-05745	407.81	1	407.81
42	Microsoft Identity Manager - Software Assurance - 1 User CAL - Government - PC NK7-00057	MSF-NK7-00057	6.49	4	25.96
				Subtotal:	2977.15
				Tax:	0
				Grand Total (Incl. Tax):	2977.15

Thank you for your quote. We value your business and will continue to provide you excellent service in addition to our comprehensive product line. All returns must be authorized and clearly marked with a valid RMA number. Returns are subject to restock fees when applicable.

Quotes are valid for 30-days unless otherwise noted.

Due to the volatile trade conditions between the US and China, prices are fluctuating daily as tariffs are imposed.

Thank you for the opportunity!

Travis Dilg

E: travis.dilg@scw.com

P: 877-468-6729 Ext 286

SPECIFICATIONS FOR REVIEW AND APPROVAL

- The ProBook 450 G6 is a 15.6" laptop.
- Ports and Connectors: 2 USB 3.1 Gen 1; 1 USB 3.1 Type-C Gen 1 (Power delivery, DisplayPort); 1 USB 2.0 (power port); 1 RJ-45; 1 HDMI 1.4b; 1 headphone/microphone combo; 1 AC power.

Validation Code: HWP-PSG-CTO-ADC-0830191306-00

Mfg Part#	Description	Qty
4SZ46AV	HP Probook 450 G6 Notebook with Intel i5-8365U (1.6 GHz, 6MB SmartCache) and Integrated Intel UHD graphics 620	1
1QE36AV	Core i5 G8 Label	1
X7B24AV	e Star Module	1
4SZ69AV	15.6 " HD (1366x768) Anti-Glare LED SVA for HD Webcam with 2 Antennas slim	1
4SZ94AV	Integrated HD 720p DualAryMic Webcam	1
4SZ88AV	8 GB (1x8GB) DDR4 2400	1
4SZ92AV	256 GB PCIe NVMe Value SSD	1
4TD07AV#ABA	Clickpad with numeric keypad spill-resistant Keyboard	1
4SZ96AV	Intel 9560 ac 2x2 MU-MIMO nvP 160MHz +Bluetooth 5 WW	1
4SZ82AV	No WWAN	1
4SZ76AV	No Fingerprint Sensor	1
4SZ56AV	65 Watt Smart nPFC Right Angle AC Adapter	1
4TC97AV#ABA	C5 1.0m Sticker Conventional Power Cord	1
4TD08AV#ABA	Destination Country Kit Localization	1
4SZ57AV	3 Cell 45 WHr Long Life Battery	1
4TA03AV#ABA	3/3/0 Warranty	1
4SZ61AV	Pike Silver Aluminum	1
4SS11AV#ABA	OS Localization US	1
4TD32AV	Windows 10 Pro 64	1

NOTE: Quoting qty 1 w/ fillers.

Open License orders require a minimum of 5 to qualify.

5358166	79P-05745	MICROSOFT : Microsoft OfficeProfessionalPlus 2019 English LocalGovernment OLP 1License NoLevel x 1
4256110	NK7-00057	MICROSOFT : MicrosoftIdentityManager-CAL English SoftwareAssurance LocalGovernment OLP,1License NoLevel UsrCAL x 4

****** NOTE FROM THE DISTRIBUTORS: They will need the credentials (username/password) for the MSVL Center and /or license keys. Also, during time of install, they may need the customer to send a security code back to production in order to complete the load.**

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Laptop Computers with Windows 10 Pro operating system.

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope **“Laptop Computers”**. Bids will be opened on Thursday, September 5, 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.

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

Rep Contact Info:

Carl Martin
Account Executive
2NDGEAR
1818 Pot Spring Road, Suite 102
Lutherville, MD 21093
Phone:410-513-7623
Fax:443-588-0888
cmartin@2ndgear.com

Bill To:

Attn: Brad Gilbert
Hickman County BOE
115 Murphree Avenue
Centerville, TN 37033
Phone: (931) 729-6124

Remit To:

2NDGEAR
Accounts Receivable
611 Anton Blvd, Ste 700
Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	DELL	Latitude E7470 14" LCD ICI5-2.4GHZ (6300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery Upgrade to 5 Year Warranty-\$15 Upgrade to 16GB RAM-\$44	3-Year Advance Replacement Warranty, 90-Day Battery	\$597.00	\$597.00

Limited Warranty Period(s): As specified above.

Freight ID:	_____	Inc
Subtotal:	_____	\$597.00
Shipping:	_____	\$0.00
Estimated Tax:	_____	Per State
Total Purchase:	_____	\$597.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's issuance of invoice
The price shown includes a 3% discount for payments made by cash, check or wire transfer.
If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

Additional Comments:

Agreed to and Accepted by:

Signature: _____
Name: _____
Title: _____
Date: _____
PO#: _____

Ship To:

The Sales terms and Limited Warranty terms governing this Proposal can be found at:

[2NDGEAR Sales Agreement Terms and Conditions](#)

[2NDGEAR Advance Replacement Warranty](#)

2NDGEAR: 611 Anton Blvd Suite 700 Costa Mesa, CA 92626 .US

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

Rep Contact Info:

Carl Martin
 Account Executive
 2NDGEAR
 1818 Pot Spring Road, Suite 102
 Lutherville, MD 21093
 Phone:410-513-7623
 Fax:443-588-0888
cmartin@2ndgear.com

Bill To:

Attn: Brad Gilbert
 Hickman County BOE
 115 Murphree Avenue
 Centerville, TN 37033
 Phone: (931) 729-6124

Remit To:

2NDGEAR
 Accounts Receivable
 611 Anton Blvd, Ste 700
 Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	DELL	Latitude E7450 14" LCD ICI5-2.3GHZ (5300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery	3-Year Advance Replacement Warranty, 90-Day Battery	\$423.00	\$423.00
		Upgrade to 5 Year Warranty-\$15			
		Upgrade to 16GB RAM-\$44			

Limited Warranty Period(s): As specified above.

Freight ID:	_____	Inc
Subtotal:	_____	\$423.00
Shipping:	_____	\$0.00
Estimated Tax:	_____	Per State
Total Purchase:	_____	\$423.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's issuance of invoice
 The price shown includes a 3% discount for payments made by cash, check or wire transfer.
 If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

Additional Comments:

Agreed to and Accepted by:

Signature: _____
Name: _____
Title: _____
Date: _____
PO#: _____

Ship To:

The Sales terms and Limited Warranty terms governing this Proposal can be found at:

[2NDGEAR Sales Agreement Terms and Conditions](#)

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2NDGEAR: 611 Anton Blvd Suite 700 Costa Mesa, CA 92626 .US

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

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Remit To:

2NDGEAR
Accounts Receivable
611 Anton Blvd, Ste 700
Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	HP	EliteBook 840 G2 14" LCD ICi5-2.3GHZ (5300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery	3-Year Advance Replacement Warranty, 90-Day Battery	\$389.00	\$389.00
		Upgrade to 5 Year Warranty-\$15 Upgrade to 16GB RAM-\$44 Add New Battery with 1 Year Warranty HP 840 G2/Dell E7450/E7470-\$81			

Limited Warranty Period(s): As specified above.

Freight ID:	Inc
Subtotal:	\$389.00
Shipping:	\$0.00
Estimated Tax:	Per State
Total Purchase:	\$389.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's issuance of invoice
The price shown includes a 3% discount for payments made by cash, check or wire transfer.
If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

Additional Comments:

Agreed to and Accepted by:

Signature: _____
Name: _____
Title: _____
Date: _____
PO#: _____

Ship To:

The Sales terms and Limited Warranty terms governing this Proposal can be found at:

[2NDGEAR Sales Agreement Terms and Conditions](#)

[2NDGEAR Advance Replacement Warranty](#)

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

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Centerville, TN 37033
Phone: (931) 729-6124

Remit To:

2NDGEAR
Accounts Receivable
611 Anton Blvd, Ste 700
Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	DELL	Latitude E7470 14" LCD IC15-2.4GHZ (6300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery	3-Year Advance Replacement Warranty, 90-Day Battery	\$597.00	\$597.00
		Upgrade to 5 Year Warranty-\$15			
		Upgrade to 16GB RAM-\$44			

Limited Warranty Period(s): As specified above.

Freight ID:	_____	Inc
Subtotal:	_____	\$597.00
Shipping:	_____	\$0.00
Estimated Tax:	_____	Per State
Total Purchase:	_____	\$597.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's issuance of invoice
The price shown includes a 3% discount for payments made by cash, check or wire transfer.
If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

Additional Comments:

Agreed to and Accepted by:

Signature: _____
Name: _____
Title: _____
Date: _____
PO#: _____

Ship To:

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Hickman County BOE (HIC04)	QUO-54778-Z6C5X6	9/3/2019

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Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1	DELL	Latitude E7450 14" LCD ICI5-2.3GHZ (5300U), 8GB RAM, 256GB-SSD, No Optical, Microsoft Office 2019 Standard Academic, W10Pro RRP 64-bit, Adapter and Used Battery	3-Year Advance Replacement Warranty, 90-Day Battery	\$423.00	\$423.00
		Upgrade to 5 Year Warranty-\$15			
		Upgrade to 16GB RAM-\$44			

Limited Warranty Period(s): As specified above.

Freight ID:	_____	Inc
Subtotal:	_____	\$423.00
Shipping:	_____	\$0.00
Estimated Tax:	_____	Per State
Total Purchase:	_____	\$423.00

Delivery Terms: 2 weeks after acceptance of order by 2NDGEAR

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Payment Terms: Net 30 from 2NDGEAR's issuance of invoice
The price shown includes a 3% discount for payments made by cash, check or wire transfer.
If payment is made by credit card, or through a third party payment processor, the 3% cash discount will not be available.

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Signature: _____
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Date: _____
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Ship To:

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[2NDGEAR Sales Agreement Terms and Conditions](#)

[2NDGEAR Advance Replacement Warranty](#)

2NDGEAR: 611 Anton Blvd Suite 700 Costa Mesa, CA 92626 .US



QUOTE

1905133

08/29/2019

BILLING ADDRESS:
HICKMAN COUNTY SCHOOLS
Att: BRAD GILBERT
114 NORTH CENTRAL AVENUE
SUITE 203
CENTERVILLE, TN 37033 USA
(931) 729-3391

SHIPPING ADDRESS:
HICKMAN COUNTY SCHOOLS
Att: BRAD GILBERT
114 NORTH CENTRAL AVENUE
SUITE 203
CENTERVILLE, TN 37033 USA
(931) 729-3391

Customer No: 13001682
Customer PO: Laptops
Terms:

SKU#	Item	Qty	Price	Total
M	DELL LAT LATI54914D7J Mfg Item#: M	25	1,425.59	35,639.75
Sub Total:			35639.75	
Shipping:			.00	
Tax:			.00	
Quote Total:			35639.75	

Thank you for your order.

**This quote was prepared by your sales representative,
Bids Department.
To place order or for any help, call
Bids Department
at (888) 582-2500 or email at biddept@adorama.com**

To email Customer Service please go to www.adorama.com/email

Any item/s showing as "back-order"?
An item listed as "back-order" is on order with the supplier and is temporarily out of stock. These items will ship soon. Most backordered items ship within 10 business days. We never charge additional shipping as a result of a back-order. Please feel free to contact us for additional info at www.adorama.com/email.

Note: Please be prudent when throwing away packaging material. It is possible to miss some contents. Checking off contents against the packing list is always a good idea. If something is indeed missing please make a claim within 5 days to be compliant with our policies.

We want to buy your used photo equipment:
In the last year alone, Adorama spent millions buying 35mm, medium / large-format, scopes, video and digital equipment. Our satisfied customers happily cashed in or traded their equipment and enjoyed our above market value payout. Adorama pays top dollar for individual items, rare pieces, collections and estates. For more information, call 1-800-223-2500 or visit us at www.adorama.com/sell and use our online quoting system.

No Hassle Return Policy:
We want you to be completely happy with your purchase from Adorama. Please see the general Return/Exchange guidelines and policy posted on our website at www.adorama.com/policy.

Adorama Access
Ask about Adorama Access. Affordable technical support subscription plans that help you set up and get the most out of your equipment.
Online: www.adorama.com/Access or speak to your account manager.



We pay top dollar for your used photo & video equipment

To find out the value of your equipment:
bring it
online
adorama.com/sell 800-223-2500 42 W 18 St NYC

Ship Via: UPS Ground Delivery

Salesman 00656 - Bids

Printed By: CAROLINEB 09/03/19 02:00 PM

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Laptop Computers with Windows 10 Pro operating system.

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

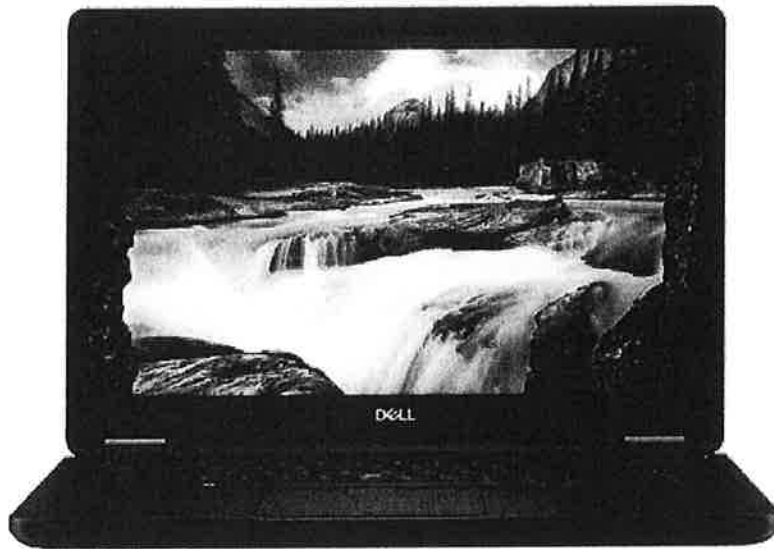
Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope “**Laptop Computers**”. Bids will be opened on Thursday, September 5, 2019 at 10:00 a.m. in the Finance Office.

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.

