

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---March 7, 2022

The Hickman county Board of Education met on March 7, 2022, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of February 7, 2022 Regular Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Communications to the Board

Director's Report

Financial Report

ESSER Updates

Items Requiring Board Action

Trip Requests

EHHS FFA

HCHS FFA

Budget Amendments

Laptop Bid

Approval of Vehicle Transition

Approval of Architect Selection

2022-2023 Attendance Zones

Revised Board Policy 5.701 (2nd Reading)

Revised Board Policy 6.313 (2nd Reading)

Board Policy Review 3.100--3.220

COVID-19 Updated Protocols

Announcements

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---March 7, 2022

Adjourn

Monday, February 7, 2022  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, February 7, 2022, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Steve Gianakos, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis. Ron Gammons was absent from the meeting.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the board meeting on December 6, 2021. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve the minutes from the special called board meeting held on January 18, 2022. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 4-2, with Tim Hobbs and Vance Willis passing on the motion, due to being absent from the meeting.

Vance Willis made a motion to amend the agenda to include Sale of Parcel of Land at East Hickman Elementary School under Items Requiring Board Action, Item K. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the amended agenda. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, February 7, 2022, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of December 6, 2021 Regular Board Meeting Minutes
- V. Approval of January 18, 2022 Special Called Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month
    - 1. December 2021--Vance Willis
    - 2. January 2022--Amy Bryant
    - 3. February 2022--Jim Hudgins
  - B. SCOPE Conference Students and Chaperones--Director of Schools
- VII. Communications to the Board
  - A. TSBA OPEB Quarterly Statement--Board Chair
  - B. Director's Report--Director of Schools
  - C. Financial Report--Business Officer
  - D. ESSER Updates--ESSER Manager
  - E. Final Audit Contract--Director of Schools

- F. 2022-2023 Budget Calendar--Director of Schools
- VIII. Items Requiring Board Action
  - A. Trip Requests
    - 1. HCHS JROTC--Sponsor and Students
    - 2. EHHS FCCLA--Sponsor and Students
    - 3. EHHS FBLA--Sponsor and Students
    - 4. EHHS HOSA--Sponsor and Students
  - B. Event Requests
    - 1. EHHS Prom--Sponsor and Students
    - 2. HCHS Prom--Sponsor and Students
    - 3. HCHS JROTC--Sponsor and Students
    - 4. HCHS Boys Soccer--Coach and Players
  - C. Budget Amendments--Business Officer
  - D. Amended Fund Balance--Director of Schools
  - E. ESSER Public Health and Safety Plan--Director of Schools
  - F. Federal Grants Update--Director of Schools
  - G. School Bus Bid--Transportation Director
  - H. Revised Board Policy 5.701(1st Reading)--Director of Schools
  - I. Revised Board Policy 6.313 (1st Reading)--Director of Accountability
  - J. Board Policy Review 2.100-2.804--Director of Accountability
  - K. Sale of Parcel of Land at EHES--Director of Schools
- XI. Announcements
- XII. Adjourn

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

Vance Willis recognized Col. Charles Price as December 2021 Employee of the Month.

Amy Bryant recognized Tara Rhea as January 2022 Employee of the Month.

Jim Hudgins recognized Bert Buchler as February 2022 Employee of the Month.

The students and chaperones representing Hickman County at the SCOPE Conference were recognized: Sgt. Scott Riley, Beth Robinson, Maleah Pinnix, Anna Breece, Hailie Tilley, and Nicole Voelz.

Jim Hudgins made a motion to accept the TSBA OPEB quarterly statement. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to accept the Director's Report. Tim Hobbs seconded the motion.

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: January 25, 2022  
 RE: February Director's Report

**Leave of Absence**

Professional

Michael Beem  
 Todd Collins  
 Charles Thompson

FMLA (January 11, 2022-February 8, 2022)  
 FMLA (December 15, 2022-January 31, 2022)  
 FMLA (January 3, 2022-January 31, 2022)

Kendra Mayberry  
Allie Sue Hughes  
Support Staff

FMLA (March 7, 2022-May 13, 2022)  
FMLA (February 7, 2022-April 29, 2022)

**Hiring**

Professional  
Brandy Mayberry  
Ben Bentley\*  
Barry Jones  
Lori Lanham  
Support Staff  
Anna Spears  
Tiwana Booker

CES Special Education Teacher  
HCHS Teacher  
HCHS Teacher  
HCHS Teacher  
  
CIS Special Education Assistant  
CIS Special Education Assistant

**Resignation**

Professional  
Melissa Istre  
Lynne Anderson  
Jessica Cook  
Support Staff

HCHS Teacher  
CES Special Education Teacher  
EHMS Teacher

**Retirement**

Professional  
Support Staff

**Transfers**

Professional  
Support Staff  
Hope Clark  
Stephanie Bodine  
McKensy Patrick

EHES Full Time Sp Ed Assistant to Part-Time  
EHES Part-Time Sp Ed Assistant to Full Time  
EHES Part-Time SP Ed Assistant to Full Time

**Appointment**

Professional  
Support Staff  
Tommy McClanahan  
Noah Nicholson

HCMS Volunteer Assistant Softball Coach  
HCMS Volunteer Assistant Softball Coach and  
Baseball Coach

**Open Positions**

1 Secondary Personal Finance/ Economics Position  
2 Secondary Math Positions  
2 Secondary Science Positions  
1 Spanish Position  
1 Special Education Position  
1 Speech Language Position  
1 Behavior Support Position  
Bus Drivers

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

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

Tim Hobbs made a motion to accept the financial report. Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to accept the ESSER Update Report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept the completed audit contract that was approved to enter into in August. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept the budget calendar and utilize our March work session, April work session, and April 18, 2022, if needed for the 2022-2023 schools budget, with final approval scheduled for the May 2022 regular board meeting. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve two JROTC trip requests on 3/12/22 to Fort Knox, KY, for competition and from June 2-June 6, 2022, to Greeneville, KY, for JROTC leadership challenge. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve an overnight trip request from March 16-18, 2022, to Gatlinburg, TN, for EHHS FCCLA to attend competition. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve an overnight trip request from April 3-6, 2022, to Chattanooga, TN, for EHHS FBLA to attend the state conference. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve an overnight trip request from March 28-30, 2022, to Knoxville, TN, for EHHS HOSA to attend state competition. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve an overnight trip request from April 7-8, 2022, to Louisville, KY, for EHHS Culinary Arts to attend Sullivan University visit to a culinary program. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the EHHS prom to be held at EHHS on Saturday, April 30, 2022, from 7:00 p.m.-11:00 p.m. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve the HCHS prom to be held at HCHS on Saturday, April 30, 2022, from 7:00 p.m.-11:00 p.m. Amy Bryant seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the HCHS JROTC Military Ball to be held on Saturday, March 26, 2022, from 5:00 p.m.-9:00 p.m. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the request to hold a soccer game during the school day between HCHS and EHHS at 1:00 p.m. on March 25, 2022. The soccer game will be held at HCHS. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve budget amendments 18-23. Jim Hudgins seconded the motion.

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

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approve the amended funded balance from the 2020-2021 completed audit. 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 6-0-0, with one absent.

Steve Gianakos made a motion to approve the ESSER Health and Safety Plan, as is required every 6 months. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the revised updates made in ePlan to the federal grants in TN All Corps, ESSER planning, and ESSER grants. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve the purchase of four school buses with seat belts at \$108,389 each from the bid submitted by Central States. Vance Willis seconded the motion.

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

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Steve Gianakos made a motion to approve revised board policy 5.701 on first reading with an additional review from TSBA. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve revised board policy 6.313 on first reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the review of board policies 2.100-2.804. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to decline the request to sell the parcel of land at the East Hickman Elementary School campus since the parcel is not for sale. 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 6-0-0, with one absent.

An announcement was made that the board would meet in a work session on Monday, February 28, 2022, at 6:00 p.m. in the library at East Hickman Middle School.

An announcement was made that the EHHS/HCHS basketball game would be played at HCHS on Tuesday, February 8, 2022, at 6:00 p.m.

The meeting was adjourned at 7:50 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

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- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of February 7, 2022 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month--Tim Hobbs
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Manager
- VIII. Items Requiring Board Action
  - A. Trip Requests
    1. EHHS FFA--Sponsor and Students
    2. HCHS FFA--Sponsor and Students
  - B. Budget Amendments--Business Officer
  - C. Laptop Bid--Technology Director
  - D. Approval of Vehicle Transition--Coordinated School Health
  - E. Approval of Architect Selection--Director of Schools
  - F. 2022-2023 Attendance Zones--Director of Schools
  - G. Revised Board Policy 5.701(2nd Reading)--Director of Schools
  - H. Revised Board Policy 6.313 (2nd Reading)--Director of Accountability
  - I. Board Policy Review 3.100--3.220 --Director of Accountability
  - J. COVID-19 Updated Protocols--Director of Schools
- IX. Announcements
- X. Adjourn



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

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: February 28, 2022  
RE: March Director's Report

**Leave of Absence**

Professional  
Shannon Nolen

January 22-March 3, 2022

Support Staff

**Hiring**

Professional  
Scott Underwood

ALC Teacher

Support Staff  
Gia Lawrence  
Leah Brewer  
Makayla Fernandez  
Savannah James  
Carole Loveless  
Christine Ragsdale  
Tonda Gainey  
Harry Marlin  
Harper Shelton  
Racheal Wheeler  
Madelyn True  
Rebekah Manor

CIS Part-Time Assistant  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Food Service

**Resignation**

Professional  
Bailey Ingram  
Samuel Shewbart  
Laura Harris  
Laura Love

EHES Teacher  
EHES Teacher  
HCMS Teacher  
EHES Teacher

Support Staff  
Courtney Bates Goins  
Christie Carter  
Tammy Worley

Food Service  
HCMS Volleyball Coach  
HCMS Cross Country Coach

Jennifer Brewer

HCMS Girls Soccer Coach

**Retirement**

Professional  
Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Support Staff