Spec Sheet

**Dell Latitude 5491 14" Full HD MIL-Spec Notebook Computer, Intel Core i7-8850H 2.60GHz,
8GB RAM, 256GB SSD, NVIDIA GeForce MX130 2GB, Windows 10 Pro**

MFR: 4D7J7



Dell Latitude 5491 Specifications

Operating System

Windows 10 Pro (English/French/ Spanish)

Processor

Intel Core i7-8850H Hexa-core

Base Frequency

2.60GHz

Turbo Frequency

4.30GHz

Screen Size

14"

Display Screen Type

LCD

Screen Resolution

1920 x 1080

Touchscreen

No

Graphics

NVIDIA GeForce MX130

Graphics Memory Capacity

Up to 2 GB

Graphics Memory Accessibility

Dedicated

Memory

8GB

Memory Technology

DDR4 SDRAM

Storage Drive

256GB SSD

Optical Drive

No

Input Device

Pointing stick

Keyboard Backlight

Yes

Wireless LAN

Yes

Wireless LAN Standard

IEEE 802.11ac

Ethernet Technology

Ethernet

Bluetooth

Yes

Number of Batteries

1

Number of Cells

4-cell

Front Camera / Webcam

Yes

HDMI

Yes

Total Number of USB Ports

4

Number of USB 3.1 Ports

3

USB Type-C

Yes

Network (RJ-45)

Yes

Fingerprint Reader

Yes

Dimensions (HxWxD)

0.8 x 13.1 x 9" (2.03 x 33.27 x 22.86cm)

Weight

3.63 lbs (1.65kg)

What's in the box:

- Dell Latitude 5491 14" Full HD MIL-Spec Notebook Computer
- AC Adapter
- Power Cord
- Documentation Disks
- Quick Reference Guide
- Dell 1 Year Warranty

HOWARD

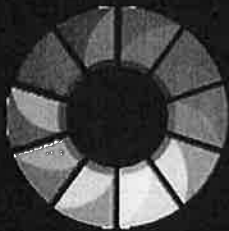
888.912.3151 | howardcomputers.com



Response To
Hickman County Schools
Request for Proposal
For
Laptop Computers

Due:
September 5, 2019 @10:00AM

Presented By



HOWARDedu

Our Vision and Strategy

We do IT



Letter of Transmittal

September 5, 2019

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

RE: RFP #Laptop Computers

Dear Hickman County Schools:

Howard Technology Solutions (a division of Howard Industries, Inc...**Federal ID Number 64-0466143** and SPIN 143022153) is pleased to offer a response to your RFP. Howard Technology Solutions has read and understands the RFP and are able to provide the services requested. Howard Technology Solutions, with its 40+ years of manufacturing experience, is well versed in the manufacturing and production of technology products and services.

Howard Technology Solutions, a division of Howard Industries, Inc., was established in 1998 with our parent company being founded in 1968. Howard Technology Solutions currently employs approximately 3,682 employees. Howard Technology Solutions is driven by helping our customers understand technology products and services that could benefit their organizations.

The office location that will serve as the main point of contact is Howard Technology Solutions at 36 Howard Dr., Ellisville, MS 39437. Your point of contact for this RFP is: **Bid Services Department** – (Phone) 601.425.3181; (Email) bids@howardcomputers.com

Sincerely,



Jessica Hayes

Bid Specialist

Phone: 601.399.5772

Fax: 601.399.5077

Email: bids@howardcomputers.com

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Laptop Computers with Windows 10 Pro operating system.

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www.hickmank12.org/request-for-proposal.

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SPECS FOR LAPTOP COMPUTERS

Windows 10 Professional Operating System

HP or Dell preferred but other brands will be considered

14 inch screen (non-touch) minimum but larger screen preferred

8 GB RAM preferred

256 GB Solid State Hard Drive preferred

Latest version of Microsoft Office installed

Wireless Compatible

USB ports available

Headphone Jack

Refurbished laptops with 3 year replacement warranty will be considered

Laptops will be for student computer lab environment so sturdy housing/casing preferred

Delivery will be at the location requested by Hickman County Schools

Contact Brad Gilbert at 931-729-3391 Ext. 2229 if you need more information

Phone: 1.888.912.3151
 Fax: 1.601.399.5077
 Online: www.howardcomputers.com



Howard Computers
 P.O. Box 1588
 Laurel, MS 39441

Online Quotation

Quote No:	MS5 960399.00	Quote Date:	August 30, 2019
Customer Name:	Brad Gilbert	Phone Number:	9317293391
Company Name:	Hickman County Schools	Fax Number:	
Quote Name:	Laptop Bid		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Dell Latitude 3490 XCTO Intel Core i3-7020U Processor (Dual Core, 3M Cache, 2.3GHz,15W) Windows 10 Pro 64bit English, French, Spanish No AutoPilot Microsoft® Office Professional 2019 Intel Core i3-7020U Processor (Dual Core, 3M Cache, 2.3GHz,15W), Integrated HD Graphics 620 8GB,1x8GB, DDR4 2400MHz Non-ECC M.2 256GB SATA Class 20 Solid State Drive 14" HD 1366x768 Anti-Glare, Non-Touch, Camera & Microphone, WLAN Capable Single Pointing Keyboard, English Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1 Driver 1820 Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1 No Wireless WAN Card 3 Cell 42Whr ExpressCharge™ Capable Battery 65W AC Adapter, 4.5mm Barrel No Fingerprint and No Smart Card Win 10 Quick Reference Guide, English/French US Power Cord No Energy Star 3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis MPN: 3000045405493	1	\$1,270.00	\$1,270.00
2:	Dell Professional Sleeve 14 - Notebook sleeve - 14" - for Inspiron 54XX 2-in-1; Latitude 3301, 5300, 5300 2-in-1, 7300, 7400 MPN: PF-SL-BK-4-17	1	\$28.00	\$28.00

Sub-Total: \$1,298.00

Parts & Accessories Shipping: Included

Taxes: Tax Exempt

Total for Item 1: \$1,298.00

This quote will expire September 29, 2019.
 To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total: \$1,298.00

Parts & Accessories Shipping: Included

Taxes: Tax Exempt

Total: \$1,298.00

Notes:

Pricing and availability subject to change without notice.
Packaging, Shipping, and Handling fees are not included unless specifically stated.
Prices and lease payments do not include applicable taxes.
Ship dates are approximations and are not guarantees.
Quick ship items not available in Alaska, Hawaii, or outside the United States.
Specific state laws may affect shipment of products.
If Purchaser fails to pay any invoice in full within the time quoted herein,
Seller may, without notice, accelerate the due date of all outstanding invoices
and require that all outstanding invoices, including any interest thereon, be
immediately due and payable in full.
For product return policies and information please visit:
http://www.howardcomputers.com/pdf/warranties/HTS_ReturnPolicy.pdf



**Services Included in
Unit Pricing/Notes to Bid**

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

**FROM:
Bluegrass Computer Systems, LLC
174 Saundersville Road, Suite 501
Hendersonville, TN 37075**

SUBJECT: Laptop Bid

Non-Technical Acknowledgements/ Notes

- 1) If equipment is refurbished, it will be specifically noted.
- 2) BGCSystems acknowledges that net 30 terms is to be extended for all purchases.
- 3) BGCSystems acknowledges that the school district is exempt of all sales taxes.
- 4) BGCSystems promises to provide delivery of all goods within 15 days of Purchase Order date. This statement is provided that all products are in manufacture "stock". Certain items may require longer periods of time for delivery. Estimates are available before purchase if requested.
- 5) All Orders will be delivered to the school location of choice FOB.

6) All Pricing Guaranteed from Sept. 5th, 2019 until Dec. 5th, 2019.

7) BGCSystems has been in operation since 2010 and operates in multiple states and was awarded Ingram Micro's SMB Award as being the 12th fastest growing IT company in the nation for periods of 2012-2015. Proof of Financial and Business Capability is available per request.

8) BGCSystems will NOT subcontract in any way.

9) BGCSystems carries \$4,000,000 of General Liability Insurance, \$500,000 of Professional Liability Insurance and will name the school district as an additional insured if requested. BGCSystems carries full worker's compensation insurance on all employees and can provide proof if request.

10) BGCSystems is providing a toll free number, (877) 909-0515

11) BGCSystems maintains their corporate sales and service office in Hendersonville, TN.

12) BGCSystems has provided very competitive pricing that is based on reasonable quantity order as recorded by sales history to other districts that compare to the student population of the school district. However, additional discounts may be offered for additional quantities.

13) Length of Years in Business: 8 total years with direct focus of K-12 Education in the Missouri and Tennessee markets.

14) BGCSystems holds and maintains a business license in Hickman County, Tennessee.

- 15) Warranty/Service Experience: School District. may request warranty service through our help desk at (877) 909-0515, by emailing max@bgcsystems.com or by submitting a warranty ticket at the BGCSystems Online Client Portal. BGCSystems will work directly with the manufacture to provide warranty assistance. School District will NOT have to call manufacture directly for any type of support, however, a toll free support line to each manufacture will be made available to the district if the district wishes.
 - 16) Vendor Help Desk: BGCSystems Help Desk is available from 8am to 5pm Monday- Friday at (877) 909-0515. Additional time may be requested at no additional charge for after hour or weekend support. The BGCSystems Online Client Portal will be available to the district 24 hours a day, 7 days a week. The Client Portal will allow for warranty tickets to be created, help desk (general questions) tickets to be created and provide a custom knowledgebase of articles pertaining to products owned by the school district.
 - 17) BGCSystems has provided detailed explanation of compliance of bid specification on this document, however in addition, BGCSystems provides a blanket compliance of all bid specifications as outlined in the bid packet.
 - 18) BGCSystems agrees to purchase and secure and bid, performance, and/or payment bonds as requested by school district.
 - 19) Please consider our services, listed below, that are included free of charge in each of our bid prices.
-



Services Included in Unit Pricing/Notes to Bid

Technical Acknowledgements/ Notes

Chromebooks- BGCSYSTEMS will providing the following services for Chromebook purchases

- a. "White Glove" service to include enrollment, asset tag placement, and Chromebook Management Sub Organization creation
- b. Warranty Support to allow the district to request service from BGCSYSTEMS directly for all warranty needs.
- c. Onsite Delivery, Installation, and trash removal provided by BGCSYSTEMS staff member.

Computer Systems (Desktops and Laptops) BGCSYSTEMS will providing the following services for Computer Systems purchases

- d. "White Glove" service to include domain join, asset tag placement, and full system imaging. System imaging to include imaging per direct specification of technology coordinator.
 - e. Warranty Support to allow the district to request service from BGCSYSTEMS directly for all warranty needs.
 - f. Onsite Delivery, Installation, and trash removal provided by BGCSYSTEMS staff member.
-



**Hickman County Schools
Laptop Bid
Option #1**

HP 250 G7 Notebook

Specifications:

Processor: Intel Core i3, Dual Core, 2.5GHz (7th Generation)

RAM: 4GB

Hard Drive: 500GB Hard Drive

IO Ports: USB x 3 – HDMI x 1 – Network Port x 1 - Microphone/Headphone Jack x 1

Wireless Compatible

Screen: 15.6" LED LCD 1366 x 768

Operating System: Windows 10 Pro

Warranty: 3 Year Warranty

Included Software:

Microsoft Office Professional Plus 2019

Total Unit Cost: \$599.00

(unit pricing includes shipping/freight)



**Hickman County Schools
Laptop Bid
Option #2**

HP 255 G7 Notebook

Specifications:

Processor: AMD Dual Core Ryzen 3, 2.5GHZ

RAM: 8GB

Hard Drive: 256GB Solid State Hard Drive

IO Ports: USB x 3 – HDMI x 1 – Network Port x 1 – Microphone/Headphone Jack x 1

Wireless Compatible

Screen: 15.6" LED LCD 1366 x 768

Operating System: Windows 10 Pro

Warranty: 3 Year Warranty

Included Software:

Microsoft Office Professional Plus 2019

Total Unit Cost: \$749.00

(unit pricing includes shipping/freight)



**Hickman County Schools
Laptop Bid
Option #3**

HP 250 G7 Notebook

Specifications:

Processor: Intel Core i5, Quad Core, 1.60GHz (8th Generation)

RAM: 8GB

Hard Drive: 256GB Solid State Hard Drive

IO Ports: USB x 3 – HDMI x 1 – Network Port x 1 – Microphone/Headphone Jack x 1

Wireless Compatible

Screen: 15.6" LED LCD 1366 x 768

Operating System: Windows 10 Pro

Warranty: 3 Year Warranty

Included Software:

Microsoft Office Professional Plus 2019

Total Unit Cost: \$849.00

(unit pricing includes shipping/freight)



Services Included in Unit Pricing

- ✚ “White Glove” service to include domain join, asset tag placement, and full system imaging. System imaging to include imaging per direct specification of technology coordinator.
 - ✚ Warranty Support to allow the district to request service from BGCSYSTEMS directly for all warranty needs.
 - ✚ Onsite Delivery, Installation, and trash removal provided by BGCSYSTEMS staff member.
-

Grant Application

Who will oversee this program or project?

Name: Don Qualls

Organization: Hickman County Board of Education

Phone: 931.994.7009

Email: don.qualls@hickmank12.org

(Executive Summary)

List the specific goal you will accomplish from this project.

Hickman County does not have TCAT or community college located in our county. It is challenging to grow a work force through the school system as transportation is difficult for students to obtain industry certifications or EPSO's. Currently partnerships are being developed with local businesses, TCAT's and community colleges to develop a workforce for our county. To provide the educational programming for students, equipment and educational materials will need to be purchased to develop the skilled workforce.

Public Benefit / Impact:

How does this project align with submitted ThreeStar goal(s)?

The primary goal of the Threestar Asset Planning Team was to develop partnerships with local businesses, TCAT's and other higher education institutes to bring training programs to Hickman County to fill the workforce needs of county industry. Advanced manufacturing and health science are the two primary employment needs in Hickman County. St. Thomas Hospital, Tubular Steel, and Lilja are expanding and will need employees to continue to meet their job demands.

How does this project support a current asset?

Currently our schools are ranking higher than other schools in the state and this opportunity would ensure that this trend continues, as well as, improve in areas that need improvement. Communication between students, parents, and teachers has been identified as an area that needs improving through counseling to educate about clear pathways for college and career.

What is the expected employment and economic impact of project completion?

Tubular Steel is projected to hire 65 skilled workers in the next two years. The entry level pay will be \$16.80 per hour/34,944 annual salary which is above the median income for Hickman County. St. Thomas Hospital is expanding in the county and requires a skilled workforce. As a rural hospital it is vital to create a local workforce to maintain a quality staff.

Economic Indicators:**How well does this project impact the identified need?**

Students enroll in high school classes in an established pathway. For the health science field they will receive medical training work based learning credit. They will sit for the state exam to receive CNA certification. Advanced manufacturing students will attend classes and sit for the OSHA 10 certification and precision measurements certificate.

Indicate how this project will impact unemployment, per capita market income, and poverty rate? Describe specifics on these three economic indicators if applicable.

The 2019 higher education county profile ranked Hickman County as 74th in educational attainment in the state. The poverty rate for Hickman County is 19.7% which is 3.0% above the state. Students that are successful in high school and receive training are much more likely to complete programs and be successful in their employment careers.

Metrics – Methods of Measurement:**If the project does not directly impact the above indicators, how will success be measured?**

Program completion, degrees, and certifications will be used to measure the success of the initiative. Data from state including ready graduate and college going rate will be tracked with students that complete the first year of college and re-enroll.

Has a benchmark been identified?

Health science and mechatronics concentrators will be tracked through career technical data including secondary placement. Scholarships and financial support will be tracked to ensure students are successful in their educational path.

Timeline:**Timeline is achievable, detailed and realistic and is based on project completion of 12-18 months.**

Juniors and seniors are encouraged to dual enroll or seek certifications to complete the program during the regular school year.

Partnerships and leveraged resources:**Describe partnerships and any leveraged resources**

TCAT Dickson, Columbia State Community College and Freed Hardeman are all three partnerships that have been established to complete the pathways for students. Instructors from Columbia State and local instructors teach the classes embedded in the regular school day to alleviate the transportation barrier.

Budget Narrative:

Provide a budget narrative that explains how the budget was developed, and specifically how the funds will be spent. Who will be responsible for implementing the project? What are their qualifications and responsibilities?

In developing the budget needs, the following items would enhance the development of the Mechatronics and Health Science programs at each high school. The nursing program requires that students work in the health care industry that electric hospital beds are used and will need to be purchased for student practice. CPR manikins will be needed to address the training for Nursing and EMS. Smaller supplies such as: blood pressure cuffs, tape, gauges, needles, syringes etc. will be needed for training for this program. The mechatronic program needs a Motor Control Learning System (85-MT2) and a Motor Control System (85-MT5). With this purchase more students can work on the industry certified equipment that is required to finish the certification. The high school and post-secondary instructors will work together to assure that the students received the training needed for certification. They are licensed instructors and have been well trained in these areas. The Career/Technical Director for Hickman County Schools will oversee the purchasing and implementing the improvement in these areas. More students being able to complete one of these programs with a industry certification and college credits are the end goal.

Professional fees – any invoices that will include labor, professional consultation, instruction or installation:

Supplies and Materials – items purchased for project that do not include labor, installation or set-up fees AND are under \$5,000 for a single item.

Health Science will need two electric hospital beds at \$3,500.00 apiece. They also need CPR Manikins at \$3,000.00 each. Smaller supplies will be needed for student practice. This total is \$3,000.00. The total for this would be \$16,000.00.

Capital Purchase – items that are \$5,000 or more per a single item.

The mechatronic programs would add two additional pieces of equipment. One would be a Motor Learning System (85-MT2) at \$11,500.00 and a Motor Learning Systems (85-MT5) at \$12,500.00. This will provide essential training that is recommended by our Columbia State Community College instructor. The total for capital purchase would be \$24,000.00

The Grand total for this request is \$40,000.00

Remember, this is a competitive grant; it is critical that you complete this document entirely and tell your story well. Please contact us with any questions.



County: Hickman
Grant Application submission date: 07/18/2019

Grant Application

Grantee Information

Grantee's Legal Name - 'DBA': Hickman Econ. & Comm. Dev. Assoc.

Grantee Administrator's Name: Brenda Brock

Grantee Administrator's Title: Executive Director

Grantee Mailing Address: PO Box 204

City: Centerville

State: TN

Zip: 37033

Phone: 931-994-1328

Mobile: 931-994-1328

Email: brenda@hickmantnecd.com

Focus Area 2 - Lab/Project Based Equipment

Hickman County (410) Public District - FY 2020 - CTE Perkins Reserve Consolidated - Rev 1 - CTE Perkins Reserve

The grant application, including the following questions and the proposed budget, must be completed in ePlan. The deadline for submission in ePlan is May 22.

Check here if you ARE NOT applying for this Focus Area

1. Which 2019-20 CTE program of study is identified for this focus area? Please also list the courses affiliated with this program of study.

The Advanced Manufacturing, Agricultural Engineering & Applied Technologies, Structural Systems, and Automotive Maintenance and Light Repair Programs of Study (POS) will benefit from offering the Precision Measurement Instruments Certification. This certification is aligned with courses the listed below. Once the class is completed most of these students will enter dual credit/enrollment classes offered by TCAT @ Dickson, TCAT @ Hohenwald, or Columbia State Community College. This piece of equipment will be shared by each high school to provide maximum usage by students. East Hickman High School will use the equipment for the first semester, and Hickman County High School will use it the second semester.

Principles of Manufacturing, Mechatronics, Welding, Principles of Agriculture, Fundamentals of Construction, Structural Systems I, and Maintenance and Light Repair III classes will have the opportunity to receive certification in this area at each school with the purchase of this kit. This will further assist these students into becoming "A Ready Graduate."

2. What equipment will be purchased? - Please provide a detailed list.

1. PMICERKIT, student kit with measuring tools and accessories for NC3 Precision Measurement Certification (Twenty students can work on each class period).
2. PMIIVK, instructor verification kit with measuring tools and accessories needed to match curriculum
10 Lab Verification Blocks

Below is a description of what tools will be in the PMICERKIT Wrapped Box:

10 of each: Dial Bore Gauge, Tape Measure, No. 6 Screw Pitch Gauge, Solid Nut Caipler, Screw Pitch Gauge, Steel Protractor, Telecoping Gauge, Steel Rule Depth Gauge, C330-150 150MM Full Flexible Set, Depth Gauge, Combination Set, Thickness Gauge, Rule, Base w/Flexible Post, Sor 4 NOS in Case, Indicator-Dial, Dial Caliper, 150MM Yellow Dial Fitted Plastic Case, Ratchets, Micrometer 0-25MM

3. Provide local/regional data and information showing how the identified program of study is aligned with (a) postsecondary and (b) economic/labor opportunities that will prepare students for high-skill, high-wage, or in-demand occupations.

Hot Careers to 2024 for LWDA 10 shows that jobs will be available in industrial engineering and median salary for these jobs are \$93,811.00. Also, Electricians (\$69,956.00), Machinists (\$39,552.00), and Maintenance and Repair Workers (\$35,388.00) will be strong for this region. The Hickman County Chamber of Commerce indicates that manufacturing is the 2nd leading industry for Hickman County. Tennessee job growth became evident this month when the state was named the No. 1 among U.S. states for advanced industry growth since 2013 according to the Brookings Institute, a widely-respected policy think tank based in Washington D. C. From 2013-2018, Brookings numbers show, Tennessee advanced industry jobs increased by an average of 4.6% annually, a figure that outpaces the national average of 2.46%. Nashville employs about 9% of all the advanced manufacturing jobs in Tennessee. The urban area of Nashville, which is less than an hour away from East Hickman High School and only about an hour away from Hickman County High School, has shown the greatest gains for jobs in advanced industry. Completing this certification and then taking advantage of EPSO's in these Programs of Study will drastically increase the chances of these students of completing these Programs of Studies, and gives them a much better chance of landing one of these high demand/high paying jobs. This could help this county break the cycle of government dependence and become a first generation student that is well trained and highly employable.

4. Based on identified program of study, what efforts have already been undertaken to (a) ensure a successful equipment purchase that will allow (b) the program of study and accompanying course to be implemented during the 2019-20 school year?

(A). Hickman County has developed a partnership with Snap-On Industrial that spans over several years going back to sponsoring East Hickman High School Automotive in building a race car for Drag Race High which aired on the Speed Channel. This is another opportunity to purchase the equipment needed from Snap-On and the necessary training our instructors so that we would be a Certification Partner.

(B). Our schools already have the POS's in place mentioned in question 1. All of our programs mentioned are thriving with strong student participation. The Equipment Grant Funds received in 2017 and 2018 were used to strengthen these programs. Perkins funds have also been used to update equipment in these areas. This would

add another dimension by adding a way for students to become industry certified. We boost some of the most current and safest equipment in these programs. Our plan is to add this certification, along with OSHA 10, for our high school courses. TCAT @ Dickson offers other certifications when our students arrive there. Our school district is committed to providing Industry Certifications opportunities to the students. We feel this is a great way of assuring that our students are leaving with the training and skills that will make them desirable employees when they enter the workforce.

5. Identify strategic partnerships (postsecondary, industry, other districts) already in place who will provide an advantage in implementing the identified program of study.

Our post-secondary partners include TCAT-Dickson, TCAT-Hohenwald, Nashville State-Dickson, Columbia State Community College, and UT Martin. Some of local industries that will partner with us are Tubular Steel-Centerville, Agrana-Centerville, MLEC-Centerville, ECI Defense Systems-Lyles, Lijia-Lyles, Clark Containers-Lyles, Sole Supports-Lyles, War Shocks- Lyles, Eagle I Performance-Lyles, and Bon Aqua Waters-Bon Aqua. Several of these local businesses are within 10 miles of our high schools. Other industries outside of our county that support us are Dal-Tile-Dickson, Tennsco-Dickson, Nissian-Smyrna, and GM-Spring Hill. The skills attained could open doors for our students in the Manufacturing, Metrology Lab, Metal Works, Aerospace, Transportation, and Energy industries. Hickman County has the largest percentage in the state of workers leaving our county each day to go to work. These employees also travel the furthest than anyone else in the state. The average traveling time for a worker leaving Hickman County is over 40 minutes one way. By supplying our county with a ready workforce, industry will be attracted to Hickman County.

6. If other funds will be leveraged to fulfill the purchase of all needed equipment for the identified program of study, including Perkins Basic formula funding, please list: the funding source, what will be purchased using this other source, total amount originating from this other source, how it will complement the program of study and the equipment identified for reserve grant funding.

The total cost of the kit is \$36,700.00. The \$1,700.00 remaining, that is not included in this grant, would come from Perkins funding. This will be our biggest purchase of equipment next year. Other purchases of equipment for CTE will complement this purchase. Perkins funds will be directly impacted by the purchase of the PMI Kit. Students will have 32 hours of direct instruction and have to pass the exam to receive the Industry Certification. After completing this nationally recognized industry certification course, students will be recognized as graduating with "distinction" by attaining a GPA of 3.0 or above. Local funds will be used to keep the student kit in top working condition over the next several years. Also, the cost of ALL future Precision Measurement Industry Certification test for student will complimentary with the purchase of the equipment.

7. What commitments (funding or otherwise) are anticipated by the district to ensure sustainability of the equipment once the reserve grant funds expire? - Please be specific.

The commitments we can make would be to keep the equipment in great shape, replacing items when they need replaced, in a timely manner. It would be housed in our offices and locked up when not in use. The instructors will be required to keep an inventory log on all the pieces that are part of the student kit and instructors verification kit. We will use Perkins, General Purpose, and Local funds to keep this kit supplied with the essential pieces for the kit. Any additional training for using this kit will come from General Purpose and local funds. Another way we can help is in assisting these students is by helping them in making good career choices about the careers that are available now and in the future for these fields. If this kit makes the differences we think it will for our CTE and academic classes, we would look to purchase an additional one in the coming years. We will use this kit in four of our Programs of Studies at each high school. Any decisions regarding this equipment will be made thoughtfully and keep our special population students in mind. This PMI kit will be used ,as much as possible, to draw more interest in our CTE programs and in completing a Program of Study, especially the non-tradition students. Our CTE Advisory Committee and the Business Education Council have recommended this purchase because it helps in so many areas. They are supportive in our efforts to broaden our industry certifications opportunities for our students.

8. How many students will be impacted during the grant year and future years?

200 or about 20% of our High School enrollment

9. Identify and show how you meet one of the below requirements (definitions found in the grant announcement):

- a. Rural areas
- b. Areas with high percentages of CTE concentrators or CTE participants
- c. Areas with high numbers of CTE concentrators or CTE participants, or
- d. Areas with disparities or gaps in performance

Hickman County qualifies for a, b, and c. For Title VI funds criteria for program eligibility- Hickman County is both "rural" (by locale code) and small (by ADA or county population density of < 10 per square mile). Hickman County is "rural" (by locale code) and "low income" (by percentage of children above 20% poverty). The poverty level is 78.3% for qualifying schools. The economically disadvantaged percentage is 37%. Hickman County has over 550 students taking a CTE class. East Hickman High School has almost 300 alone. Hickman County has a percentage over 55% of the students are participating in our CTE programs. East Hickman High School is above 60%. Hickman County is determined to train our students to compete in the future job

market. Precision Measurement training and certification can help prove to potential industry, that Hickman County Schools are dedicated to producing a technically skilled workforce.

Edmentum Contract

Hickman County Schools has contracted with Edmentum (formerly Plato Learning) since 2005 for online curriculum courses. These courses have been used in our credit recovery program and also have been used by teachers to provide differentiated instruction, assessment evaluation and remediation.

The Board needs to approve one of the following:

- One year contract for the 2019-2020 school year - \$33,121.31**
- Three year contract that will run through the 2021-2022 school year**
 - \$98,166.00 (\$32,722.00 annually)**



Misty Shelton
Director of Accountability
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: October 2019

Up for review: 2.100-2.601

- 2.100- Fiscal Management Goals**
- 2.200 Annual Operating Budget**
- 2.201 Line Item Transfer Authority**
- 2.300 State and Federal Aid Eligibility Determination**
- 2.400 Revenues**
- 2.401 Gifts and Bequests**
- 2.402 Investment Earnings**
- 2.403 Personal Property Sales**
- 2.404 School Support Organizations**
- 2.500 Deposit of Funds**
- 2.600 Bonded Employees**
- 2.601 Fundraising Activities**

Up for 1st reading:

1.1061 Boardmanship Code of Ethics- policy has been updated by TSBA and descriptor code has been changed to 1.2021 both are attached

1.901-Charter School Applications- changes to application process and review-recommendations from model policy by TSBA- both policies are attached with recommendations for changes

6.313- Discipline Procedures- 6.300 has been revised to incorporate trauma-informed components. TSBA encourage boards to customize the language to fit within any existing trauma-informed framework utilized in their districts. This impacts policy 6.313 for Hickman County, attached is the policy and recommendations.

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misty.shelton@hickmank12.org

fax 931-729-3834

Up for 2nd reading:

1.406- Minutes-State law has been updated to clarify that board minutes are not required to be mailed. Now, the law uses the term "provide" as opposed to "mail" which more clearly allows for emailing board minutes. We have updated this model policy to reflect that change.

1.804- Alcohol and Drugs in the Workplace- We have received questions about including a definition of "unauthorized drugs" in this policy. TCA 49-5-1003 states that providing these types of drugs to students violates the Teacher Code of Ethics. State law, however, does not define the term "unauthorized drugs". We created a definition to assist in implementing this policy and updated the title for clarity. **Replace with model policy.**

2.403- Surplus Property Sales- Public Chapter 413 raises the threshold for items that may be declared as surplus property. Previously, items had to be less than \$250 in value. The new law raises this threshold to \$500. This new law also removes the requirement that this property be sold within ninety days of being declared surplus property. **Replace with model policy**

2.601 Fundraising Activities and 5.605 Staff Gifts and Solicitations- Per Public Chapter 134, boards may allow district employees to raise funds for noneducational purposes, provided that there is a policy in place allowing for it. If a board does adopt a policy that allows for this to occur, the board is required to pay the cost of an audit by the Comptroller of the Treasury/designee. We updated model policy 2.601 to include this optional language and made minor changes to model policy 5.605 to align with these revisions.

3.202 Emergency Preparedness Plan- State law previously only required high schools to maintain AEDs. Public Chapter 391 expands this requirement to all schools. We have revised our model policy to reflect this change.

4.605 Graduation Requirements- State law previously only required students to take a civics exam before graduating high school. Now, Public Chapter 442 requires that students pass this exam in order to graduate. We have updated our model policy to reflect this change

4.700 Testing Programs- Public Chapter 108 requires LEAs to make interest inventories available to students in either middle school or ninth grade. It also requires LEAs to administer a career aptitude assessment to students in grades seven or eight. We updated this policy to include these requirements.

6.200a-Attendance- Previously, state law allowed students to attend a released time course once per week. Under Public Chapter 272, students are now permitted to attend these courses once per day. The new law also includes provisions regarding how credit for these courses may be awarded. To align with this change, we have updated our alternate version of model policy 6.200 that includes optional provisions that boards may choose to add to their policies.