David Floyd

Brian Buttrey

EHMS Volunteer Softball Coach

HCHS Softball

**Open Positions**

1 Secondary Personal Finance/ Economics Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

141	General Purpose School	Account	Description	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
				Budget Estimate	Actual			Actual	Actual	
<b>Revenues</b>										
40110		Current Property Tax	2,953,439.00	(2,849,756.86)	96.49 %	246,119.92	(1,182,543.53)		480.47 %	
40120		Trustee's Collections - Prior Year	80,000.00	(51,361.77)	64.20 %	6,666.67	(11,265.00)		168.98 %	
40125		Trustee's Collections - Bankruptcy	0.00	(1,383.84)	0.00 %	0.00	(182.36)		0.00 %	
40130		Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(20,443.60)	45.43 %	3,750.00	0.00		0.00 %	
40140		Interest And Penalty	21,000.00	(7,078.16)	33.71 %	1,750.00	(1,961.61)		112.09 %	
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,212.43)	55.31 %	333.33	(274.38)		82.31 %	
40162		Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00		0.00 %	
40210		Local Option Sales Tax	2,100,000.00	(1,540,349.52)	73.35 %	175,000.00	(257,666.67)		147.24 %	
40270		Business Tax	30,000.00	(12,943.88)	43.15 %	2,500.00	(2,588.04)		103.52 %	
41110		Marriage Licenses	1,300.00	(703.00)	54.08 %	108.33	(57.00)		52.62 %	
43517		Tuition - Other	2,000.00	(2,600.00)	130.00 %	166.67	0.00		0.00 %	
43570		Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	0.00		0.00 %	
43582		Community Service Fees - Adults	200.00	(38.00)	19.00 %	16.67	(3.00)		18.00 %	
44120		Lease/Rentals	1,000.00	(8,374.16)	837.42 %	83.33	0.00		0.00 %	
44170		Miscellaneous Refunds	30,000.00	(454.90)	1.52 %	2,500.00	(100.00)		4.00 %	
44530		Sale Of Equipment	10,000.00	(11,729.10)	117.29 %	833.33	0.00		0.00 %	
44560		Damages Recovered From Individuals	3,000.00	(650.00)	21.67 %	250.00	0.00		0.00 %	
44570		Contributions & Gifts	15,000.00	(14,910.94)	99.41 %	1,250.00	0.00		0.00 %	
46511		Basic Education Program	22,770,000.00	(16,119,514.87)	70.79 %	1,897,500.00	(2,302,787.84)		121.36 %	
46515		Early Childhood Education	417,796.00	(179,577.61)	42.98 %	34,816.33	(4,163.67)		11.96 %	
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	240,000.00	0.00	0.00 %	20,000.00	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	(29,611.66)	50.00 %	4,935.25	0.00		0.00 %	
46610		Career Ladder Program	50,000.00	(26,538.64)	53.08 %	4,166.67	0.00		0.00 %	
46851		State Revenue Sharing -T.V.A.	240,000.00	(100,505.52)	41.88 %	20,000.00	0.00		0.00 %	
46981		Safe Schools	86,560.00	(0.30)	0.00 %	7,213.33	0.00		0.00 %	
46990		Other State Revenues	15,000.00	(5,046.06)	33.64 %	1,250.00	0.00		0.00 %	
47640		Rotc Reimbursement	70,000.00	(42,622.89)	60.89 %	5,833.33	(7,219.95)		123.77 %	
48990		Other	52,000.00	(19,800.00)	38.08 %	4,333.33	(17,800.00)		410.77 %	
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 %	
<b>Total Revenues</b>				<b>(21,056,876.32)</b>	<b>71.40 %</b>	<b>2,457,459.83</b>	<b>(3,788,613.05)</b>		<b>154.17 %</b>	
<b>Expenditures</b>										
71100		Regular Instruction Program	(14,601,004.00)	9,338,172.89	63.96 %	(1,216,750.33)	1,297,144.19		106.61 %	
71150		Alternative Instruction Program	(180,671.00)	94,318.24	52.20 %	(15,055.92)	18,488.60		122.80 %	

Account	Description	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
141	General Purpose School					
71200	Special Education Program	(3,194,103.00)	1,469,419.42	(266,175.25)	215,112.03	80.82 %
71300	Career and Technical Education	(1,260,256.00)	528,201.42	(105,021.33)	64,938.85	61.83 %
72110	Attendance	(175,970.00)	53,633.57	(14,664.17)	2,981.80	20.33 %
72120	Health Services	(386,008.00)	213,988.53	(32,167.33)	27,456.94	85.36 %
72130	Other Student Support	(1,020,144.00)	499,841.82	(85,012.00)	61,191.16	71.98 %
72210	Regular Instruction Program	(1,347,034.00)	599,826.93	(112,252.83)	88,383.21	78.74 %
72220	Special Education Program	(121,505.00)	58,419.31	(10,125.42)	6,915.52	68.30 %
72230	Career and Technical Education	(112,411.00)	70,088.87	(9,367.58)	8,787.90	93.81 %
72250	Technology	(339,567.00)	245,913.83	(28,297.25)	18,629.07	65.83 %
72290	Other Programs	(35,000.00)	19,010.57	(2,916.67)	996.05	34.15 %
72310	Board Of Education	(669,913.00)	396,948.64	(55,826.08)	37,523.77	67.22 %
72320	Director Of Schools	(292,764.00)	176,603.39	(24,397.00)	18,016.02	73.85 %
72410	Office Of The Principal	(1,853,785.00)	887,609.83	(154,482.08)	108,516.69	70.25 %
72510	Fiscal Services	(45,000.00)	45,000.00	(3,750.00)	45,000.00	1,200.00 %
72610	Operation Of Plant	(2,380,500.00)	1,359,323.98	(198,375.00)	166,322.46	83.84 %
72620	Maintenance Of Plant	(1,185,022.00)	682,912.86	(98,751.83)	57,158.03	57.88 %
72710	Transportation	(2,372,457.00)	1,330,161.53	(197,704.75)	511,778.61	258.86 %
72810	Central And Other	(257,500.00)	28,059.99	(21,458.33)	1,027.23	4.79 %
73100	Food Service	(35,604.00)	0.00	(2,967.00)	0.00	0.00 %
73300	Community Services	(132,316.00)	62,331.51	(11,026.33)	9,096.07	82.49 %
73400	Early Childhood Education	(473,041.00)	174,942.93	(39,420.08)	23,611.26	59.90 %
76100	Regular Capital Outlay	(450,000.00)	249,291.00	(37,500.00)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	163,284.00	(13,750.00)	163,284.00	1,187.52 %
<b>Total</b>	<b>Expenditures</b>	<b>(33,086,575.00)</b>	<b>18,747,305.06</b>	<b>(2,757,214.58)</b>	<b>2,952,359.46</b>	<b>107.08 %</b>
<b>Total 141</b>	General Purpose School	<b>(3,597,057.00)</b>	<b>(2,309,571.26)</b>	<b>(299,754.75)</b>	<b>(836,253.59)</b>	<b>-278.98</b>

Account	Description	Year-To-Date		Month-To-Date		% of Budget	% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>142</b>	School Federal Projects						
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00 %	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	109,612.01	(55,751.26)	50.86 %	0.00 %	9,134.33	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,186,253.19	(573,258.94)	48.33 %	74.10 %	98,854.43	74.10 %
47143	Special Education - Grants To States	1,038,457.86	(364,239.23)	35.08 %	58.25 %	86,538.16	58.25 %
47145	Special Education Preschool Grants	38,311.92	0.00	0.00 %	0.00 %	3,192.66	0.00 %
47146	English Language Acquisition Grants	163,325.97	(17,142.16)	10.50 %	0.00 %	13,610.50	0.00 %
47148	Rural Education	136,635.33	(16,156.95)	11.82 %	0.00 %	11,386.28	0.00 %
47189	Eisenhower Prof Development State	189,897.40	(77,656.18)	40.89 %	69.07 %	15,824.78	69.07 %
47301	COVID-19 Grant #1	256,012.87	(59,360.84)	23.19 %	0.00 %	21,334.41	0.00 %
47307	COVID-19 Grant B	2,601,712.86	0.00	0.00 %	0.00 %	216,809.41	0.00 %
47309	COVID-19 Grant D	208,000.00	(86,000.00)	41.35 %	0.00 %	17,333.33	0.00 %
47401	American Rescue Plan Act Grant #1	8,171,426.08	(30,189.34)	0.37 %	0.00 %	680,952.17	0.00 %
47402	American Rescue Plan Act Grant #2	202,505.77	0.00	0.00 %	0.00 %	16,875.48	0.00 %
47403	American Rescue Plan Act Grant #3	13,501.22	0.00	0.00 %	0.00 %	1,125.10	0.00 %
47404	American Rescue Plan Act Grant #4	36,654.70	0.00	0.00 %	0.00 %	3,054.56	0.00 %
47590	Other Federal Through State	333,914.58	(149,355.26)	44.73 %	66.46 %	27,826.22	66.46 %
<b>Total Revenues</b>		<b>14,686,221.76</b>	<b>(1,429,110.16)</b>	<b>9.73 %</b>	<b>12.51 %</b>	<b>1,223,851.81</b>	<b>12.51 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(4,819,256.65)	683,829.71	14.19 %	29.72 %	(401,604.72)	29.72 %
71150	Alternative Instruction Program	(75,000.00)	0.00	0.00 %	0.00 %	(6,250.00)	0.00 %
71200	Special Education Program	(1,047,982.45)	254,740.51	24.31 %	40.29 %	(87,331.87)	40.29 %
71300	Career and Technical Education	(86,956.81)	41,901.01	48.19 %	42.99 %	(7,246.40)	42.99 %
72110	Attendance	(100,000.00)	0.00	0.00 %	0.00 %	(8,333.33)	0.00 %
72120	Health Services	(52,500.00)	0.00	0.00 %	0.00 %	(4,375.00)	0.00 %
72130	Other Student Support	(733,299.86)	231,806.19	31.61 %	75.18 %	(61,108.32)	75.18 %
72210	Regular Instruction Program	(1,662,093.13)	259,355.95	15.60 %	33.74 %	(138,507.76)	33.74 %
72220	Special Education Program	(560,140.90)	171,223.43	30.57 %	56.71 %	(46,678.41)	56.71 %
72230	Career and Technical Education	(2,527.20)	0.00	0.00 %	0.00 %	(210.60)	0.00 %
72250	Technology	(255,000.00)	75,523.90	29.62 %	0.00 %	(21,250.00)	0.00 %
72610	Operation Of Plant	(2,050,548.17)	23,720.00	1.16 %	8.76 %	(170,879.01)	8.76 %
72710	Transportation	(3,000.00)	0.00	0.00 %	0.00 %	(250.00)	0.00 %
73100	Food Service	(219,416.80)	0.00	0.00 %	0.00 %	(18,284.73)	0.00 %
76100	Regular Capital Outlay	(3,008,003.58)	0.00	0.00 %	0.00 %	(250,666.97)	0.00 %
99100	Transfers Out	(10,496.21)	0.00	0.00 %	0.00 %	(874.68)	0.00 %
<b>Total Expenditures</b>		<b>(14,686,221.76)</b>	<b>1,742,100.70</b>	<b>11.86 %</b>	<b>23.84 %</b>	<b>(1,223,851.81)</b>	<b>23.84 %</b>
<b>Total 142</b>	School Federal Projects	<b>0.00</b>	<b>312,990.54</b>	<b>100.00 %</b>	<b>0.00 %</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 142</b>		<b>0.00</b>	<b>312,990.54</b>	<b>100.00 %</b>	<b>0.00 %</b>	<b>0.00</b>	<b>0.00 %</b>