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6.308 Bus Safety and Conduct- Public Chapter 256 only applies to LEAs that maintain cameras on their school buses. It requires those boards to adopt a policy that establishes a process to allow parents to view photographs or video footage collected from cameras on school buses. The new law also requires the policy to contain provisions on who will supervise the parents while they view the surveillance footage and how long the photographs or video footage will be maintained by the LEA. We have added a provision on this to our existing model policy 6.308.

New Policy 6.506 Students from Military Families- We created this new model policy to house various provisions that apply to students from military families. The provision on excused absences due to military service of the parent/guardian from 6.200 is now located in this model policy. Additionally, we created a new provision based on Public Chapter 138. This new law requires boards to allow students that do not currently reside in the school district to enroll there provided: (1) the student is the dependent child of a service member who is being relocated on military orders and will be a resident of the school district; and (2) the service member provides documentation of these military orders. It also requires each board to establish, via policy, the amount of time within which these students must provide proof of residency.

Thank you in advance for your careful consideration of these policies.

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Current Policy

Hickman County Board of Education			
	Descriptor Term:	Descriptor Code:	Issued Date:
	Boardsmanship Code of Ethics	1.1061	05/06/19
		Rescinds:	Issued:
		1.1061	06/05/2017

1 The board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

4 Section 1. I will at all times think in terms of “children first,” always determining
5 other important things according to how they affect education and
6 training of children.

7 Section 2. I will seek to provide equal educational opportunities for all children
8 regardless of ability, race, color, sex, creed, or location of residence.

9 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

10 Section 1. I will endeavor to appraise fairly both the present and future educational
11 needs of the community and to support improvements as finances permit.

12 Section 2. I will represent at all times the entire school community and refuse to
13 represent special interests or partisan politics.

14 Section 3. I will endeavor to keep the community informed about the progress and
15 needs of the schools.

16 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

17 Section 1. I will support the employment of those persons best qualified to serve as
18 employees and insist on a regular and impartial evaluation of all staff.

19 Section 2. I will support and protect personnel in performance of their duties.

20 Section 3. I will not criticize employees publicly but will make such criticism to the
21 director of schools for investigation and action if necessary.

22 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

23 Section 1. I will recognize that authority rests only with the board in official
24 meetings, and that the individual member has no legal status outside of
25 such meetings.

1 Section 2. I will refuse to make promises as to how I will vote on a matter
2 that will come before the board as a whole.

3 Section 3. I will make decisions only after full discussion of matters at a
4 board meeting.

5 Section 4. I will respect the opinion of other members and will accept the
6 principle of "majority rule."

7 **ARTICLE V. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

8 Section 1. I will support the full administrative authority as well as
9 responsibility for the director of schools to properly discharge all
10 professional duties.

11 Section 2. I will support the director of schools' accountability for working
12 and requiring staff to work within the framework of policies set
13 up by the board.

14 Section 3. I will refer all complaints and concerns to the director of schools.

15 **ARTICLE VI. MY RELATIONS TO MYSELF**

16 Section 1. I will inform myself about my duties and responsibilities and
17 current educational issues by individual study and through
18 participation in programs providing needed information, such as
19 those sponsored by my state and national school boards
20 associations.

21 Section 2. I will avoid being placed in a position of conflict of interest and
22 will refrain from using my board position for personal or partisan
23 gain.

**HICKMAN COUNTY SCHOOL DISTRICT CODE OF ETHICS
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

1
2

3 **Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of
4 the Code of Ethics of this school district. Officials and employees are required to disclose personal
5 interests in matters that affect or would lead a reasonable person to infer that it would affect the
6 exercise of discretion of an official or employee.

7 1. Date of disclosure: _____

8 2. Name of official or employee: _____

9 3. Office and position: _____

10 4. Description of personal interest (describe below in detail):

11 _____
12 Signature of official or employee

13 _____
14 Witness Signature

Replace 1.1061 with this policy.

Click here to choose a school board.			
Monitoring: Review: Annually, in July	Descriptor Term: Boardsmanship Code of Conduct	Descriptor Code: 1.2021	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

The Board adopts these standards as recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our state.

MY RELATIONS TO THE CHILDREN

1. I will at all times think in terms of "children first," always determining how my actions and decisions will affect the education and training of children.
2. I will seek to provide equal educational opportunities for all children.

MY RELATIONS TO MY COMMUNITY

1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.
2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.
3. I will endeavor to keep the community informed about the progress and needs of the schools.
4. I will represent the Board and the school district to the public in such a way as to promote both interest and support.
5. I will refer to other board members, staff, students, and the public with respect when using social media.

MY RELATIONS TO TEACHERS AND PERSONNEL

1. I will support the employment of those best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.
2. I will support and protect personnel in performance of their duties.
3. I will not criticize employees publicly but will express any relevant concerns to the Director of Schools for investigation and action if necessary.

MY RELATIONS WITH OTHER BOARD MEMBERS

1. I will understand that the Board makes decisions as a team and that individual board members may not commit the Board to any action.
2. I will accept the will of the majority vote in all cases and give support to the resulting action.
3. I will work harmoniously with other board members without trying to dominate the Board or neglect my share of the work.
4. I will refuse to make promises as to how I will vote on a matter that will come before the Board.
5. I will make decisions only after a complete discussion of items at a board meeting.

MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

1. I will support the full administrative authority as well as responsibility for the Director of Schools to properly discharge all professional duties.
2. I will hold the Director of Schools accountable for working with staff and requiring them to work within the framework of policies set up by the Board.
3. I will understand that the Board sets the standards for the school district through policy and that board members do not manage the district on a day-to-day basis.
4. I will refer all complaints and concerns to the Director of Schools and abstain from individual counsel and action in regard to staff members.

MY RELATIONS TO MYSELF

1. I will uphold the integrity and independence of the position.
2. I will become familiar with federal and state education laws and school board policies.
3. I will educate myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information.
4. I will continually advocate for the goals of the school district.
5. I will vote and act impartially for the good of the school district.
6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for personal or partisan gain.
7. I will attend all board meetings and become informed concerning the issues to be considered at those meetings.

8. I will model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the Board.

Current Policy

Hickman County Board of Education			
	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 08/05/19
		Rescinds: 1.901	Issued: 11/06/17

1 **SCOPE**

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-
4 13-106(b)(2).

5 **DEFINITION**

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.¹

10 The purposes of charter schools are to:²

- 11 1) Improve learning for all students and close the achievement gap between high and low
12 students;
- 13 2) Provide options for parents to meet educational needs of students in high priority schools;
- 14 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
15 making authority to schools and teachers in exchange for greater responsibility for student
16 performance;
- 17 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
18 reach proficiency on state academic assessments;
- 19 5) Create new professional opportunities for teachers; and
- 20 6) Afford parents substantial meaningful opportunities to participate in the education of their
21 children.
22
23
24
25
26

27 **APPLICATION PROCESS³**

28 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
29 days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin
30 operation as a public charter school.

replace lines 27-11 (un page 2)
with lines 27-20 of model policy page 1

1 A sponsor seeking board approval of an initial charter school application must complete the forms
2 provided by the Tennessee Department of Education. The application must provide all the information
3 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
4 prescribed by law for the formation of a charter school and the proposed charter school will be able to
5 implement a viable program of quality education for its students.

6 Applications must be submitted to the board on or before 4:30 p.m. on April 1 of the year preceding
7 the year in which the proposed charter school plans to begin operation as a public charter school.
8 Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday,
9 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
10 next business day on or before 4:30 p.m. Late applications will not be accepted, without exception.
11 The sponsor shall pay an application fee of \$2,500.00.³

12 REVIEW TEAM

Replace lines 13-19 with lines 22-31 of model policy

13 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
14 applications. The team shall be composed of: members of the administrative staff for the district;
15 community members; and a member of the board. At the board meeting in February each year, the
16 Director of Schools shall make a recommendation to the board of which members of his administrative
17 staff should be appointed to the team. The board shall name the members of the team at its meeting in
18 March of each year. The board shall designate a chairman of the review team as the contact person for
19 answering questions about the application process and receiving applications.

20 The board shall require a procedure for receiving, reviewing and ruling on applications for the
21 establishment of charter schools. The procedure must include a timeline for the application and review
22 process. A copy of the procedure, including the review criteria, shall be available to any interested
23 party upon request.

24 The review team shall:

- 25 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 26
- 27 2) Recommend one of the following options to the board for each application: approve, reject, or
28 reject with stipulations for reconsideration; and
- 29
- 30 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

31 APPROVAL, DENIAL OF APPLICATION⁴

32 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
33 days of receipt of the completed application or the application shall be deemed approved by law. The
34 director of schools shall report the action taken by the board to the department of education.

35 Approval

36 The sponsor of a public charter school that is approved by the board shall enter into a written
37 agreement with the board, which shall be binding on the charter school's governing body. This
38 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In

1 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
2 prescribed by law for the formation of a charter school and the proposed charter school will be and
3 shall include all aspects of the sponsor's approved application as well as any reporting requirements
4 prescribed under state or federal laws.⁵

5 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
6 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
7 whichever is less.⁷

8 Charter schools approved by the board of education are expected to implement the application as
9 submitted and approved. Material variations in operations from the approved application require
10 amendment pursuant to statute and the charter school agreement.

11 The board should not be expected to provide services to charter schools that are not requested during
12 the application process except for those services that are required under state or federal laws. Services
13 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
14 board and charter school shall execute a service contract for any additional services.

15 New public charter school agreements are approved for a ten-year period.⁶ The board may revoke or
16 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
17 122.

18 Denial

19 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
20 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
21 or to approve the amended application or the application shall be deemed approved by law.⁴

22 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
23 final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

Model Policy

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 include the information required by state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
8 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
9 begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
13 law for the formation of a charter school, and the proposed charter school will be able to implement a
14 viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
- 10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) days of receipt of the completed application, or the application shall be deemed approved
15 by law. The Director of Schools shall report the action taken by the Board to the Department of
16 Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to statute and the charter school agreement.

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal laws. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁶ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁷

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to
34 submit an amended application to correct the deficiencies. The Board shall have sixty (60) days either
35 to deny or to approve the amended application, or the application shall be deemed approved by law.⁴

- 4 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

Replace w/ updated model

Hickman County Board of Education

	Descriptor Term:	Descriptor Code: 6.313	Issued Date: 01/07/19
	Discipline Procedures	Rescinds: 6.313	Issued: 11/05/18

1 Students are expected to conform to the rules and regulations of the school system and apply
2 themselves to the learning process.

3 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
4 members of the educational community in the exercise of their rights and duties.¹

5 **MISBEHAVIORS: Level I**

6 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes
7 with the orderly operation of the school, but which can usually be handled by an individual staff
8 member.

9 *Examples* (not an exclusive listing):

10 Classroom disturbances

11 Classroom tardiness

12 Cheating and lying

13 Abusive language

14 Nondefiant failure to do assignments or carry out directions

15 Wearing while on the grounds of a public school during the regular school day, clothing that
16 exposes underwear or body parts in an indecent manner that disrupts the learning environment²
17 Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

19 Immediate intervention by the staff member.

20 Determine what offense was committed and its severity.

21 Determine offender and that he/she understands the nature of the offense.

22 Employ appropriate disciplinary options.

23 Record of the offense and disciplinary action maintained by staff member.

24 *Disciplinary Options:*

25 Verbal reprimand

26 Special Assignment

27 Restricting activities

28 Assigning work details

29 Counseling

30 Withdrawal of privileges

- 1 Issuance of demerits which might affect citizenship or department grades
- 2 Strict supervised study
- 3 Detention
- 4 Corporal punishment
- 5 In-school suspension
- 6 Out-of-school suspension

7 **MISBEHAVIORS: Level II**

- 8 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.
- 9 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of
- 10 others but whose educational consequences are serious enough to require corrective action on the part
- 11 of administrative personnel.

12 *Examples* (not an exclusive listing):

- 13 Continuation of unmodified Level I behaviors
- 14 School or class tardiness
- 15 Use of tobacco in unauthorized areas
- 16 Using forged notes or excuses
- 17 Disruptive classroom behavior
- 18 Harassment (Sexual, Racial, Ethnic, Religious)

19 *Disciplinary Procedures:*

- 20 Student is referred to principal for appropriate disciplinary action.
- 21 Principal meets with student and teacher.
- 22 Principal hears accusation made by teacher, permits student the opportunity of explaining
- 23 his/her conduct, denying it or explaining any mitigating circumstances.
- 24 Principal takes appropriate disciplinary action and notifies teacher of action.
- 25 Record of offense and disciplinary action maintained by principal.

26 *Disciplinary Options:*

- 27 Teacher/schedule change
- 28 Modified probation
- 29 Behavior modification
- 30 Social probation
- 31 Peer counseling
- 32 Referral to outside agency
- 33 In-school suspension
- 34 Transfer
- 35 Detention
- 36 Suspension from school-sponsored activities or from riding school bus
- 37 Corporal punishment
- 38 Restricting school related honors student is otherwise due
- 39 Out-of-school suspension not to exceed ten (10) days.

1 MISBEHAVIORS: Level III

2 Acts directly against persons or property but whose consequences *do not seriously endanger* the health
3 or safety of others in the school.

4 *Examples* (not an exclusive listing):

5 Continuation of unmodified Level I and II behaviors

6 Fighting (simple)

7 Vandalism (minor)

8 Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol

9 Stealing

10 Threats to others

11 Harassment (Sexual, Racial, Ethnic, Religious)

12 *Disciplinary Procedures:*

13 Student is referred to principal for appropriate disciplinary action.

14 Principal meets with student and teacher.

15 Principal hears accusation by accusing party and permits offender the opportunity of explaining
16 conduct.

17 Principal takes appropriate disciplinary action.

3 Principal may refer incident to director of schools and make recommendations for
19 consequences.

20 If student's program is to be changed, adequate notice shall be given to the student and his/her
21 parents of the charges against him, his/her right to appear at a hearing and to be represented by
22 a person of his/her choosing.

23 Any change in school assignment is appealable to the Board.

24 Record of offense and disciplinary action maintained by principal or director of schools.

25 *Disciplinary Options:*

26 In-school suspension

27 Detention

28 Corporal punishment

29 Restitution from loss, damage or stolen property

30 Out-of-school suspension not to exceed ten (10) days

31 Social adjustment classes

32 Transfer

33 Expulsion

34 MISBEHAVIORS: Level IV

35 Acts which result in violence to another's person or property or which *pose a threat* to the safety of
36 others in the school. These acts are so serious that they usually require administrative actions which

1 result in the immediate removal of the student from the school, the intervention of law enforcement
2 authorities and action by the Board.

3 *Examples (not an exclusive listing):*

4 Unmodified Level I, II and III behaviors

5 Death threat (hit list)

6 Bomb threat

7 Extortion

8 Possession/use/transfer of dangerous weapons *

9 Assault that results in bodily injury upon any teacher, principal, administrator, any other
10 employee of the school, or a school resource officer*

11 Aggravated assault*

12 Vandalism

13 Theft/possession/sale of stolen property

14 Arson

15 Possession of unauthorized substances *

16 Use/transfer of unauthorized substances

17 Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

19 Principal confers with appropriate staff members and with the student.

20 Principal hears accusation by accusing party and permits offender opportunity of explaining
21 conduct.

22 Parents are notified.

23 Law enforcement officials are contacted.

24 Incident is reported and recommendations made to the director of schools.

25 Complete and accurate reports are submitted to the director of schools.

26 Student is given hearing before disciplinary hearing authority.

27 *Disciplinary Options*

28 Expulsion

29 Alternative schools

30 Other hearing authority or Board action which results in appropriate placement

31 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
32 by the director of schools on a case-by-case basis.

33 **ADDITIONAL GUIDELINES:**

34 1. A student shall not be suspended solely because charges are pending against him/her in
35 juvenile or other court.

36 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
37 (10) days for the same offense.2

- 1 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
2 grade because of discipline problems except in department or citizenship.
- 3 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
4 of failure to:
- 5 a. pay any activity fee;
- 6 b. pay a library or other school fine; or
- 7 c. make restitution for lost or damaged school property.
- 8 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081

Hickman County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.313	Issued Date:
		Rescinds:	Issued:

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as **positive behavior supports and the pyramid model**. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.² These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:³

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: _restorative practices, multi-tiered systems of support and behavior intervention plans.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances

- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Restorative and Behavior Intervention Plans

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- **Restorative and Behavior Intervention Plans**

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.

- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Restorative and Behavior Intervention Plans

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁵

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- Restorative and Behavior Intervention Plans

* Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081



Misty Shelton
Director of Accountability
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: October 2019

Up for review: 2.100-2.601

- 2.100- Fiscal Management Goals**
- 2.200 Annual Operating Budget**
- 2.201 Line Item Transfer Authority**
- 2.300 State and Federal Aid Eligibility Determination**
- 2.400 Revenues**
- 2.401 Gifts and Bequests**
- 2.402 Investment Earnings**
- 2.403 Personal Property Sales**
- 2.404 School Support Organizations**
- 2.500 Deposit of Funds**
- 2.600 Bonded Employees**
- 2.601 Fundraising Activities**

Up for 1st reading:

1.1061 Boardmanship Code of Ethics- policy has been updated by TSBA and descriptor code has been changed to 1.2021 both are attached

1.901-Charter School Applications- changes to application process and review-recommendations from model policy by TSBA- both policies are attached with recommendations for changes

6.313- Discipline Procedures- 6.300 has been revised to incorporate trauma-informed components. TSBA encourage boards to customize the language to fit within any existing trauma-informed framework utilized in their districts. This impacts policy 6.313 for Hickman County, attached is the policy and recommendations.

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Up for 2nd reading:

1.406- Minutes-State law has been updated to clarify that board minutes are not required to be mailed. Now, the law uses the term "provide" as opposed to "mail" which more clearly allows for emailing board minutes. We have updated this model policy to reflect that change.

1.804- Alcohol and Drugs in the Workplace- We have received questions about including a definition of "unauthorized drugs" in this policy. TCA 49-5-1003 states that providing these types of drugs to students violates the Teacher Code of Ethics. State law, however, does not define the term "unauthorized drugs". We created a definition to assist in implementing this policy and updated the title for clarity. **Replace with model policy.**

2.403- Surplus Property Sales- Public Chapter 413 raises the threshold for items that may be declared as surplus property. Previously, items had to be less than \$250 in value. The new law raises this threshold to \$500. This new law also removes the requirement that this property be sold within ninety days of being declared surplus property. **Replace with model policy**

2.601 Fundraising Activities and 5.605 Staff Gifts and Solicitations- Per Public Chapter 134, boards may allow district employees to raise funds for noneducational purposes, provided that there is a policy in place allowing for it. If a board does adopt a policy that allows for this to occur, the board is required to pay the cost of an audit by the Comptroller of the Treasury/designee. We updated model policy 2.601 to include this optional language and made minor changes to model policy 5.605 to align with these revisions.

3.202 Emergency Preparedness Plan- State law previously only required high schools to maintain AEDs. Public Chapter 391 expands this requirement to all schools. We have revised our model policy to reflect this change.

4.605 Graduation Requirements- State law previously only required students to take a civics exam before graduating high school. Now, Public Chapter 442 requires that students pass this exam in order to graduate. We have updated our model policy to reflect this change

4.700 Testing Programs- Public Chapter 108 requires LEAs to make interest inventories available to students in either middle school or ninth grade. It also requires LEAs to administer a career aptitude assessment to students in grades seven or eight. We updated this policy to include these requirements.

6.200a-Attendance- Previously, state law allowed students to attend a released time course once per week. Under Public Chapter 272, students are now permitted to attend these courses once per day. The new law also includes provisions regarding how credit for these courses may be awarded. To align with this change, we have updated our alternate version of model policy 6.200 that includes optional provisions that boards may choose to add to their policies.

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6.308 Bus Safety and Conduct- Public Chapter 256 only applies to LEAs that maintain cameras on their school buses. It requires those boards to adopt a policy that establishes a process to allow parents to view photographs or video footage collected from cameras on school buses. The new law also requires the policy to contain provisions on who will supervise the parents while they view the surveillance footage and how long the photographs or video footage will be maintained by the LEA. We have added a provision on this to our existing model policy 6.308.

New Policy 6.506 Students from Military Families- We created this new model policy to house various provisions that apply to students from military families. The provision on excused absences due to military service of the parent/guardian from 6.200 is now located in this model policy. Additionally, we created a new provision based on Public Chapter 138. This new law requires boards to allow students that do not currently reside in the school district to enroll there provided: (1) the student is the dependent child of a service member who is being relocated on military orders and will be a resident of the school district; and (2) the service member provides documentation of these military orders. It also requires each board to establish, via policy, the amount of time within which these students must provide proof of residency.

Thank you in advance for your careful consideration of these policies.

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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** **NEW**

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

8

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

$$17 S_{EOC} = \left(\frac{P_{earned}}{P_{possible}} \right)^F \cdot 100\%$$

$$18 F = \frac{\log_{10} \left(\frac{S_{avg}}{100} \right)}{\log_{10} \left(\frac{P_{avg}}{P_{possible}} \right)}$$

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. *

1 Tier I

- 2 1. A conference with the student and the student's parent/guardian;
- 3
- 4 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
- 5 and an attendance officer. The contract shall include:
- 6
- 7 a. A specific description of the school's attendance expectations for the student;
- 8 b. The period for which the contract is effective. The term of the contract must not exceed
- 9 ninety (90) school days or continue beyond the last day of the semester, whichever
- 10 comes first; and
- 11 c. Penalties for additional absences and alleged school offenses, including additional
- 12 disciplinary action and potential referral to juvenile court; and
- 13
- 14 3. Regularly scheduled follow-up meetings to discuss the student's progress.

15 If the student accumulates additional unexcused absences in violation of the attendance contract, in
16 Tier I, he/she shall be subject to Tier II.

17 Tier II

18 An individualized assessment by a school employee of the reasons a student has been absent from
19 school. This may result in referral to counseling, community-based services, or other services to
20 address the student's attendance problems.

21 Tier III

22 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

23 Tier III interventions must include a review of the previous individualized assessment and an amended
24 attendance contract but may also result in further action including but not limited to a review of grades
25 and the discipline record, a referral to restorative justice programs, a referral to community-based
26 services, or a referral to the Department of Children's Services.

27 These interventions shall be determined by a team formed at each school. The interventions shall
28 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director
29 of Schools/designee.

30 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

31 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
32 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
33 absences each school year. No later than seven (7) business days prior to the student's absence, the
34 student shall provide documentation to the school as proof of the student's participation along with a
35 written request for the excused absence from the student's parent/guardian. The request shall include
36 the following:

- 37 1. Student's name and personal identification number;
- 38
- 39 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 Cameras or video cameras may be used to monitor student behavior on school buses transporting
28 students to and from school or extracurricular activities. Photographs and video footage shall be used
29 only to promote the order, safety, and security of students, staff, and property.
30

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

Monitoring: Review: Annually, in January	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Issued Date: 06/05/17
		Rescinds: 2.100	Issued: 08/02/99

1 *General*

2 The Board shall practice sound fiscal management procedures which guarantee maximum use of all
 3 resources provided. The Board assumes responsibility, within its financial capabilities, for providing at
 4 public expense all items of equipment, supplies and services that may be required in the interest of
 5 education in the schools under its jurisdiction.¹

6 In fiscal management, the Board seeks to achieve the following goals:

- 7 1. To engage in advance planning, with broad-based staff and community involvement;
- 8
- 9 2. To establish levels of funding which will provide quality education for the system's students;
- 10
- 11 3. To use the available techniques for budget development and management;
- 12
- 13 4. To provide timely and appropriate information to all staff with fiscal management
 14 responsibilities; and
- 15
- 16 5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll,
 17 payment of vendors and contractors, and all other areas of fiscal management.

Legal References

- 1. TCA 49-3-314(c)(1); Tennessee Internal School Uniform Accounting Policy Manual; Section 4-19

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 06/05/17
		Rescinds: 2.200	Issued: 10/03/16

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with Board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body
- 11 • Staffing arrangements adequate for proposed programs
- 12 • Maintenance of the district's equipment and facilities
- 13 • Efficiency and economy ¹

14 Budget preparation shall be the responsibility of the director of schools and the chairman of the Board.
15 The director of schools will establish procedures for the involvement of staff, including requests from
16 department heads and principals, all of whom shall seek advice and suggestions from other staff and
17 faculty members.

18 The director of schools and the chairman of the Board shall develop a budget preparation calendar no
19 later than February 15 of the current school year.⁴ The calendar shall be used as a guide for coordinating
20 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,
21 and making budget decisions.

1 **HEARING AND REVIEWS**

2 The proposed budget will be available for inspection by various interested citizens or groups in the office
3 of the director of schools.

4 **FINAL ADOPTION PROCEDURE**

5 The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45)
6 days prior to the actual date the budget is to be adopted by the county commissioners.²

7 If the proposed budget is rejected, the board shall submit a revised budget proposal within ten (10)
8 business days after receiving notice of the rejection.⁵

9 Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the
10 Commissioner of Education.³

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. Public Acts of 2016, Chapter No. 1080 (d)(4)
3. TCA 49-2-301(b)(Z); TRR/MS 0520-1-2-.13(2)(a)
4. *See* TCA 49-2-203(a)(10)
5. Public Acts of 2016, Chapter No. 1080 (d)(5)(B)

Cross Reference

Executive Committee 1.301

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Line Item Transfer Authority	Descriptor Code: 2.201	Issued Date: 06/05/17
		Rescinds: 2.201	Issued: 08/02/99

- 1 *Central Office*
- 2 Line-item transfers within major categories shall be made upon the recommendation of the director of
- 3 schools and approval by the Board.
- 4 Transfer between major budget categories shall be made with the approval of the County
- 5 Commission.¹

Legal References

- I. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983); Bandy v. State ex. rel. Sullivan County Board; 186 TN 11, 207 S. W. 2d 1011 (1948)

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: State and Federal Aid Eligibility Determination	Descriptor Code: 2.300	Issued Date: 06/05/17
		Rescinds: 2.300	Issued: 08/02/99

1 *General*

2 In order to ensure comparability of services¹ from local and state funds in all of its schools, the Board
3 shall ensure that:

- 4 1. A systemwide salary schedule is adopted annually;
5
6 2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis
7 according to grade levels and need; and
8
9 3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis
10 according to grade levels and need.

Legal References

1. TCA 49-3-353

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 06/05/17
		Rescinds: 2.400	Issued: 05/05/03

1 *General*

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

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

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax
9 based on the purchase price to the vendor providing the service or item. Resale items not intended to
10 generate a profit shall be determined by the principal.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they
13 were collected. The school shall not require any student to pay a fee to the school for any purpose,
14 except as authorized by the Board. No fees shall be required of any student as a condition to attend the
15 school or use its equipment.³ School fees shall be waived for students who receive free or reduced-
16 price lunches.⁴ No student will be penalized for non-payment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁵

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁶ including textbooks, library books, equipment and buildings. All money collected
23 as fines shall be placed in the systemwide school fund.

24 **TUITION INCOME**

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

1 RENTAL INCOME

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

4 GRANTS

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

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a) ; TCA 49-2-110(b)
4. TCA 49-2-114
5. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-32
6. TCA 37-10-101; 102
7. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-31

Cross References

Student Activity Fund Management 2.900
Non-Resident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Gifts and Bequests</h2>	Descriptor Code: 2.401	Issued Date: 06/05/17
		Rescinds: 2.401	Issued: 08/02/99

1 *General*

2 The director of schools is authorized to accept gifts to the school system and may designate others to
 3 accept gifts for particular schools in behalf of the Board.¹ The Board will officially express
 4 appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

5 In instances where the director of schools or his designee doubts the appropriateness or usefulness of
 6 an offered gift, the gift may be declined or the matter referred to the Board.

7 In accepting gifts and donations, the following guidelines shall be followed:

- 8 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
 9 placed on school premises shall for all intents and purposes be a gift and shall become school
 10 system property subject to the same controls and regulations that govern the use of other
 11 school-owned property.
- 12 2. Contributions of equipment or services that may involve major costs for installation,
 13 maintenance, or initial or continuing financial commitments from school funds shall be
 14 presented by the director of schools' office for Board consideration and approval.
- 15 3. Because of difference in economic resources available to various schools, and for other
 16 reasons, the purchase of equipment on a matching fund basis (part of cost provided by an
 17 individual or organization and part by the Board shall not be encouraged.
- 18 4. Individuals or organizations wanting to contribute supplies or equipment will consult with
 19 school officials about the feasibility of accepting such contributions prior to the solicitation of
 20 funds or the making of budgetary appropriations.
- 21 5. A list of supplies and equipment which have been contributed shall be reported to the Board by
 22 the director of schools' office annually.

Legal References

1. TCA 49-6-2006(a)

Cross References

- Staff Conflict of Interest 5.601
 Staff Gifts and Solicitations 5.605
 Student Gifts 6.710

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Investment Earnings</h2>	Descriptor Code: 2.402	Issued Date: 06/05/17
		Rescinds: 2.402	Issued: 08/02/99

1 *Individual Schools*

2 The building principal, with consent of the director of schools, is authorized to invest excess funds of
 3 the school in savings accounts.¹ Interest earned on general fund accounts shall be credited to general
 4 fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted
 5 account.

6 School food service funds shall be kept separate from other school funds and interest earned on food
 7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts fully protected by sufficient collateral.

Legal References

1. Tennessee Internal School Uniform Accounting Policy Manual; Section 6-1

Cross References

- Deposit of Funds 2.500
 Food Service Management 3.500

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal Property Sales	Descriptor Code: 2.403	Issued Date: 06/05/17
		Rescinds: 2.403	Issued: 04/02/07

1 *General*

- 2 When equipment, books, materials, and other personal property no longer have an intended use by the
3 system or are no longer capable of being used because of condition, the Board shall declare them
4 surplus property and authorize their disposal.¹

Legal References

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4) Education Department General Administration Regulations (EDGAR) 43 Subtitle A Part 80.32 34 CFR 80.3-52

Cross References

Inventories 2.702

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 06/05/17
		Rescinds: 2.404	Issued: 10/06/08

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot, or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.