143	Central Cafeteria	Account	Description	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
				Budget Estimate	Actual			Actual	Actual	
<b>Revenues</b>										
43521			Lunch Payments - Children	0.00	1,698.38	0.00 %	0.00	0.00	0.00 %	
43522			Lunch Payments - Adults	75,000.00	(18,152.22)	24.20 %	6,250.00	0.00	0.00 %	
43523			Income From Breakfast	10,000.00	(313.08)	3.13 %	833.33	0.00	0.00 %	
43525			A La Carte Sales	175,000.00	(88,674.48)	50.67 %	14,583.33	0.00	0.00 %	
43570			Receipts From Individual Schools	0.00	(21,000.00)	0.00 %	0.00	(21,000.00)	0.00 %	
44110			Investment Income	200.00	(75.49)	37.75 %	16.67	(12.03)	72.18 %	
44170			Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
44530			Sale Of Equipment	0.00	(9.00)	0.00 %	0.00	0.00	0.00 %	
47111			USDA School Lunch Program	1,340,000.00	(1,120,165.71)	83.59 %	111,666.67	(153,519.00)	137.48 %	
47113			Breakfast	560,000.00	(375,580.82)	67.07 %	46,666.67	(48,080.48)	103.03 %	
47114			USDA - Other	15,000.00	(30,312.26)	202.08 %	1,250.00	(1,352.00)	108.16 %	
			<b>Total Revenues</b>	<b>2,175,200.00</b>	<b>(1,652,584.68)</b>	<b>75.97 %</b>	<b>181,266.67</b>	<b>(223,963.51)</b>	<b>123.55 %</b>	
<b>Expenditures</b>										
73100			Food Service	(2,175,200.00)	1,575,221.12	72.42 %	(181,266.67)	201,399.61	111.11 %	
			<b>Total Expenditures</b>	<b>(2,175,200.00)</b>	<b>1,575,221.12</b>	<b>72.42 %</b>	<b>(181,266.67)</b>	<b>201,399.61</b>	<b>111.11 %</b>	
<b>Total</b>	<b>143</b>		Central Cafeteria	<b>0.00</b>	<b>(77,363.56)</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(22,563.90)</b>	<b>0.00 %</b>	



Debbie Breece <debbie.breece@hickmank12.org>

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**Re: East Hickman FFA**

1 message

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**Myles Williams** <myles.williams@hickmank12.org>  
To: Debbie Breece <debbie.breece@hickmank12.org>

Mon, Feb 7, 2022 at 11:11 AM

 Board Permission

Myles Keogh Williams  
East Hickman High School Agriculture  
Work Based Learning Coordinator  
FFA Advisor and Golf Coach

On Thu, Feb 3, 2022 at 10:58 AM Myles Williams <myles.williams@hickmank12.org> wrote:  
Will do. Thank You  
Myles Keogh Williams  
East Hickman High School Agriculture  
Work Based Learning Coordinator  
FFA Advisor and Golf Coach

On Thu, Feb 3, 2022 at 10:28 AM Debbie Breece <debbie.breece@hickmank12.org> wrote:  
The March board meeting will be on March 7. Please submit your agenda request and I will make sure you're on the next agenda.

THANKS

Debbie Breece, Administrative Assistant  
Hickman County Board of Education  
115 Murphree Avenue  
Centerville, TN 37033  
Email - Debbie.Breece@hickmank12.org  
Phone - 931-729-3391 Ext. 0  
Fax - 931-729-3834



East Hickman Agriculture and FFA

The EHHS FFA / Agriculture students will be participating in the FFA State Convention in Gatlinburg, Tennessee on March 27th through March 30th 2022. Students will be provided transportation by school van. We will depart from school at 12:00 p.m on Sunday and return at approximately 4:00 p.m. on Wednesday. Please find below a tentative schedule for the Convention.

- 1) Location        Gatlinburg, Tennessee
- 2) Dates            March 27th - 30th, 2022
- 3) Students Attending
  - a) Carson Mathis        Emily Brooks
  - b) Baylor Neely         Summer Merritt
  - c) Dylan Furkins        Katelynn Collier
- 4) Itinerary (Sunday)
  - a) Leave East Hickman High School at 12:00 pm
  - b) Arrive in Gatlinburg, TN at approximately 5:00 pm
  - c) Check in to the hotel and pick up Convention Packets.
  - d) Dinner and Bed
- 5) Itinerary (Monday)
  - a) Attend first General Session (9:00am to 1:00pm)
  - b) Lunch (1:00 am to 1:30 pm)
  - c) Attend Second General Session (1:30 pm to 4:00 pm)
  - d) Walk Gatlinburg, Dinner, and Bed
- 6) Itinerary (Tuesday)
  - a) Breakfast (9:00 am)
  - b) Attend fifth General Session (1:30pm to 4:00pm)
    - i) Carson will attend State Degree Practice
  - c) Late lunch, hotel to get ready for State Degree Ceremony (4:00 pm to 6:30pm)
  - d) Attend Sixth General Session (6:30 pm to 8:00 pm)
    - i) Caron will receive a state degree.
  - e) Dinner and Bed
- 7) Itinerary (Wednesday)
  - a) Breakfast at 9:00
  - b) Check out of the hotel at 10:00 and come home.
  - c) Arrive at East Hickman at approx 4:00 pm

\_\_\_\_\_ has my permission to attend.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Daytime phone number

## Tennessee FFA State Convention

- 1) Location      Gatlinburg, Tennessee
- 2) Dates          March 27th - 30th, 2022
- 3) Students Attending
  - a) Carson Mathis              Emily Brooks
  - b) Baylor Neely                Summer Merritt
  - c) Dylan Furkins                Katelynn Collier
- 4) Itinerary (Sunday)
  - a) Leave East Hickman High School at 12:00 pm
  - b) Arrive in Gatlinburg, TN at approximately 5:00 pm
  - c) Check in to the hotel and pick up Convention Packets.
  - d) Dinner and Bed
- 5) Itinerary (Monday)
  - a) Attend first General Session (9:00am to 1:00pm)
  - b) Lunch (1:00 am to 1:30 pm)
  - c) Attend Second General Session (1:30 pm to 4:00 pm)
  - d) Walk Gatlinburg, Dinner, and Bed
- 6) Itinerary (Tuesday)
  - a) Breakfast (9:00 am)
  - b) Attend fifth General Session (1:30pm to 4:00pm)
    - i) Carson will attend State Degree Practice
  - c) Late lunch, hotel to get ready for State Degree Ceremony (4:00 pm to 6:30pm)
  - d) Attend Sixth General Session (6:30 pm to 8:00 pm)
    - i) Caron will receive a state degree.
  - e) Dinner and Bed
- 7) Itinerary (Wednesday)
  - a) Breakfast at 9:00
  - b) Check out of the hotel at 10:00 and come home.
  - c) Arrive at East Hickman at approx 4:00 pm

### **8) What to Say, Board Meeting May 3, 2021 at 7:00pm**

- a) We are asking permission to attend the FFA State Convention in Gatlinburg, TN from Sunday March 27, 2022 until Wednesday March 30, 2022. The reason for this is for Carson Mathis to receive his state degree and to reward those that have worked hard for EHHS FFA.**

9) Money Requested

- a) Hotel Room (Paid by school district)
  - i) 3 rooms (Teacher, Boys, Girls)
    - (1) Approx 250 per room.
    - (2) 3 rooms for 3 nights \$2500.00
- b) School Van Price?
  - i) Gas 2 tanks at \$100.00 per tank \$200.00
- c) Each student should bring at least \$300.00 for the stay. Below is an estimated breakdown of money needed.
  - i) Meals
    - (1) Breakfast 3 meals at \$20.00 per meal \$60.00
    - (2) Lunch 3 meals at \$20.00 per meal \$60.00
    - (3) Dinner 3 meals at \$20.00 per meal \$60.00
  - ii) Gatlinburg Fun Rides, shows, T-shirts, Ect \$100.00