7 REPORTING AND RECORDS

8 The director or the director's designee shall annually post a list of organizations that are recognized as
9 school support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 PROCEDURES

13 The director shall create procedures to oversee the relationship between the Board and any school
14 support organization. These procedures shall include, at a minimum, the following:

- 15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the director or the director's designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:
 - 19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and,
 - 21 b. An agreement to indemnify the Board, the director and all other agents of the local
22 education agency for the actions of the school support organization.
- 23 2. Prior to entering into any agreement, a school support organization shall submit the following
24 to the director or the director's designee:
 - 25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or foundation;
27
 - 28 b. A written statement of the goals and objectives of the group or organization;
29
 - 30
 - 31
 - 32

- 1 c. The principal contact telephone and address, as well as the telephone number, address, and
2 position of each officer of the group or organization; and,
3
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials, property,
6 securities, services, or other things of value collected or disbursed by it.
- 7 3. The director shall designate a date prior to the beginning of the regular school year for the
8 school support organization to submit a form to the director or the director's designee which
9 verifies the information previously provided by the school support organization is correct or, if
10 the information is no longer correct, that date shall be the deadline for any corrections.
- 11 4. The school support organization shall abide by all applicable Federal, State and local laws,
12 ordinances and regulations in its activities.
- 13 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
14 documentation of its recognition as a nonprofit organization.
- 15 6. The school support organization shall maintain financial records for a period of at least four (4)
16 years.
- 17 7. The school support organization shall operate within the applicable standards and guidelines set
18 by a related state association, if applicable, and shall not promote, encourage or acquiesce in
19 any violation of student or team eligibility requirements, conduct codes or sportsmanship
standards.
- 21 8. The school support organization's officers shall ensure that school support organization funds
22 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
23 organization.
- 24 9. The school support organization shall obtain the approval of the director or the director's
25 designee before undertaking any fundraising activity. The director or the director's designee
26 shall consider, at a minimum, the following when approving or denying a request by a school
27 support organization to engage in a fundraising activity:
- 28 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
29 school district or an individual school within that district; and,
30
- 31 b. Whether the fundraising activity is consistent with the goals and mission of the school or
32 school district.
- 33 10. The school support organization shall provide access to all books, records, and bank account
34 information for the school support organization to officials of the local school board, local
35 school principal, or auditors of the office of the comptroller of the treasury upon request.
- 36 11. A school representative cannot act as a treasurer or bookkeeper for a school support
37 organization, or be a signatory on the checks for a school support organization. A majority of

1 the voting members of any school support organization board should not be composed of
2 school representatives.

3 The director may enact procedures to suspend or revoke the authorization of any school support
4 organization for a failure to abide by the policies and procedures regarding school support
5 organizations.

6 **OPERATION OF A SCHOOL BOOKSTORE**

7 The principal of a school may enter into an agreement with a recognized school support organization
8 for the operation of a bookstore located on school grounds, which makes direct sales to students and
9 faculty, pursuant to procedures promulgated by the director. These procedures shall provide, at a
10 minimum, the following:

- 11 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
12 support of the school; and
- 13 2. The school support organization provides the school with the relevant collection documentation
14 that would have been required pursuant to the provisions of the manual produced under § 49-2-
15 110 for student activity funds.

16 The director may provide such other procedures and forms as he or she deems necessary.

17 **CONCESSIONS AND PARKING**

18 The principal of a school may agree to allow an authorized school support organization to operate and
19 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
20 event on school property without the prior approval of the director or director's designee. Any money
21 payable to the school pursuant to the agreement with the principal will be considered school support
22 group funds and not student activity funds if the school support organization provides the school with
23 the relevant collection documentation required by the student activity funds manual produced by the
24 State.

Legal Reference:

1. Tenn. Code Ann. § 49-2-601, et seq.

Cross Reference:

Appeals To and Appearances Before the Board 1.404

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Deposit of Funds	Descriptor Code: 2.500	Issued Date: 06/05/17
		Rescinds: 2.500	Issued: 08/02/99

1 *Central Office*

2 All income payable to the Board will be deposited with the county trustee, who will credit it to the
3 appropriate account.

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.
7 Deposit slips will be filed along with other permanent records. Each deposit slip must show the
8 various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.¹

9 Monies collected at the building level must be deposited to no more than three bank accounts:

1. General School Fund/Restricted Accounts;
- 11 2. School Food Service; and
- 12 3. Savings.
- 13
- 14

Legal References

1. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-1;
Section 6-1

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date: 06/05/17
		Rescinds: 2.600	Issued: 08/02/99

1 *General*

- 2 The director of schools and all other employees who handle school monies shall be bonded in order to
3 indemnify the school system against the loss of any funds.¹
- 4 The Board shall determine the amount of the bond, giving consideration to the total amount of money
5 and/or property that is handled in each school.²

Legal References

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)
2. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-16

Cross References

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 following
6 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.
- 32
- 33
- 34
- 35
- 36

1 7. Students will not be excused from a regular class to participate in a fundraising activity. No
3 grade in a subject or course will be affected by a student's participation in a fundraising
4 activity.

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.

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)

Cross References

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Football Cheerleading

Proposed fundraising activities: candy bar sale

Purposed Uses of funds raised transportation, basic
Cheer supplies, cold weather gear.

Expected student involvement (school-wide or specific school organization) HCHS Cheerleaders

Method by which school will receive profit cash/checks.

Requested by Tori Hughes/Head coach Date 9-27-19
Name/Title

Approved by [Signature] Date 10/2/19
Principal

Approved by Michelle Givert Date 10/4/19
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.

11

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits-Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising - 4110

Proposed fundraising activities: Eagle Strut

Purposed Uses of funds raised
laptops and instructional materials

Expected student involvement (school-wide or specific school organization) _____

Method by which school will receive profit 100% of donated funds will go to school

Requested by Marcy Adwell principal Date 9-9-19
Name/Title

Approved by Marcy Adwell Date 9-9-19
Principal

Approved by Michelle Hevert Date 9/16/19
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 Graduation Fund

Proposed fundraising activities: 4th annual lip Sync
Battle - Dec. 19th and 20th

Purposed Uses of funds raised
Graduation fund

Expected student involvement (school-wide or specific school organization) Various

Students will participate as an act or
join a teacher act.

Method by which school will receive profit ticket sales from
show \$5⁰⁰ evening show \$2⁰⁰ student show
on 42 day.

Requested by Tracy Poth
Name/Title

Date 9/27/19

Approved by Mukul Beem
Principal

Date 9/27/19

Approved by Michelle Hebert
Director of Schools*

Date 9/30/19

* 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 FCS

Proposed fundraising activities: Selling T-shirts

Purposed Uses of funds raised
Buying Turkeys for Thanksgiving
Food Box

Expected student involvement (school-wide or specific school organization) _____
JUST FCS

Method by which school will receive profit _____
Cash or check

Requested by Robyn Emers Sponsor Date 9-23-19
Name/Title

Approved by [Signature] Date 9-23-19
Principal

Approved by Michelle Hebert Date 9/30/19
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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of 2021

Proposed fundraising activities: Condy Fundraiser to be held on
Oct 1st - ACT Relief day

Purposed Uses of funds raised Junior Class

Expected student involvement (school-wide or specific school organization) _____

School-wide

Method by which school will receive profit Cash

Requested by Robin Castberry - Class of 2021 lead sponsor Date 9-24-2019
Name/Title

Approved by Arnold Bean Date 9-25-19
Principal

Approved by Michelle Helbert Date 9/25/19
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



East Hickman High School
7700 Hwy 7, Lyles, TN 37098
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Spanish Club

Account Number: 705

Proposed fundraising activities: T-Shirt sales (\$12.⁰⁰ ea)

Purposed Uses of funds raised: To pay for bus costs / field trips

Expected Student involvement (school-wide or specific school organization):

30+ Spanish Club + 10-15 Non-members
= 40-45 shirts

Method by which school will receive profit: Cost of shirt < \$10, selling at

Slight profit

Requested by: Scott Angell - Sponsor
Name/Title

9-9-19
Date

Approved by: Mark Beers
Principal

9-9-19
Date

Approved by: Michelle Hebert
Director of Schools*

9/13/19
Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FACS 820

Proposed fundraising activities: Sell lunches to teachers-5
Friday

Purposed Uses of funds raised
Money raised will fund the labs.

Expected student involvement (school-wide or specific school organization) Culinary
Arts II students

Method by which school will receive profit Cash/checks from teachers

Requested by Charlotte Brehms/CA Teacher Date 9/10/19
Name/Title

Approved by [Signature] Date 9/10/19
Principal

Approved by Michael Hewart Date 9/13/19
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 Class of 2023

Proposed fundraising activities: sale of class t-shirts

Purposed Uses of funds raised
class expenses (awards, supplies for homecoming, graduation, etc.)

Expected student involvement (school-wide or specific school organization) _____
freshmen to buy shirts

Method by which school will receive profit t-shirts cost = \$8.00
Will sell shirts for \$10.00 - \$2.00 profit per shirt sold

Requested by Crystal Johnson / Class of 2023 (Freshmen)
Name/Title Sponsor Date 8-6-19

Approved by Michael Boon Date 8-7-19
Principal

Approved by Michelle Helvert Date 8/6/19
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 FFA

Proposed fundraising activities: Meat Sale

Purposed Uses of funds raised To promote FFA and FFA activities

Expected student involvement (school-wide or specific school organization) For all students in Agriculture classes and FFA

Method by which school will receive profit From the sales of items from vendor

Requested by Myles Keogh Williams Date 8/5/19
Name/Title

Approved by Mindul Beem Date 8/6/19
Principal

Approved by Michelle Gilbert Date 8/6/19
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 FFA

Proposed fundraising activities: Plant Sale

Purposed Uses of funds raised TO promote FFA and FFA
activities

Expected student involvement (school-wide or specific school organization) For all
students in Agriculture classes and FFA

Method by which school will receive profit From sales of plants,
and vegetables

Requested by Myles Keogh Williams Date 8/5/19
Name/Title

Approved by Andral Bean Date 8/7/19
Principal

Approved by Michelle Hiber Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of 2022

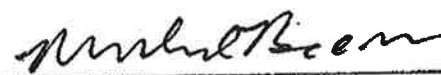
Proposed fundraising activities: Sell of Beef sticks

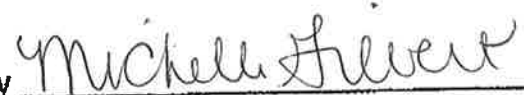
Purposed Uses of funds raised
activities for class of 2022 - including senior trip; graduation; end of year awards;

Expected student involvement (school-wide or specific school organization) School wide

Method by which school will receive profit Beef sticks are purchased using current class funds - cash paid by individuals goes directly into class account.

Requested by Tracy Beth ^{Co lead} class sponsor Date 8/5/19
Name/Title

Approved by  Date 8/5/19
Principal

Approved by  Date 8/6/19
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 Sophomore class 2022

Proposed fundraising activities: T-Shirt sale

Purposed Uses of funds raised

Sophomore class of 2022 activities including
end of year awards; senior trip; graduation;
Necessary supplies for homecoming activities

Expected student involvement (school-wide or specific school organization) Sophomore
Students & adult sponsors

Method by which school will receive profit Money left from cost
of t-shirts ^{ordered} will remain in class account

Requested by Tracy Poth ^{co-lead} ^{sponsor} ₂₀₂₂ Date 8-5-19
Name/Title

Approved by Michael Beem Date 8-5-19
Principal

Approved by Michelle Helvert Date 8/6/19
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 Business Dept.

Proposed fundraising activities: DonorsChoose.org

Purposed Uses of funds raised
Breakout EDU Kit: A kit that creates escape room scenarios and the students have to use content knowledge to "escape".

Expected student involvement (school-wide or specific school organization) None

Method by which school will receive profit Donors Choose will pay for the kit and it will be sent to me.

Requested by Cindi Morgan Date 8-7-19
Name/Title

Approved by Michael Brown Date 8-7-19
Principal

Approved by Michelle Hebert Date 8/9/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer

Proposed fundraising activities: Selling Candy Bars

Purposed Uses of funds raised Referee Fees

Expected student involvement (school-wide or specific school organization) Team Only

Method by which school will receive profit Money

Requested by Wendell Gordon / Coach Date 8-7-19
Name/Title

Approved by Michael Bowen Date 8-7-18
Principal

Approved by Michelle Gilbert Date 8/9/19
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 FCCUA

Proposed fundraising activities: Bake sale at Walmart

Purposed Uses of funds raised
Pay for competition fees and other club activities

Expected student involvement (school-wide or specific school organization) FCCUA
members will sell baked goods at Wal-Mart

Method by which school will receive profit Cash Donations

Requested by Charlotte Boehms/FCCUA Advisor Date 8/6/19
Name/Title

Approved by Michael Brown Date 8/7/19
Principal

Approved by Michelle Helvert Date 8/9/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FCCUA

Proposed fundraising activities: Pancake Breakfast @ Coltons

Purposed Uses of funds raised

Pay for competition fees and club activities

Expected student involvement (school-wide or specific school organization) FCCUA members
will ~~so~~ sell tickets to breakfast

Method by which school will receive profit Cash/check from participants

Requested by Charlotte Boehms/FCCUA Advisor Date 8/6/19
Name/Title

Approved by Arvid Beem Date 8/7/19
Principal

Approved by Michelle Stever Date 8/9/19
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 FACS 820

Proposed fundraising activities: National Banana Pudding Festival
pudding path participant

Purposed Uses of funds raised
Pay for lab supplies

Expected student involvement (school-wide or specific school organization) Culinary
arts students will serve NBPF participants

Method by which school will receive profit Check from NBPF

Requested by Charlotte Boehms/FACS Teacher Date 8/16/19
Name/Title

Approved by [Signature] Date 8/17/19
Principal

Approved by [Signature] Date 8/19/19
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 FACS 820

Proposed fundraising activities: Teacher lunches catered
by culinary arts students

Purposed Uses of funds raised
Pay for lab supplies/equipment

Expected student involvement (school-wide or specific school organization) Culinary
Arts II students

Method by which school will receive profit cash/check

Requested by Charlotte Boehms / FACS Teacher Date 8/6/19
Name/Title

Approved by Michael Boen Date 8/7/19
Principal

Approved by Michelle Stewart Date 8/9/19
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 FACS 820

Proposed fundraising activities: Culinary Arts students will provide iced coffee during Eagle Time for a donation

Purposed Uses of funds raised
Pay for lab supplies

Expected student involvement (school-wide or specific school organization) Culinary Arts students will provide to students school-wide. Coffee will follow healthy snack guidelines

Method by which school will receive profit Cash donations

Requested by Charlette Boehms/FACS Teacher Date 8/6/19
Name/Title

Approved by Amrind Beem Date 8/7/19
Principal

Approved by Michelle Hiver Date 8/9/19
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.