10) Hotel

- a) Courtyard by Marriott Gatlinburg Downtown
  - i) Phone = 865 436 2008



Hickman County Schools Board Agenda Item Request

Date: March 27-30

Name of School: Hickman High School

Item Request: Permission to attend Tennessee State Convention

Explanation:

4 members of the Hickman FFA chapter have been  
awarded their state degree, and would like to receive  
them at State Convention. Overnight trip  
Gatlinburg

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal or Director of Schools:

[Handwritten Signature]

Hickman County Board of Education  
 Budget Amendment No. 20  
 Federal Programs (142)  
 February 7, 2022

71100 - 189	- 909	Other Salaries & Wages	\$ 12,500.00	
71100 - 201	- 909	Social Security	775.00	
71100 - 204	- 909	State Retirement	1,287.50	
71100 - 212	- 909	Employer Medicare	181.25	
71100 - 499	- 909	Other Supplies & Materials	256.25	
71200 - 189	- 909	Other Salaries & Wages	\$ 9,000.00	
71200 - 201	- 909	Social Security	558.00	
71200 - 204	- 909	State Retirement	927.00	
71200 - 212	- 909	Employer Medicare	130.50	
71200 - 499	- 909	Other Supplies & Materials	17,389.82	
71200 - 725	- 909	Special Education Equip	17,646.07	
72220 - 189	- 909	Other Salaries & Wages	3,500.00	
72220 - 201	- 909	Social Security	217.00	
72220 - 204	- 909	State Retirement	360.50	
72220 - 212	- 909	Employer Medicare	50.75	
72220 - 312	- 909	Contracts w/Private Agcy	65,000.00	
72220 - 399	- 909	Other Contracted Svc	65,000.00	
		<b>TOTALS</b>	<u>\$ 97,389.82</u>	<u>\$ 97,389.82</u>

To bring ARP IDEA into agreement with approved ePlan budget

Approved:



Amy Brvant

Attest:



Michelle Gilbert

**Hickman County Board of Education**  
**Budget Amendment No. 24**  
**Federal Programs (142)**  
**March 7, 2022**

Account	Description	Debit	Credit	Justification
71200 - 429 - - 919	Instructional Supplies	8,000.00		ARP IDEA PreK
71200 - 399 - - 919	Special Education Equip		8,000.00	
72130 - 399 - - 964	Other Contracted Svc	6,500.00		Attendance to National Mental Health Well Being Conference
72130 - 599 - - 964	Other Charges	4,083.00		
72130 - 355 - - 964	Travel		6,483.00	
72130 - 524 - - 964			4,100.00	
	TOTALS	<u>\$ 18,583.00</u>	<u>\$ 18,583.00</u>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

**Hickman County Board of Education**  
**Budget Amendment No. 25**  
 General Purpose (141)  
 March 7, 2022

Account	Description	Debit	Credit	Justification
72710 - 146 -	Bus Drivers	15,556.00		To cover increased cost for
72710 - 442 -	Propane	12,000.00		
72710 - 729 -	Transportation Equip		27,556.00	
72120 - 735 -	Health Equipment	1,500.00		To cover increase in travel exp for Health Services Personnel
72120 - 355 -	Travel		1,500.00	
72210 - 189 -	Other Salaries & Wages	500.00		To cover exp in excess of line item
72210 - 399 -	Other Contracted Svc		500.00	
72250 - 499 -	Other Supplies	1,050.00		To cover exp in excess of line item
72250 - 399 -	Other Contracted Svc		1,050.00	
	<b>TOTALS</b>	<b>\$ 30,606.00</b>	<b>\$ 30,606.00</b>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

**Hickman County Board of Education**  
**Budget Amendment No. 26**  
**General Purpose (141)**  
**March 7, 2022**

Account	Description	Debit	Credit	Justification
48990 - - 72320 - 599 - SS	Other Revenue Other Charges	17,800.00	17,800.00	U Trust Grant
	<b>TOTALS</b>	<u>\$ 17,800.00</u>	<u>\$ 17,800.00</u>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**



## Invitation To Bid

The Hickman County Finance Office is accepting bids for Laptops.

Bid specifications are online at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal)

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

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

Bids will be opened on Tuesday, February 22, 2022 at 10:00 a.m. in the Finance Office.

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

Present Penny Mayberry  
Mindy Weems

3 bids Rec'd

System Liquidation, Inc

Trafera

Seven Shopper

Please see attached for pricing.



@ Trafera.com  
2550 University Ave W Ste 315-S  
Saint Paul, MN 55114  
(651) 888-7922

02/17/2022

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

## Laptops

To Brad Gilbert and Whom It May Concern,

### Introduction

Please accept our enclosed proposal for your *Laptops* request for quotes. Trafera is an industry leader in innovative computing solutions for schools and government agencies. In January 2021, FireFly Computers and Trinity3 Technology united as Trafera to provide the educational technology market with the latest and greatest Chromebooks and classroom technology. With over 18 years of combined experience, we bring you even better prices, greater product availability, and a wider range of products and services, all without sacrificing the fast, personalized service you deserve.

We currently do business with over 3,400 school districts and organizations across all 50 US states. Trafera is a Google for Education Premier Partner and one of the top 3 vendors of Google Chrome products worldwide. We are also an HP Power Partner and HP Authorized Services Provider.

Our team has become experts in making technology deployments painless, and we focus on providing knowledgeable, end-to-end customer support and service options to save you time, effort, and money. By offering the right technology with the right support, we drive student achievement toward a bright future.

### Trafera Account Manager

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



**Your Trafera Account Manager:**

**Haley Koerner, Senior Account Manager**

612-326-1810 (direct)

1-855-862-5120 x 2104 (toll-free)

651-888-7916 (fax)

[haley.koerner@trafera.com](mailto:haley.koerner@trafera.com)

Proposal Overview

We are proposing the recertified HP ZBook 15 G4 Mobile Workstation with our 3-Year Trafera Platinum Warranty. All products are brand new, and free FOB destination shipping with liftgate service is included. Our pricing will be valid through June 30, 2022, for additional purchases as needed.

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

Product Specifications

**HP ZBook 15 G4 Mobile Workstation**

- Intel i7 Processor
- 16GB RAM
- 512GB SSD storage
- 15.6" HD display (1920x1080)
- 720p webcam
- HDMI and headphone port
- Integrated AMD Radeon Pro WX Graphics
- Long-lasting battery with fast-charging capability
- Upgraded security modules

Trafera Platinum Warranty

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

- Shipping, Logistics, and Receiving costs both ways
- \$0.00 Deductible
- Device repair of hardware failure by Trafera Technicians



- Delivery of Individual Parts for Self-Repair
- Unlimited Accidental Damage Protection claims
- Protection against theft or loss
- 3-Year Battery coverage for Chromebooks (1 replacement per device)
- Spare Parts locker on-site
- Stylus/EMR Pen/Apple Pencil coverage (1 claim per device)

As an HP Authorized Services Provider, Trafera can handle all your repairs in-house throughout the life of your devices. We make submitting warranty claims easy, just contact Trafera by toll-free phone (855-862-5120), email ([support@trafera.com](mailto:support@trafera.com)), or web (<https://www.trafera.com/get-support/>).

#### FREE Trafera TRAILS

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

#### Resources for Success

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

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

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

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

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

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



Conclusion

We hope we've helped show you that our proposal provides the very best solution for your upcoming technology purchase. Please let us know if we can send any additional information or answer any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Nikki Levin".

Nikki Levin

Sr. VP of Operations, Trafera LLC



<b>Bill to</b> <b>Hickman County School System</b> Centerville TN 37033 United States  <b>Estimate No:</b> None	<b>Ship to</b>	<b>Quote Details</b> Created: February 14, 2022 Expiration: June 30, 2022 Created by: Haley Koerner haley.koerner@trafera.com
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**Contract**  
None

**Products & Services**

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
ZBOOK 15 G4 CAM I7 7G 16G 512G SSD 4G VC	HP Zbook 15 G4 Refurb 2.8Ghz i7 7700HQ quad core/w hyperthreading 16GB RAM M.2 512GB SSD AMD Radeon Pro WX 4150 4GB 15.6" 1080P Wireless AC 8265 M.2/Bluetooth No Optical 3x USB 3.0 2x USB C w/thunderbolt HDMI 3.5mm audio Webcam 90WH 9 Cell battery		50	\$629.00	\$31,450.00
Trafera LTR Warranty - Platinum ADP - 3 Year - Unlimited Accidental Damage Protection Claims - Free Shipping Both Ways			50	\$0.00	\$0.00
Lift Gate on Truck			1	\$0.00	\$0.00
				<b>Subtotal</b>	\$31,450.00
				<b>Tax</b>	\$0.00
				<b>Total</b>	<b>\$31,450.00</b>
				<b>Net Terms</b>	<b>None</b>

**Comments**  
\*Once stock runs out on this model we are unable to supply more at this price.

**Terms and Conditions**  
This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from

the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Haley Koerner**

haley.koerner@trafera.com



**Trafera**

2550 University Ave W, Suite 315 - S

St. Paul MN 55114

United States

# HP ZBook 15 G4 Mobile Workstation



Portable powerhouse

We built desktop workstation power, performance and expandability into a device designed for the road. Made for mobile creative and design professionals with the most demanding projects, where compromise is simply not an option.



HP recommends Windows 10 Pro for business

## Discover gravity defying performance

- Made for the most demanding workloads, the HP ZBook 15 is used by NASA to help push the boundaries of science and discovery on the International Space Station. Imagine what it could do for you.

## Extreme power. Impressive expandability.

- Designed for your most demanding workloads, our HP ZBook 15 is engineered with the latest Intel® Xeon® processors<sup>2</sup>, NVIDIA® Quadro® or AMD Radeon™ Pro graphics, up to 3 TB of storage<sup>3</sup> and dual Thunderbolt 3 ports.

## No compromise reliability

- Confidently take on your workday with our durable & reliable HP ZBook 15. With a 3-year onsite<sup>5</sup> limited warranty, 120,000 hours of testing, and 30 years of HP Z DNA this is where the fusion of innovation, performance & reliability meet.

## Featuring

- Be productive in any situation. Windows 10 Pro and powerful security, collaboration, and connectivity features from HP help you power through your day on the HP ZBook 15.
- Choose from 7th generation Intel® Core™ or Intel® Xeon® processor options that bring speed and superior performance to the HP ZBook 15.
- For real-time visualization of multi-layered files and projects, experience AMD Radeon™ Pro or NVIDIA® Quadro® 3D graphics with 4 GB of video memory.
- Extremely responsive experience with heavy workloads and file sizes, with up to 64 GB DDR4 memory. Plus, help protect your data with optional ECC memory.
- Reduce boot up, file transfers and application load times by revolutionizing how your HP ZBook handles large files with 3 TB storage, including the optional dual HP Z Turbo Drives.
- Quickly and easily transfer data and connect to devices. This HP ZBook 15 is packed with multiple ports including HDMI, USB 3.0, and dual Thunderbolt™ 3 ports.
- When color accuracy is critical, the optional 4K UHD display with HP DreamColor technology provides 8 million color accurate pixels, which means crystal clear, immersive imagery.
- The HP ZBook Dock with Thunderbolt 3 quickly connects and powers your HP ZBook to compatible devices and provides support for dual 4K monitors at native resolutions.
- Get long lasting battery life, and when you need it, recharge quickly with HP Fast Charge. You'll get up 50% battery life in just 30 minutes.
- Reliable HP service is ready when you need it, including 3 years of parts, labor and onsite service with our limited warranty.
- Experience the dual-fan active cooling system designed to dissipate heat from the powerful NVIDIA® graphics cards and Intel® processors.
- The embedded Trusted Platform Module (TPM), Smart Card Reader and optional Finger Print Reader can help secure your data, e-mail, and user credentials.



## HP ZBook 15 G4 Mobile Workstation Specifications Table



Available Operating Systems	Windows 10 Pro 64 – HP recommends Windows 10 Pro for business <sup>1</sup> Windows 10 Home 64 <sup>1</sup> Red Hat® Enterprise Linux® 7 Ubuntu FreeDOS 2.0
Processor family <sup>2,3</sup>	7th Generation Intel® Xeon® processor (E3-1535M v6, E3-1505M v6 models); 7th Generation Intel® Core™ i7 processor (i7-7700HQ, i7-7820HQ models); 7th Generation Intel® Core™ i5 processor (i5-7300HQ, i5-7440HQ models)
Available Processors <sup>2,3</sup>	Intel® Xeon® E3-1535M v6 with Intel® HD Graphics P630 (3.1 GHz, up to 4.2 GHz with Intel® Turbo Boost Technology 2.0, 8 MB L3 cache, 4 cores) Intel® Xeon® E3-1505M v6 with Intel® HD Graphics P630 (3 GHz, up to 4 GHz with Intel® Turbo Boost Technology 2.0, 8 MB L3 cache, 4 cores) Intel® Core™ i7-7820HQ with Intel® HD Graphics 630 (2.9 GHz, up to 3.9 GHz with Intel® Turbo Boost Technology 2.0, 8 MB L3 cache, 4 cores) Intel® Core™ i7-7700HQ with Intel® HD Graphics 630 (2.8 GHz, up to 3.8 GHz with Intel® Turbo Boost Technology 2.0, 8 MB L3 cache, 4 cores) Intel® Core™ i5-7440HQ with Intel® HD Graphics 630 (2.8 GHz, up to 3.8 GHz with Intel® Turbo Boost Technology 2.0, 6 MB L3 cache, 4 cores) Intel® Core™ i5-7300HQ with Intel® HD Graphics 630 (2.5 GHz, up to 3.5 GHz with Intel® Turbo Boost Technology 2.0, 6 MB L3 cache, 4 cores)
Chipset	Mobile Intel® CM236 integrated with processor
Display size (diagonal)	15.6"
Viewing angle	##displayviewangle##
Maximum memory	64 GB DDR4-2400 ECC SDRAM or 64 GB DDR4-2400 non-ECC SDRAM <sup>4,5</sup> Transfer rates up to 2400 MT/s for systems with less than 32 GB. Transfer rates up to 2133 MT/s for systems with greater than 32 GB. Non-ECC memory only available with Intel® Core™ processors. ECC memory only available with Intel® Xeon® processors.
Memory slots	4 SODIMM
Internal storage	500 GB SATA (7200 rpm) <sup>6</sup> 1 TB SATA (5400 rpm) <sup>6</sup> 500 GB SATA SED (7200 rpm) <sup>6</sup> 500 GB SATA SED FIPS 140-2 (7200 rpm) <sup>6</sup> 500 GB (8 GB cache) SATA SSHD <sup>6</sup> 256 GB up to 1 TB SATA SSD <sup>6</sup> 256 GB M.2 SATA SED SSD <sup>6</sup> 512 GB M.2 SATA FIPS SSD <sup>6</sup> 256 GB HP Z Turbo Drive G2 (NVMe™ PCIe® TLC SSD) <sup>6</sup> 512 GB HP Z Turbo Drive G2 (NVMe™ PCIe® TLC SED SSD) <sup>6</sup> 256 GB up to 1 TB HP Z Turbo Drive G2 (NVMe™ PCIe® MLC SSD) <sup>6</sup>
Display	15.6" diagonal FHD IPS anti-glare (1920 x 1080) 15.6" diagonal UHD DreamColor IPS anti-glare (3840 x 2160) 15.6" diagonal FHD IPS touch screen (1920 x 1080) 15.6" diagonal FHD anti-glare (1920 x 1080)
Available Graphics	Integrated: Intel® HD Graphics 630; Intel® HD Graphics P630 <sup>7,10</sup> Discrete: AMD Radeon™ Pro WX 4150 (4 GB GDDR5 dedicated); NVIDIA® Quadro® M620 (2 GB GDDR5 dedicated); NVIDIA® Quadro® M1200 (4 GB GDDR5 dedicated); NVIDIA® Quadro® M2200 (4 GB GDDR5 dedicated) <sup>11</sup> (Intel® HD Graphics 630 integrated on Core™ i7 and Core™ i5 processors. Intel® HD Graphics P530 integrated on Xeon® processors.)
Audio	Bang & Olufsen HD audio. Integrated stereo speakers and microphone (dual-microphone array when equipped with optional webcam). Button for volume mute, functions keys for volume up and down. Combo microphone-in/stereo headphone-out jack.
Expansion slots	1 SD UHS-II flash media; 1 smart card reader (SD supports next generation secure digital and is backward compatible to SDHC, SDXC)
Ports and Connectors	Left side: 1 RJ-45; 1 USB 3.0 (charging); 1 VGA Right side: 1 power connector; 2 USB Type-C™ (Thunderbolt™ 3, DisplayPort™ 1.2, USB 3.1); 2 USB 3.0; 1 stereo microphone-in/headphone-out combo
Available Keyboards	HP Spill Resistant Keyboard (backlit with function key control) with numeric keypad
Available Pointing Devices	Image sensor touchpad with on/off button, two-way scroll, gestures, three pick buttons. Pointstick with three additional pointstick buttons.
LAN Network Interface	Integrated Intel® I219-LM Gigabit Network Connection
WLAN <sup>7</sup>	Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth® 4.2 Combo Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) non-vPro™ Wi-Fi and Bluetooth® 4.2 Combo
WWAN <sup>8</sup>	HP lt4120 Qualcomm® Snapdragon™ X5 LTE Mobile Broadband Module HP lt4132 LTE/HSPA+ 4G Mobile Broadband Module HP hs3210 HSPA+ Mobile Broadband Module
Camera <sup>9,12</sup>	720p HD webcam (optional)
Available Software <sup>13,14,15,16</sup>	HP Mobile Workstations are shipped with a variety of software titles including: HP Performance Advisor, HP Remote Graphics Software (HP RGS), HP Velocity, HP Client Security Suite Gen3, HP ePrint Driver+JetAdvantage, HP Recovery Manager, HP WorkWise (requires Bluetooth), HP LAN-WLAN Protection, HP Hotkey Support, HP Jumpstart, HP Support Assistant, HP Noise Cancellation, Buy Office, Bing Search, Skype. Please refer to this product's quickspec document for a full list of preinstalled software.
Security management <sup>17,18,19</sup>	Absolute Persistence Module; DriveLock and Automatic DriveLock; HP FingerPrint Sensor (optional); Integrated smart card reader; One-step logon; Optional USB port disable at factory (user configurable via BIOS); RAID (available as a configurable option); Removable media write/boot control; SATA port disablement (via BIOS); Security lock slot; Serial, parallel, USB enable/disable (via BIOS); Setup password (via BIOS); Support for Intel® AT; Power-on password (via BIOS); HP BIOSphere with Sure Start Gen3; Common Criteria EAL4+ Augmented Certified Discrete TPM 2.0 Embedded Security Chip
Power	150 W Slim Smart AC adapter (external)
Battery type	HP Long Life 9-cell, 90 Wh Li-ion polymer (with HP Fast Charge support)
Dimensions	15.2 x 10.4 x 1 in; 386 x 264 x 26 mm
Weight	Starting at 5.7 lb; Starting at 2.6 kg
Ergonomic features	##displaytiltwiv##
Energy efficiency compliance <sup>20</sup>	ENERGY STAR® certified and EPEAT® registered configurations available
Environmental specifications <sup>21</sup>	Low halogen
Warranty	3 year or 1 year limited warranty options available, depending on country. Batteries have the same 1 year or 3 year limited warranty as the platform. 24/7 operation will not void the HP warranty. Optional HP Care Pack Services are extended service contracts which go beyond your standard limited warranties.