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
1287 E. Grinders Switch Rd., Centerville, TN 37033

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

JANE HERRON
1222 Hwy. 100., Centerville, TN 37033

STEVE GIANAKOS
8792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2688 Hwy 48 N., Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization East Hickman Band Boosters

Proposed Fundraising Activity Bake Sale @ Dickson, Walmart

Date(s) 8-24-19

Location(s) Dickson Walmart

Requested By [Signature] _____
President/Chair of Organization Date

Recommended By [Signature] _____
Principal Date 8-9-19

Approved [Signature] _____
Director of Schools or Designee Date 8/9/19

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****



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
2668 Hwy 48 N., Nunnely, TN 37137

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

**School Support Organization
Request For Fundraising Activities**

Organization East Hickman Band Boosters

Proposed Fundraising Activity Football Concession Stand

Date(s) All home football games

Location(s) East Hickman High School

Requested By [Signature] _____
President/Chair of Organization Date

Recommended By [Signature] _____
Principal Date 8-9-19

Approved [Signature] _____
Director of Schools or Designee Date 8/9/19

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FCCLA

Proposed fundraising activities: Sell eye blacks for
homecoming/ pep rallies

Purposed Uses of funds raised
Pay for competitions/ club activities

Expected student involvement (school-wide or specific school organization) _____

FCCLA members sell to students

Method by which school will receive profit cash from students

Requested by Charlotte Boehms/FCCLA
Name/Title Adviser

Date 8/13-19

Approved by Michael Boen
Principal

Date 8/13-19

Approved by Michelle Gilbert
Director of Schools*

Date 8/14/19

* 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 FFA

Proposed fundraising activities: Fish Fry for Homecoming Football
Game September 13th

Purposed Uses of funds raised To build funds for FFA/Ag
Program

Expected student involvement (school-wide or specific school organization) Ag classes
and FFA

Method by which school will receive profit the sale of Fish, white beans,
bush purpies, and drink

Requested by Myles Williams Date 8/19/19
Name/Title

Approved by Michael Be... Date 8/19/19
Principal

Approved by Michelle Helbert Date 8/19/19
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 Class of 2020

Proposed fundraising activities: Shirt sale

Purposed Uses of funds raised
Class supplies + graduation

Expected student involvement (school-wide or specific school organization) _____

Sr. class only

Method by which school will receive profit ~~at~~ cash or check

Requested by Sheryl Robinson
Name/Title

Date 8-20-19

Approved by [Signature]
Principal

Date 8-21-19

Approved by Michelle Gilbert
Director of Schools*

Date 8/22/19

* 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.



JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

MIKE THOMASSON
105 Hickory Trace, Lyles, TN 37098

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

JACKIE DEITMEN
1811 Deitmen Ln., Nunnely, TN 37137

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

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

Michelle Gilbert
SUPERINTENDENT
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity Business and Individual Sponsorship Banners

Date(s) Ongoing

Location(s) _____

Requested By Pippa Saylor
President/Chair of Organization

Date 8/22/19

Recommended By Mukul Ben
Principal

Date 8/26/19

Approved Michelle Gilbert
Director of Schools or Designee

Date 8/28/19

Not Approved _____
Director of Schools or Designee

Date _____

A signed copy will be mailed to the organization and forwarded to the school



AMY BRYANT
9599 S. Lick Creek Rd., Lyles, TN 37098

JACKIE DEITMEN
1911 Deitmen Ln., Nunnely, TN 37137

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

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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

MIKE THOMASSON
105 Hickory Trace, Lyles, TN 37098

Michelle Gilbert
SUPERINTENDENT
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity Corn Hole Tournament

Date(s) Oct. 26, 2019

Location(s) EHHS Gym

Requested By Pippa Taylor
President/Chair of Organization

Date 8/22/19

Recommended By Mukul Beem
Principal

Date 8/26/19

Approved Michelle Gilbert
Director of Schools or Designee

Date 8/28/19

Not Approved _____
Director of Schools or Designee

Date _____

A signed copy will be mailed to the organization and forwarded to the school



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

JACKIE DEITMEN
1911 Deitmen Ln., Nunnally, TN 37137

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

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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

MIKE THOMASSON
105 Hickory Trace, Lyles, TN 37098

Michelle Gilbert
SUPERINTENDENT
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity T-Shirt Sale

Date(s) Oct. 1st - Nov. 1st

Location(s) _____

Requested By Pippa Saylor
President/Chair of Organization

Date 8/22/19

Recommended By M. Mulder
Principal

Date 8/22/19

Approved Michelle Gilbert
Director of Schools or Designee

Date 8/28/19

Not Approved _____
Director of Schools or Designee

Date _____

A signed copy will be mailed to the organization and forwarded to the school



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

JACKIE DEITMEN
1911 Deitmen Ln., Nunnally, TN 37137

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

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

JEWELL-PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

MIKE THOMASSON
105 Hickory Trace, Lyles, TN 37088

Michelle Gilbert
SUPERINTENDENT
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity 4th - 6th Grade Play Days

Date(s) Nov. 9, Dec. 14, Jan. 11, Jan. 25, Feb. 1

Location(s) EHHS and EHMS Gym

Requested By Pippa Saylor
President/Chair of Organization

Date 8/22/19

Recommended By Michael Tison
Principal

Date 8/22/19

Approved Michelle Gilbert
Director of Schools or Designee

Date 8/28/19

Not Approved _____
Director of Schools or Designee

Date _____

A signed copy will be mailed to the organization and forwarded to the school

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cosmetology

Proposed fundraising activities: Selling of Otis Spunkmeyer
Sept 16-27 Cookie Dough

Purposed Uses of funds raised Supplies for salon

Expected student involvement (school-wide or specific school organization) _____

Cosmetology students

Method by which school will receive profit Students will collect money
we will be invoiced after sales complete

Requested by Emily Cross, Cosmetology Teacher Date 8/23/19
Name/Title

Approved by Michael Bryan Date Aug 27, 19
Principal

Approved by Michelle Hebert Date 8/27/19
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 Cosmetology

Proposed fundraising activities: face painting at Banana Pudding
Oct 5-6 Festival

Purposed Uses of funds raised supplies for class/salon

Expected student involvement (school-wide or specific school organization) _____
Cosmetology students

Method by which school will receive profit cash

Requested by Emily Cross, Cosmetology Date 8/23/19
Name/Title Instructor

Approved by Markel Bean Date 8/27/19
Principal

Approved by Michelle Helvert Date 8/27/19
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 Student Council

Proposed fundraising activities: Homecoming Ceremony, Skit
ticket sales

Purposed Uses of funds raised
funds used to pay Homecoming expenses; any remaining
money used for student rewards / teacher appreciation

Expected student involvement (school-wide or specific school organization) Any
Student in the school may purchase tickets

Method by which school will receive profit \$1⁰² ticket for each activity

Requested by Beth Robinson - Student Date 9-5-19
Name/Title Council sponsor

Approved by [Signature] Date 9-6-19
Principal

Approved by Michelle Hebert Date 9/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Spirit Link Sales during
homecoming week.

Purposed Uses of funds raised
funds used to pay for homecoming expenses; any remaining
money used for student rewards / teacher appreciation

Expected student involvement (school-wide or specific school organization) any
student may purchase ~~from~~ links

Method by which school will receive profit students purchase links @ .10
each or \$1.00 to steal links from another class

Requested by _____
Name/Title

Date _____

Approved by Michael Beem
Principal

Date Sept 6, 2019

Approved by Michelle Hebert
Director of Schools*

Date 9/6/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FACS/FCCUA

Proposed fundraising activities: Concessions @ home coming olympics.

Purposed Uses of funds raised Use for labs and competition costs

Expected student involvement (school-wide or specific school organization) Students in culinary arts and FCCUA will sell concessions to students watching the olympics

Method by which school will receive profit cash donations for food/drinks

Requested by Charlotte Boehms / Teacher / Advisor Date 8/30/19
Name/Title

Approved by Michael Baern Date 9/5/19
Principal

Approved by Michelle Hebert Date 9/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FFA

Proposed fundraising activities: Fruit sale for Christmas

Purposed Uses of funds raised To support FFA and Ag
Activities

Expected student involvement (school-wide or specific school organization) _____
Ag / FFA

Method by which school will receive profit The sale of the fruit

Requested by [Signature] Date 9/18/19
Name/Title

Approved by [Signature] Date 9/18/19
Principal

Approved by [Signature] Date 9/19/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Yearbook

Proposed fundraising activities: Celestial Candle Sale

Purposed Uses of funds raised

Purchase an additional camera and
camera bags for both cameras

Expected student involvement (school-wide or specific school organization) _____

Yearbook students

Method by which school will receive profit All funds collected

will be deposited into our account and
we cut a check for their payment - keeping our
profit.

Requested by Lyndsey Spain Yearbook Date 9/11/19
Name/Title Advisor

Approved by Michael Baum Date 9/11/19
Principal

Approved by Michelle Herbert Date 9/13/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 806 HCHS ELC class

Proposed fundraising activities: School Based Enterprise

Purposed Uses of funds raised
Classroom supplies, Expansion of Enterprise

Expected student involvement (school-wide or specific school organization) ELC Class/ students

Method by which school will receive profit Selling of student made products (ie. cookies, craft products, etc) to students, staff, & community

Requested by Levi Griego ELC Teacher Date 9.20.19
Name/Title

Approved by [Signature] Date ~~9/20~~ 9/20/19
Principal

Approved by Michelle Hiest Date 9/23/19
Director of Schools*

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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

School Support Organization Request For Fundraising Activities

Organization Back of the Net

Proposed Fundraising Activity Bake Sale

Date(s) Oct 5, 2019 and Oct 6, 2019

Location(s) 139 N Central Ave, Centerville TN 37033

Requested By Lorrie O'Guin
President/Chair of Organization

8-1-19
Date

Recommended By Ken D. [Signature]
Principal

9/24/19
Date

Approved Michelle Gilbert
Director of Schools or Designee

9/24/19
Date

Not Approved _____
Director of Schools or Designee

Date

**** A signed copy will be mailed to the organization and forwarded to the school****

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS/HCMS Choir

Proposed fundraising activities: Krispy Kreme Donuts

Purposed Uses of funds raised
to buy tuxedos & dresses in sizes
needed for new members

Expected student involvement (school-wide or specific school organization) 36

Method by which school will receive profit Sellers will collect money
as donuts are ordered - Choir will be invoiced for
amount owed

Requested by Jennifer Lynn - Choir Director Date 8/22/19
Name/Title

Approved by [Signature] Date 8/22/19
Principal

Approved by Michelle Stewart Date 8/23/19
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 Cosmetology

Proposed fundraising activities: facepaint Banana Pudding
Oct 5-6 Festival

Purposed Uses of funds raised

Classroom/Salon supplies

Expected student involvement (school-wide or specific school organization) _____

Cosmetology Students

Method by which school will receive profit Cash on Oct 7

Requested by Emily Clon Cosmetology Date 8/30/19
Name/Title Teacher

Approved by Ken A. Esch Date 8/30/19
Principal

Approved by Michelle Hebert Date 9/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Basketball (G12)

Proposed fundraising activities: Fall Play Day
(Basketball Scrimmages)

Purposed Uses of funds raised General needs / operations for
GB program.

Expected student involvement (school-wide or specific school organization) Girls Basketball Only

Method by which school will receive profit \$ 5 Gate Fee / Concession Stand

Requested by Coach Stanley Date 9/5/19
Name/Title

Approved by Ken D. East Date 9/5/19
Principal

Approved by Michelle Hoover Date 9/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FFA / Agriculture

Proposed fundraising activities: Annual Fruit Sale

Purposed Uses of funds raised Career Development events
State Convention & Consumables for Shop

Expected student involvement (school-wide or specific school organization) FFA / Agriculture
Students

Method by which school will receive profit \$/Box

Requested by Ron Mayberry
Name/Title

Date Sep 26 2019

Approved by Ken D. Edg
Principal

Date 9/26/19

Approved by Michelle Huvent
Director of Schools*

Date 9/30/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FBLA

Proposed fundraising activities: Annual Mum Sale

Purposed Uses of funds raised

FBLA Field Trip, Shirts and Competition

Expected student involvement (school-wide or specific school organization) 10-15 approx.

Method by which school will receive profit Approx. 50% profit on sale of mums through PWP Greenhouses. See attached.

Requested by Becky Cuda, Sponsor Date 8-19-19
Name/Title

Approved by Ken D. Scaf Date 8/19/19
Principal

Approved by Michelle Hebert Date 8/21/19
Director of Schools*

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Michelle Gilbert
Director of Schools
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VANCE WILLIS
2868 Hwy 48 N., Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization FCCLA

Proposed Fundraising Activity Breast Cancer T-shirts

Date(s) August 19 - September 6th, 2019

Location(s) HCHS

Requested By Raven Davidson 8-9-19
President/Chair of Organization Date

Recommended By Ken D. [Signature] 8/9/19
Principal Date

Approved Michelle Gilbert 8/14/19
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

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2868 Hwy 48 N., Nunnely, TN 37137

~~School Support Organization~~
Request For Fundraising Activities

Organization TN Strong

Proposed Fundraising Activity Shirt Sale (Bulldog Family)

Date(s) Aug 19 - Sept 9

Location(s) HCHS

Requested By Jennifer Cooper 9/8/19
President/Chair of Organization Date

Recommended By Ken D. East 8/8/19
Principal Date

Approved Michelle Gilbert 8/9/19
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

** A signed copy will be mailed to the organization and forwarded to the school**

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Volley ball

Proposed fundraising activities: Back to school Bash MO 8/5/19

Alumni game, Coed games, corn hole, etc selling T-shirts + season passes

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 shirts + passer add.

Requested by D Brent Reed Volley ball coach Date 7/30/19
Name/Title

Approved by [Signature] Date 7/30/19
Principal

Approved by Michelle Herbert Date 8/1/19
Director of Schools*

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Hickman County Schools Board Agenda Item Request

Date: 16-Aug-19

Name of School: Hickman County High School

Item Requested: Fundraiser Request

Explanation: HCHS Girls' Soccer Team request permission to host a car wash

at the Farm Bureau at 825 TN-100, Centerville, TN 37033 on 24 August 2019 between

2-5 pm.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Harry Scott Wiley

Signature of Building Principal

Ken D. East

Michelle Gilbert

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CES PE (Tannah Lawson)

Proposed fundraising activities: T-shirt sale
charge for students \$8.00

Purposed Uses of funds raised PE equipment
for the playground

Expected student involvement (school-wide or specific school organization) _____
School wide

Method by which school will receive profit parents will pay
with cash/check

Requested by Tannah Lawson
Name/Title

Date 9/16/19

Approved by Jennifer Hudson
Principal

Date 9/16/19

Approved by Michelle Hebert
Director of Schools*

Date 9/16/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising Account

Proposed fundraising activities: Walk-The-Dawg

Purposed Uses of funds raised
We would like to do some safety updates to the building + buy classroom materials

Expected student involvement (school-wide or specific school organization) _____
School-Wide

Method by which school will receive profit _____
Cash + checks

Requested by Em Cannon Pupil Date Sept. 17th, 2019
Name/Title

Approved by Em Cannon Date Sept 17th, 2019
Principal

Approved by Michelle Huent Date 9/17/19
Director of Schools*

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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 BookFair items

Method by which school will receive profit Purchase books for the
Library or receive check from company

Requested by Rebel W. Snow / Librarian Date 8/2/19
Name/Title

Approved by Reigha Cobble Date 8/2/19
Principal

Approved by Michelle Stewart Date 8/9/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ?