Trinity3 and FireFly are now Trafera!



# TRAFERA

## 2021 Warranties



## Trafera Warranties

### Including Accidental Damage Protection

Streamline your warranty process with a Trafera Warranty. We proudly offers our Silver, Gold, and Platinum Warranties directly to our customers, giving you **a single point of contact for any and all repairs**. All logistics and logistic costs—from shipping/receiving to the actual repairs—are handled by Trafera’s in-house staff at our Minnesota technical facilities. Maintaining your devices truly couldn’t be simpler.

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



# Trafera Warranty Summary



## Trafera **Silver Warranty** 1-4 Year Warranty

- \$0.00 Deductible
- Hardware Fail Covered
- Send Parts for Repair
- We Pay to Return Shipping
- Extended Battery Coverage



## Trafera **Gold Warranty** 1-4 Year Warranty

- **Includes Accidental Damage Protection (ADP)**
- Comes Standard on all Chromebooks & Laptops
- \$0.00 Deductible
- Hardware Fail Covered
- Send Parts for Repair
- Advance Exchange Option Available as Needed
- We Pay to Ship Both Ways
- Extended Battery Coverage
- Stylus/EMR Pen/Apple Pencil\*



## Trafera **Platinum Warranty** 1-4 Year Warranty

- **Includes Accidental Damage Protection (ADP)**
- Comes Standard on all Chromebooks & Laptops
- \$0.00 Deductible
- Hardware Fail Covered
- Send Parts for Repair
- Advance Exchange Option Available as Needed
- We Pay to Ship Both Ways
- Extended Battery Coverage
- Stylus/EMR Pen/Apple Pencil\*
- Spare Parts On-site
- Theft / Loss

## Terms and Conditions

The Warranty is limited to an individual user accidental damage incident that renders the system unusable. The Warranty does not include preventative maintenance, so you should maintain the system or device in accordance with the manufacturer instructions. ADP is not intended to, and does not, protect multi-system damage events nor does it protect against the following: general use wear-and-tear, cosmetic wear, vandalism, human/natural disasters (including, but not limited to: fire, smoke, flood, power surge and storm-related damages) and laptop battery replacement. Platinum Warranty coverage on laptop batteries is three years (on new mobile devices only) with one battery replacement from the date of purchase.

Repairs and/or replacements may be fulfilled with new or reconditioned equipment. Reconditioned equipment may have minor cosmetic flaws. Replacement of accessories may be with generic or non-original manufacturer accessories, if the exact model is not available, the replacement will be of the like kind and quality but you will notified in advance if a different model is to be returned.

Trafera will use reasonable efforts to amicably resolve any disputes with respect to our Warranties. If you have any issues or problems with our Warranties or your customer experience working with Trafera, we welcome and invite you to contact your sales and/or customer service representatives to reach a positive outcome.



 [trafera.com](http://trafera.com)  
 [sales@trafera.com](mailto:sales@trafera.com)  
 (651) 888-7922

## Contact Trafera for more information



@ Trafera.com

2550 University Ave W Ste 315-S  
Saint Paul, MN 55114

(651) 888-7922

## Trafera, LLC Limited Warranty Statement

Trafera, LLC ("Trafera") with its principal offices at 2250 University Avenue West, Suite 315-S, St. Paul, MN 55114 is providing extended limited warranty coverage ("Warranty") for the specific products purchased from Trafera on your sales quote or sales order. The Warranty period starts on the date of product delivery and continues until the expiration listed on your Trafera sales order. The warranty is limited to the original buyer and is not transferable.

The Warranty may provide for duplicate coverage already provided to you by other insurance policies or manufacturer's warranties available to you. You are not required to purchase a Warranty in order to purchase a computer or other electronic device from Trafera.

### What is covered?

Trafera will repair or replace (at our sole discretion) hardware failure and damage by accident for the specific serialized system purchased from Trafera or the specific technology covered under our extended Warranty (Gold Warranty) or upgraded Warranty (Platinum Warranty) during the time frame identified on your Trafera sales order. Accidental damage protection ("ADP") is only offered under the Gold & Platinum Warranties and applies only for the designated coverage period from the date of original purchase or date of warranty agreement. The warranty protection period varies by product type, specific warranty purchased and the specific coverage period indicated on the Trafera sales order.

### What are the Claim Limits?

The Warranty is limited to an individual user accidental damage incident that renders the system unusable. The Warranty does not include preventive maintenance, so you should maintain the system or device in accordance with the manufacturer's instructions. ADP is not intended to and does not protect multi-system damage events nor does it protect against the following: general use wear and tear, cosmetic wear, vandalism and intentional damage, human/natural disasters (including, but not limited to: fire, smoke, flood, power surge and storm-related damages) and laptop battery replacement. Platinum Warranty coverage on laptop batteries is three years (on new mobile devices only) with one battery replacement from the date of purchase. Coverage for theft/loss is limited to up to two percent (2%) of the total units purchased at one time or under warranty agreement (theft/loss clause applies to Platinum warranty only). Trafera excludes replacement of lost or stolen stylus/EMR pen/Apple pencil or AC Adapters. For units reported due to theft, a copy of a police report is required and must be submitted to Trafera with the claim. Further, in instances of theft/loss, the end customer is required to set the device to "disable" (lock the device) in the Google Admin



Console.

What is the Deductible?

There is no deductible or any other fees required to fulfill a repair and/or replacement.

How do I report a Problem?

In the case of hardware failure or an accidental damage event, loss or theft, we can provide simple and fast help. Call Trafera Customer Service at 1-855-862-5120 or submit online.

[www.trinity3.com/warranty/add](http://www.trinity3.com/warranty/add)

Submissions must be reported in a timely manner and please be prepared to provide the serial number and description of the problem or defect.

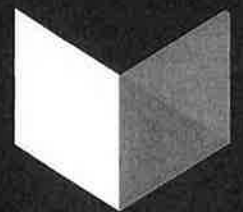
Trafera repairs all products at our technical facilities. Unless a claim is for loss or theft, returning the original device is required. Trafera will provide you with a prepaid shipping label for you to return your device to Trafera. Failure to return your original device to Trafera will result in additional charges for the non-returned equipment.

Trafera service technicians will assess the device and take appropriate action to repair and/or replace the hardware failure, once the product is returned.

Repairs and/or replacements may be fulfilled with new or reconditioned equipment. Reconditioned equipment may have minor cosmetic flaws. Replacement of accessories may be with generic or non-original manufacturer accessories. If the exact model is not available, the replacement will be of like kind and quality but you will be notified in advance if a different model is to be returned.

Trafera will use reasonable efforts to amicably resolve any disputes with respect to our Warranties. If you have any issues or problems with our warranties or your customer experience working with Trafera, we welcome and invite you to contact your sales and/or customer service representative to reach a positive outcome. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

So, you just got  
new classroom tech.  
Let TRAILS help you  
**teach more effectively**  
with it.



**TRAILS**  
by TRAFERA

# What is TRAILS?

TRAILS Digital Lesson Library is a powerful online resource for educators that helps connect the dots between new technology and real-world teaching experiences. Every TRAILS lesson within the library introduces a new app, tool, or concept that helps teachers build confidence in an increasingly tech-based classroom.

- ✓ Comprehensive, multi-lesson units (TRAIL Guides)
- ✓ Grab-n-go lessons (TRAIL Mix)
- ✓ Fun and engaging interdisciplinary activities

## Developed by Teachers

and written by  
accredited educators  
passionate about  
teaching with tech.

## Virtual Learning Ready

and designed to work  
for instruction both in  
and out of the  
classroom.

## Carefully Aligned

to follow UDL guidelines  
and ISTE standards and  
peer reviewed for quality  
assurance.



COMPUTER  
SCIENCE

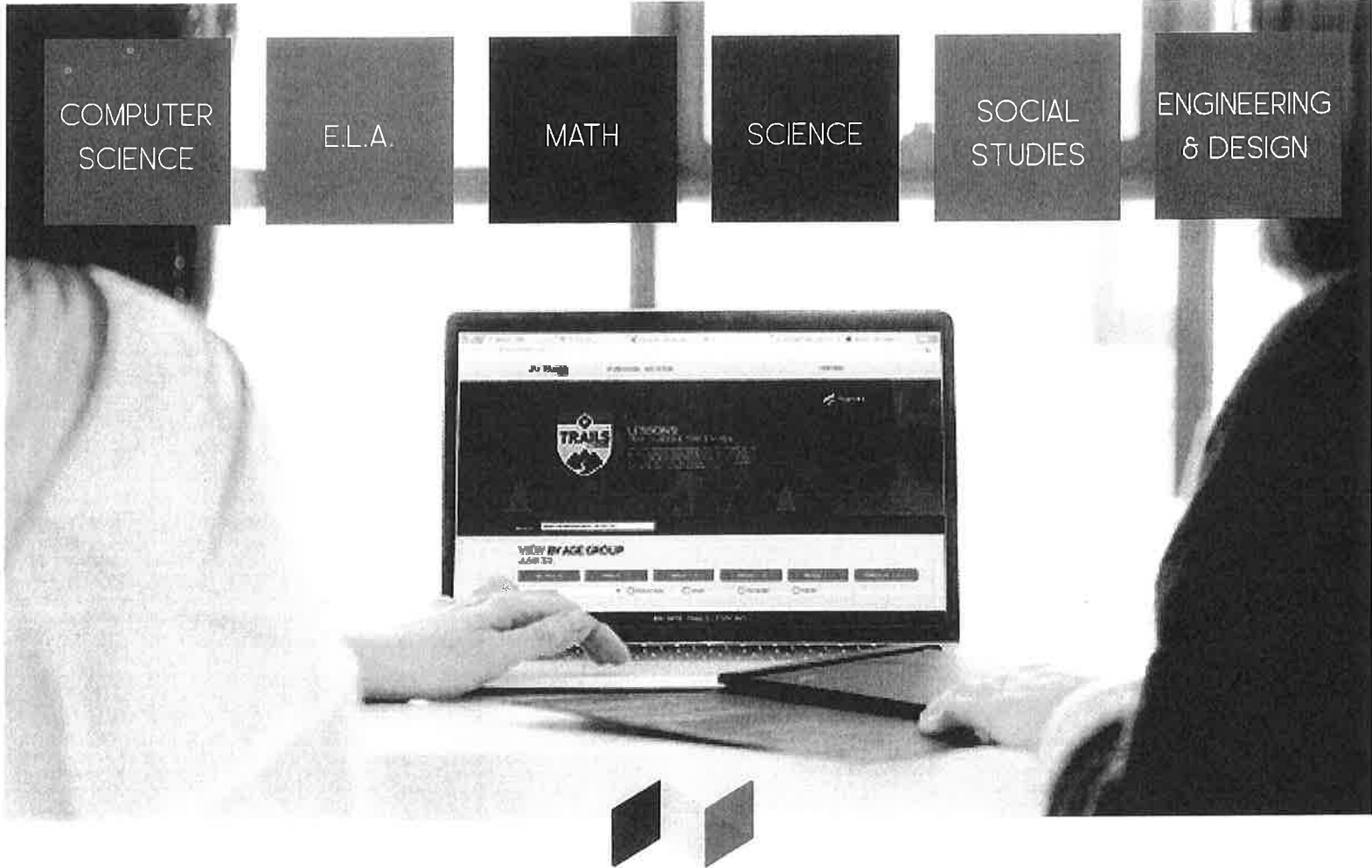
E.L.A.

MATH

SCIENCE

SOCIAL  
STUDIES

ENGINEERING  
& DESIGN



# Empower teachers to transform instruction through tech fluency.

Do you ever think, "I have all this technology that I know I should be using with my students, but I don't even know where to start!?" If so, you're not alone!

**TRAILS Digital Lesson Library** was created by passionate educators just like you as a source of inspiration for ed-tech best practices. Every TRAILS lesson is tightly aligned to standards and packed full of fun and easy-to-use technology tools that **give your students the learning experiences they deserve.**



DIGITAL  
CITIZEN-  
SHIP

ART

CODING

HEALTH

PHYSICAL  
EDUCATION

FOREIGN  
LANGUAGE

# Transform Learning Experiences.

A TRAILS learning experiences is noticeably different than a traditional lesson. It addresses learning standards in a fresh and exciting way using tools that will shape the way students learn, develop, and work throughout their education.



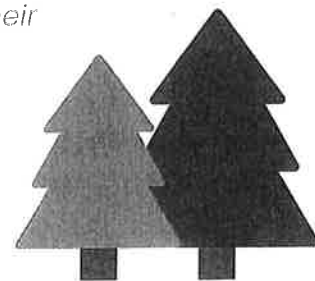
# Broaden Teacher Tech Fluency.

Each lesson introduces new apps, tools, and ideas for building engaging classroom experiences around technology. This builds the capacity to genuinely engage students and close achievement gaps.



*"We've had teachers who were paralyzed when it came to teaching with tech. With TRAILS, they were able to break out of their shells and adopt new technology enthusiastically!"*

**Johnny A. Hill | Educator | MA**



# Free Demo! Give TRAILS a Try!

Share these lessons with fellow teachers to see if TRAILS is right for your school's classrooms.

## TRY TRAIL Mix

**Bite-sized lessons for Click or Brick**

**Length:** Single Lesson (30–60 minutes)

These little lessons were designed to make technology use easy, approachable, and fun! Just like the real stuff, with TRAIL Mix, you can take just a small handful of tech lessons (or gobble up a whole lot!) to fuel your class' learning experiences.

[VIEW LESSON](#)



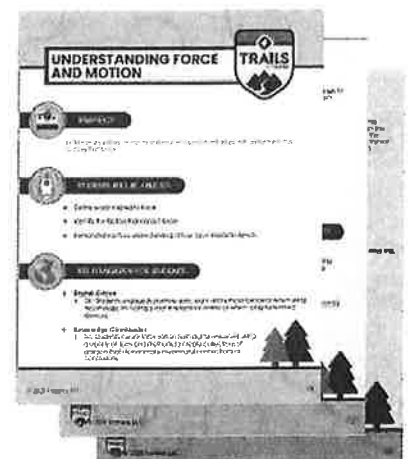
## TRY TRAIL Guides

**Multi-lesson learning adventures**

**Length:** Full Unit (4–6 lessons)

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

[VIEW LESSON](#)



## About Trafera

Bringing everything that was great about Trinity3 and FireFly together as Trafera means you'll have the undisputed industry leader in school and government technology as an advocate in your corner. As the new #1 provider of Chromebooks and classroom technology in North America, we'll be able to bring you even better prices, greater product availability, and a wider range of products and services, all without sacrificing the fast, personalized service you deserve.

**Trafera is the best of both worlds, plus a whole lot more.**



## Your goals. **Our mission.**

### Each student **connected**

- ✓ Devices & Accessories
- ✓ Software
- ✓ Security & Web Filtering
- ✓ Internet Access

### Every teacher **empowered**

- ✓ Work-From-Home Solutions
- ✓ Interactive Flat Panels
- ✓ Digital Curriculum
- ✓ Professional Development
- ✓ Conferencing Tools

### All needs **supported**

- ✓ Comprehensive Warranties
- ✓ Repairs
- ✓ White Glove Deployment
- ✓ Guides, Blogs, & Community
- ✓ Leasing & Buy-Backs



@ trafera.com

📍 2550 University Ave W suite 315-S, St Paul, MN 55114

📞 (651) 888-7922

## Invitation To Bid

The Hickman County Finance Office is accepting bids for laptops.

Bid specifications are online at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal)

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked outside of the envelope "Laptops". Bids will be opened on Tuesday, February 22nd 2022 at 10:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

### **PART B SPECS FOR LAPTOPS**

Windows 11 Pro 64-bit Operating System

14 inch screen minimum

HP or Dell preferred but other brands will be considered

Each CPU should have no additional security programs, etc. other than what is included from Windows 11.

Must have HDMI display out port, webcam, and headphone jack

4 GB memory minimum

256 GB SSD minimum, 512 GB SSD preferred

New computers preferred but refurbished computers with at least 3 year warranty will be considered.

Quantity expected to order is 10-50 units with multiple orders possible within the year.

Contact Brad Gilbert at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org) if you have questions.



# 1 Let's Work Together



Seven Shopper, INC. works with vendors, distributors, and other partners to deliver world class IT solutions and services to our customers throughout the United States and the world. We have years of experience working with healthcare providers, schools, government, and businesses of all sizes.

Commitment! No matter how small or large your project is, our commitment to you will always remain the same. We're dedicated to providing the best service because we know that when you succeed, we succeed. We know that the right project and work management tools can help a business level-up by staying organized, remain competitive, and achieve results.





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## Table of Contents

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- 5. Conclusion..... Pg. 7



# Overview

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**Solicitation ID #: 3000111336080**

**Solicitation Title: Hickman County Schools**

**Purchase Contact: Brad Gilbert**

**Purchase Email: [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)**

Seven Shopper, INC. is pleased to submit our proposal for the sale of Ten to Fifty (10-50) unit of Dell Latitude 5420 11th Generation Intel® Core™ i5-1145G7, Custom-to-Build (CTO).

**RFQ Delivery Destination:**

Hickman County Finance Office.

114 North Central Avenue, Ste 203

Centerville, TN 37033



ORIGINAL





# Our Qualifications

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In 2021, Seven Shopper's total revenue was more than \$15 million, with \$2.75 million in B2B (\$1.8 million in commercial, \$0.37 million in healthcare, \$0.26 million in education, \$0.21 million in government). We have maintained 4.8 stars customer feedback since 2014 on Amazon.

For the equipment and warranty specifics requested by the district, as a Gold-Level Dell partner, we are well qualified to provide them.

## Customer Segment & Sales



Industry	Sales YoY	↑ Sales
Commercial	+90%	\$1,805,678.80
Healthcare	+157%	\$369,932.61
Education	+116%	\$260,960.73
Government	+90%	\$211,216.84
Unclassified	+50%	\$100,903.20



Size	Sales YoY	↑ Sales
Medium (10-250 employees)	+121%	\$1,017,927.75
Small (1-9 employees)	+148%	\$937,654.31
Enterprise (250+ employees)	+219%	\$622,402.57
Unclassified	+40%	\$528,070.10



# Our Pricing

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The following table details the pricing and delivery of the products of request. The summary is not a warranty of the final price. Estimates are subject to change if the configurations or details of the warranty need to be fine-tuned.

## Quote #1:

Mfg, Part#	Description	Qty	Unit Cost	Total
xctol5420014usr	Latitude 5420- Build Your Own	50 Qty	\$1,733.22	\$86,661 (With 50)
		10-50 Expected		
			ETA:	3-Weeks
			Delivery Fee:	\$0.00
			TOTAL:	\$86,661

Note: This is a Dell Custom-to-Order (CTO) build specifically for Hickman County.



# Scope of Work

6

If awarded this opportunity, Seven Shopper will collaborate with the client to ensure the successful completion of the project. Our responsibility is only to the client mentioned in this RFQ. The final objectives, terms of payment, and pricing will be finalized between the client and Seven Shopper after being awarded.

**Authorized Seven Shopper Officer or Owner Only.**

**Main Point of Contact:** Brendon Hughes  
**Phone Number:** 352-328-0423  
**Email:** BRENDON\_HUGHES@SEVENSHOPPER.COM

**Must be signed by an authorized company officer or owner.**

Authorized Signature:

*Brendon Hughes*

(Owner, Partner or Corporate Officer)

Title: Officer

Date: 2/9/2022

**Seven Shopper, INC. | 2020 Duncan Rd, Wilmington, DE, 19808.**

Attachments:

1. Statement of the partnership with the manufacturer of the proposed equipment

 ORIGINAL



## Conclusion

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We look forward to working with Hickman County Schools on this opportunity.