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

Perry, Campbell, Haley, Essam, McCaleb, etc.

Requested by Jana D Capley Name/Title _____ Date 8-2-19

Approved by Reigha Colale Principal _____ Date 8/2/19

Approved by Michelle Siebert Director of Schools* _____ Date 8/7/19

* 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.

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 Juett, Bookkeeper Date 8-2-19
Name/Title

Approved by Deisha Coble Date 8/2/19
Principal

Approved by Michelle Hwert Date 8/9/19
Director of Schools*

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Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Physical Education

Proposed fundraising activities: Teeshirt sale Feb. 1, 2020 – Mar. 15, 2020

Purposed Uses of funds raised Buy Field day and P.E. equipment

Expected student involvement (school-wide or specific school organization) Schoolwide

Method by which school will receive profit we will use a purchase order to pay for shirts at cost.

Requested by [Signature] Physical Educator Date 7/31/19
Name/Title

Approved by [Signature] Leigha Colde Date 8/6/19
Principal

Approved by [Signature] Michelle Helvert Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHES Fundraising

Proposed fundraising activities: Mums + Sons - Mother and sons date/dance. Families will pay flat fee to come to a dance for sons & Mother figures.

Purposed Uses of funds raised Updating and purchasing playground equipment.

Expected student involvement (school-wide or specific school organization) _____

whole community

Method by which school will receive profit Cash or check

Requested by Angela Campbell / Teacher Date 8-5-19
Name/Title

Approved by Leigha Coble Date 8-5-19
Principal

Approved by Michelle Stewart Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHS Fundraising

Proposed fundraising activities: Breakfast w/ Santa

+ Canvas Art sell. Families will pay a set amount to eat pancakes w/ Santa + get a picture.

Purposed Uses of funds raised
updating and purchasing playground equipment.

Expected student involvement (school-wide or specific school organization) _____

Whole Community

Method by which school will receive profit Cash or check

Requested by Angela Campbell / Teacher Date 8-5-19
Name/Title

Approved by Leigha Colde Date 8-5-19
Principal

Approved by Michelle Gilbert Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHES Fundraising

Proposed fundraising activities: Spirit item sell-

we will have school spirit items for
sell at all events.

Purposed Uses of funds raised
updating and purchasing
playground equipment.

Expected student involvement (school-wide or specific school organization) _____

whole county

Method by which school will receive profit Cash or Check

Requested by Angela Campbell/Teacher Date 8-5-19
Name/Title

Approved by Leigha Colde Date 8-5-19
Principal

Approved by Michelle Hebert Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Math Club

Proposed fundraising activities: Candy sales - Old fashion
Candy Company

Purposed Uses of funds raised
State math competition entry fees -
travel - field trip

Expected student involvement (school-wide or specific school organization) _____
Math Club students (approx. 20-25)

Method by which school will receive profit Cash or check

Requested by Jennifer Clendenen
Name/Title math club
Chair

Date 9/6/19

Approved by [Signature]
Principal

Date 9/13/19

Approved by Michelle Hewitt
Director of Schools*

Date 9/16/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised Referee fees

Expected student involvement (school-wide or specific school organization) _____

Team Only

Method by which school will receive profit Cash & Check

Requested by Wendell Gordon Coach Date 8-15-19
Name/Title

Approved by Bryan Ogli Date 8/16/19
Principal

Approved by Michelle Hebert Date 8/19/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHMS GOLF

Proposed fundraising activities: GOLF TOURNAMENT AT CENTERVILLE

MUNICIPAL WITH EHMS GOLF TEAM ON 10/26/19

Purposed Uses of funds raised
GOLF UNIFORMS, GOLF BAGS, PRACTICE EQUIPMENT + FEES

Expected student involvement (school-wide or specific school organization) _____

EHMS + EHMS GOLF TEAMS

Method by which school will receive profit CHECK / CASH

Requested by Preston Hall / HEAD GOLF COACH Date 8/19/19
Name/Title

Approved by Bryan Angeli Date 8/19/19
Principal

Approved by Michelle Hebert Date 8/23/19
Director of Schools*

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Fundraiser Request

The activity sponsor is to complete the fundraiser request form and submit it to the building principal.

Fundraising Activity: "Books R Fun" and other book sales

Activity Fund/Account Name: Library

Activity sponsor: Shannon Nolen

Proposed fundraising activity: To sale books to teachers/staff only

Purposed uses of funds raised: Obtain free books + materials for library/school

Expected student involvement (school-wide or specific school organization): - none -

Length of project: The company usually comes in 3 times a year.

Method by which school will receive profit: % of sales in free items

Requested by:	<u>Shannon Nolen</u> <small>Sponsor's Name & Title</small>	<u>8/7/19</u> <small>Date</small>
	<u>Brya Ayle</u> <small>Principal</small>	<u>8/7/19</u> <small>Date</small>
	<u>Michelle Helvert</u> <small>Director of Schools</small>	<u>8/9/19</u> <small>Date</small>

The Director of Schools must approve all fundraising activities that involve the participation of the general school population in the marketing process of the fundraising effort.

Fundraiser Summary Report

The following section is to be completed at the conclusion of the project.

Total Collections \$ _____

Less Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Less Intended Purchases with

fundraiser Profit \$ _____

Difference \$ _____

Explain the intended disposition of balance (disposition of excess proceeds or a change in authorized purpose must be approved by the Director of Schools)

Completed by:	_____	_____
	<small>Sponsor's Name & Title</small>	<small>Date</small>
	_____	_____
	<small>Principal/Bookkeeper</small>	<small>Date</small>
	_____	_____
	<small>Director of Schools</small>	<small>Date</small>

Fundraiser Request

The activity sponsor is to complete the fundraiser request form and submit it to the building principal.

Fundraising Activity: Bookstore

Activity Fund/Account Name: Bookstore

Activity sponsor: Shannon Nolen

Proposed fundraising activity: Selling school supplies, materials, novelties, ect.

Purposed uses of funds raised: books, materials, supplies + technology

Expected student involvement (school-wide or specific school organization): 7:30 to 7:55 library helpers

Length of project: all year

Method by which school will receive profit: profits from sale

Requested by:

<u>Shannon Nolen</u> Sponsor's Name & Title	<u>8/7/19</u> Date
<u>Bryalyn</u> Principal	<u>8/7/19</u> Date
<u>Michelle Stewart</u> Director of Schools	<u>8/9/19</u> Date

The Director of Schools must approve all fundraising activities that involve the participation of the general school population in the marketing process of the fundraising effort.

Fundraiser Summary Report

The following section is to be completed at the conclusion of the project.

Total Collections \$ _____

Less Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Less Intended Purchases with
fundraiser Profit \$ _____

Difference \$ _____

Explain the intended disposition of balance (disposition of excess proceeds or a change in authorized purpose must be approved by the Director of Schools)

Completed by:

_____	_____
Sponsor's Name & Title	Date
_____	_____
Principal/Bookkeeper	Date
_____	_____
Director of Schools	Date

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Library

Proposed fundraising activities: Book Fair

Purposed Uses of funds raised Library supplies +
materials

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit Scholastic Dollars
or cash

Requested by Kathy Brown, LMS Date 9-24-19
Name/Title

Approved by [Signature] Date 9-24-19
Principal

Approved by Michelle Helbert Date 9/25/19
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 HCMS Baseball

Proposed fundraising activities: Boston Butt Sale

Purposed Uses of funds raised
overseed the field, game balls, bat, chalk,
mule mix, brick dust, fertilize

Expected student involvement (school-wide or specific school organization) Baseball
players taking orders

Method by which school will receive profit check + cash

Requested by Tony Rodor Date 9/23/19
Name/Title

Approved by Ina S. Shry Date 9-23-19
Principal

Approved by Michael Hebert Date 9/23/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCM5 Softball

Proposed fundraising activities: Selling Butter Braid

Frozen Pastry Dough

Purposed Uses of funds raised

Jersey's and Bases replacement

↑

* We are applying for a grant for jerseys, but may need fundraiser to assist in purchase.

Expected student involvement (school-wide or specific school organization) _____

members of softball team

Method by which school will receive profit Currency

Requested by Daniel Poff
Name/Title

Date 9/20/19

Approved by Uma S. Shepper
Principal

Date 9/22/19

Approved by Michelle Hewitt
Director of Schools*

Date 9/23/19

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta Club

Proposed fundraising activities: Popsicle Sale

Purposed Uses of funds raised
Community Service activities,
Beta Convention

Expected student involvement (school-wide or specific school organization) School Wide

Method by which school will receive profit Sell popsicles for
\$1.00

Requested by Kassi Holloway Date 8/6/19
Name/Title

Approved by Ima S. Shugg Date 8-6-19
Principal

Approved by Michelle Hewitt Date 8/8/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer, Cross Country, Golf, Football, Volleyball

Proposed fundraising activities: selling t-shirts for all
fall sports - homecoming

Purposed Uses of funds raised

fundraiser for all fall sports that sell the shirts to be
divided equally

Expected student involvement (school-wide or specific school organization) _____

School-wide

Method by which school will receive profit purchase shirts from Jones + Lang -
sell for \$12⁰⁰ a shirt

Requested by Tammy Worley Cross Country
Jennifer Brewer Girls Soccer Date 7/30/19
Name/Title Coach

Approved by Ima S. Huggins Date 8-4-19
Principal

Approved by Michele Hebert Date 8/6/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Golf

Proposed fundraising activities: Golf skills day at Golf Course
August 28 3:00-5:00 pm

Purposed Uses of funds raised
Future Purchases of uniforms and equipment

Expected student involvement (school-wide or specific school organization) Centerville
Intermediate School - Craig & I go to PE classes to garner
interest & hand out forms.

Method by which school will receive profit CIS students bring form
back to school signed with \$10.

Requested by Zach Bentley/Golf Coach Date 8-6-19
Name/Title

Approved by [Signature] Date 8-6-19
Principal

Approved by [Signature] Date 8/8/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 8th Grade

Proposed fundraising activities: stay after for the 1st home football game.

Purposed Uses of funds raised Help pay for Chamber Theatre Production + Transportation

Expected student involvement (school-wide or specific school organization) 8th grade students

Method by which school will receive profit Currency

Requested by Shelby Owens / Teacher Date 8-7-19
Name/Title

Approved by Jina S. Huggins Date 8-7-19
Principal

Approved by Michelle Helvert Date 8/9/19
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 HCMS Instruction

Proposed fundraising activities: Annual "Spike Hike" - Friday,
Sept. 27, 2019

Purposed Uses of funds raised

Funds will be used for instructional supplies.

Expected student involvement (school-wide or specific school organization) _____

School-wide (those that wish to participate)

Method by which school will receive profit Currency

Requested by Ima S. Shippen Date 8-27-19
Name/Title

Approved by [Signature] Date 8-27-19
Principal

Approved by Michelle Helvert Date 8/28/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Concessions during WIN time (Reward hour every 3 weeks)

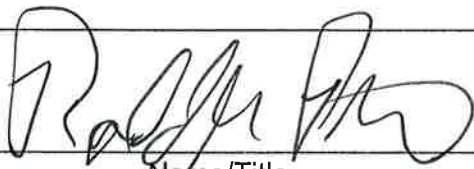
Purposed Uses of funds raised


Rewards for Students/Teachers


Expected student involvement (school-wide or specific school organization) _____

School-wide

Method by which school will receive profit Currency

Requested by  Date 8-29-19
Name/Title

Approved by  Date 8-29-19
Principal

Approved by  Date 9/5/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCM's Choir

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised To purchase needed sizes of choir dresses & tuxedos. (1) How many do you need? (3) app. \$300.00

Expected student involvement (school-wide or specific school organization) 36 choir students

Method by which school will receive profit Money will be collected at time customer orders - choir will be billed

Requested by Jennifer Lynn - Choir Director Date 8-22-19
Name/Title

Approved by Ima S. Shug Date 8-28-19
Principal

Approved by Michelle Gilbert Date 8/28/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Hickman County Middle School

Proposed fundraising activities: Stay After school to go to homecoming game. Concession Stands.

Purposed Uses of funds raised Instruction (7th grade fundraiser)

Expected student involvement (school-wide or specific school organization) Whole School. 6-8 grades.

Method by which school will receive profit Students will pay \$5.00 to stay. Concession Stand profit.

Requested by Kassi Holley Date 9/10/19
Name/Title

Approved by Ima S. Jupp Date 9-11-19
Principal

Approved by Michelle Helvert Date 9/13/19
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cross Country + Beta + Golf

Proposed fundraising activities: Selling haunted woods tickets

Purposed Uses of funds raised

CC- uniforms, membership/post season fees

Beta- Community Service projects & Convention cost.

Golf- Uniforms, Equipment, Fees

Expected student involvement (school-wide or specific school organization) _____

Specific students Cross Country + Beta + Golf

Method by which school will receive profit The owner will give

\$5 per ticket sold

Requested by Tammy Worley Zach Bentley Date 9-19-19
Cross Country Coach Name/Title Golf

Approved by Jina S. Hughes Kassi Holloway Date 9-19-19
Principal Beta

Approved by _____ Date _____
Director of Schools*

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denied due to Board policy
5.601. Michelle Gilbert 9/20/19

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name East Hickman High School Golf

Proposed fundraising activities: Golf Tournament at Centerville

Municipal with EHMS Golf Team on 10/26/19

Purposed Uses of funds raised
- Golf Uniforms, Bags, equipment
and fees.

Expected student involvement (school-wide or specific school organization) _____
EHMS and EHMS Teams

Method by which school will receive profit check/cash

Requested by Maqs Steph Wilkes Date 9/30/19
Name/Title

Approved by Michael Beem Date 9/30/19
Principal

Approved by Michelle Hebert Date 10/1/19
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



East Hickman High School
7700 Hwy 7, Lyles, TN 37098
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name HOSA

Account Number _____

Proposed fundraising activities: Face Painting at Banana Pudding

First Oct 5th 6th

Purposed Uses of funds raised: Supplies for class

Expected Student involvement (school-wide or specific school organization): HOSA students

With Cosmetology Students

Method by which school will receive profit: Cash

Requested by: Bonnie Kelley
Name/Title

10/1/19
Date

Approved by: Michael Bean
Principal

10/1/19
Date

Approved by: Michelle Hebert
Director of Schools*

10/3/19
Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ~~Elementary~~ Field Trip

Proposed fundraising activities: Dodgeball Tournament

Purposed Uses of funds raised
ELA field trip to watch a play
(offset cost of field trip)

Expected student involvement (school-wide or specific school organization) _____
student wide

Method by which school will receive profit Currency

Requested by Christi Carter Date 9-27-19
Name/Title

Approved by Ana S. Huggins Date 9-27-19
Principal

Approved by Michelle Albert Date 9/30/19
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.