If you have questions on this proposal, feel free to contact Brendon Hughes at your convenience by email at [brendon\\_hughes@sevenshopper.com](mailto:brendon_hughes@sevenshopper.com) or by phone at 302-494-3223. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Tianyi Chen

Partner of Seven Shopper

Brendon Hughes

Business Development Manager of Seven Shopper



# Let's Work Together



Seven Shopper, INC. works with vendors, distributors, and other partners to deliver world class IT solutions and services to our customers throughout the United States and the world. We have years of experience working with healthcare providers, schools, government, and businesses of all sizes.

**Commitment!** No matter how small or large your project is, our commitment to you will always remain the same. We're dedicated to providing the best service because we know that when you succeed, we succeed. We know that the right project and work management tools can help a business level-up by staying organized, remain competitive, and achieve results.



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# Overview

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**Solicitation ID #:** 3000111336080

**Solicitation Title:** Hickman County Schools

**Purchase Contact:** Brad Gilbert

**Purchase Email:** [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

Seven Shopper, INC. is pleased to submit our proposal for the sale of Ten to Fifty (10-50) unit of Dell Latitude 5420 11th Generation Intel® Core™ i5-1145G7, Custom-to-Build (CTO).

**RFQ Delivery Destination:**

Hickman County Finance Office.

114 North Central Avenue, Ste 203

Centerville, TN 37033



# Our Qualifications

4 In 2021, Seven Shopper's total revenue was more than \$15 million, with \$2.75 million in B2B (\$1.8 million in commercial, \$0.37 million in healthcare, \$0.26 million in education, \$0.21 million in government). We have maintained 4.8 stars customer feedback since 2014 on Amazon.

For the equipment and warranty specifics requested by the district, as a Gold-Level Dell partner, we are well qualified to provide them.

## Customer Segment & Sales



Industry	Sales YoY	↑ Sales
Commercial	+90%	\$1,805,678.80
Healthcare	+157%	\$369,932.61
Education	+118%	\$260,960.73
Government	+90%	\$211,216.84
Unclassified	+50%	\$100,903.20



Size	Sales YoY	↑ Sales
Medium (10-250 employees)	+121%	\$1,017,927.75
Small (1-9 employees)	+948%	\$937,654.31
Enterprise (250+ employees)	+219%	\$622,402.57
Unclassified	+40%	\$528,070.10





# Our Pricing

5

The following table details the pricing and delivery of the products of request. The summary is not a warranty of the final price. Estimates are subject to change if the configurations or details of the warranty need to be fine-tuned.

## Quote #1:

Mfg, Part#	Description	Qty	Unit Cost	Total
xctol5420014usr	Latitude 5420- Build Your Own	50 Qty	\$1,733.22	\$86,661 (With 50)
		10-50 Expected		
			ETA:	3-Weeks
			Delivery Fee:	\$0.00
			TOTAL:	\$86,661

Note: This is a Dell Custom-to-Order (CTO) build specifically for Hickman County.



# Scope of Work

6

If awarded this opportunity, Seven Shopper will collaborate with the client to ensure the successful completion of the project. Our responsibility is only to the client mentioned in this RFQ. The final objectives, terms of payment, and pricing will be finalized between the client and Seven Shopper after being awarded.

**Authorized Seven Shopper Officer or Owner Only.**

**Main Point of Contact:** Brendon Hughes

**Phone Number:** 352-328-0423

**Email:** BRENDON\_HUGHES@SEVENSHOPPER.COM

**Must be signed by an authorized company officer or owner.**

Authorized Signature:

Brendon Hughes

(Owner, Partner or Corporate Officer)

Title: Officer

Date: 2/9/2022

**Seven Shopper, INC. | 2020 Duncan Rd, Wilmington, DE, 19808.**

Attachments:

1. Statement of the partnership with the manufacturer of the proposed equipment



## Conclusion

We look forward to working with Hickman County Schools on this opportunity.

If you have questions on this proposal, feel free to contact Brendon Hughes at your convenience by email at [brendon\\_hughes@sevenshopper.com](mailto:brendon_hughes@sevenshopper.com) or by phone at 302-494-3223. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

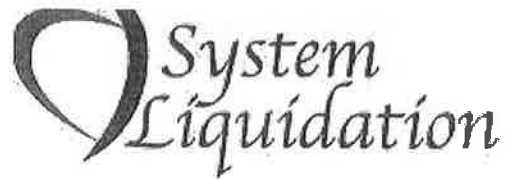
Thank you for your consideration,

Tianyi Chen

Partner of Seven Shopper

Brendon Hughes

Business Development Manager of Seven Shopper



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

**Laptop Bid**

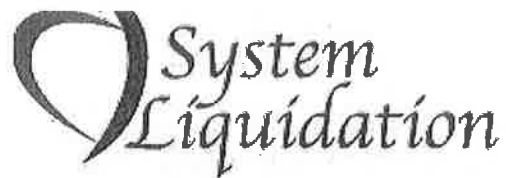
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- Page 1-4. Cover Letter.
- Page 5. Option 1 Quote and Description
- Page 6. Warranty Policy.
- Page 7. Product preparation and testing.
- Page 8. Conflict of Interest Disclosure Form

System Liquidation Inc  
1652, South 2<sup>ND</sup> Street  
Plainfield, NJ 07061  
Ph: 908-668-0008 X 322  
Fax: 908-668-0088  
Contact: Ken@systemliquidation.com



① ✓



### **Company Overview**

System Liquidation. is North America's leading provider of refurbished information technology equipment. A Microsoft Authorized Gold Certified Partner and Refurbisher, we have access to millions of dollars of IT products from Tier 1 vendors like: HP, Dell, IBM, Lenovo, Samsung, and others. We have 2 warehouses-One 20,000 square foot located in New jersey and 2nd 75,000 square foot located in Ontario, Canada. We sell our top-quality equipment to many vertical including: Government, Education, Healthcare, Manufacturers and Value-Added Resellers. System Liquidation Inc offers a strategic approach to information technology resource management and provides a cost-effective IT solution to today's demanding marketplace. System Liquidation understands that corporate capital expenditures are continuously constrained by the ever-changing economic IT marketplace.

### **Company Strategy and Mission**

Through an efficient and diversified multi-channel marketing system, we provide customers a unique shopping experience by offering the best prices and great service on a broad selection of products and services. The mission of System Liquidation is to provide our customers with strategic cost-effective quality solutions to help resolve the continually evolving budgetary challenges associated with today's information technology.

### **Business Scope**

Asset Disposition planning is at the core of our business model. We help our partners with the safe and environmentally conscious removal of IT equipment as their technology needs evolve. Further, as much of this equipment continues to retain value, it is our goal to allocate top value to these devices toward the purchase of newer, current, and relevant IT devices.

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Fax: 908-668-0088  
Contact: Ken@systemliquidation.com



② *[Handwritten signature]*



### **Background and Workforce**

System Liquidation founded in 2007 Plainfield NJ. System Liquidation and their sister company employs over 100 individuals who have a wide range of industry certification including: MCSE's, CCNA's and A+. The number is expected to increase in the coming years. In addition to, our employee collectively has many years of relevant work experience with professional relationships within a multitude of industries. Our staff is also able to communicate in over 10 languages. This talented group of people possess post-secondary education in many fields including; Business, Computer Science, and Electronic Engineering.

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

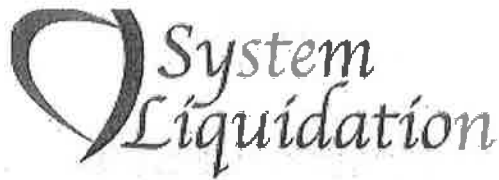
### **Trust**

We trust our customers implicitly and run our company accordingly. A good example is our warranty policy. When a customer needs to fulfill warranty, we no longer have to verify whether they are at fault or retrieve the damaged equipment first. Our clients simply tell us what parts are needed and we ship them. This way of thinking permeates through everything we do and the end result is that you never have to fight us to do what you want—we're always on the same side.

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Contact: Ken@systemliquidation.com



③ A handwritten signature in black ink, appearing to be "Ken", is written over a circled number "3".



### **Financial and Business Viability**

System Liquidation Inc. confirms that we have not:

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

### **Proof of Insurance**

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

### **Deliverables**

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

### **Non-Collusion**

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

### **Bid Compliance**

System Liquidation Inc. has complied with all bid requirements and agrees to the terms and conditions as outlined in the bid document.

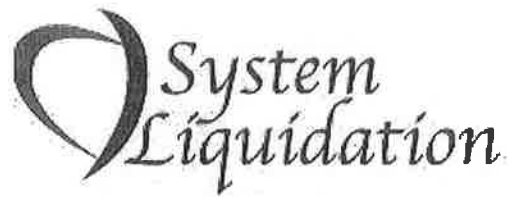
### **Willingness to Enter into Agreement**

System Liquidation Inc. confirms that we are prepared to enter into an agreement with the School District.

System Liquidation Inc  
1652, South 2<sup>ND</sup> Street  
Plainfield, NJ 07061  
Ph: 908-668-0008 X 322  
Fax: 908-668-0088  
Contact: Ken@systemliquidation.com

 **Microsoft**  
AUTHORIZED  
Refurbisher

(4) 



**OPTION 1: REFURBISHED LAPTOP SPECS AND PRICE**

Model	DELL LATITUDE 5490 - REFURBISHED
Processor	Intel Core i5-8350 1.7GHz 8th Gen
Ram	16GB DDR4 RAM
Video	Integrated
Sound	On-Board
Screen size	14"
Webcam	Yes
Hard Drive	<b>512GB</b> Solid State Hard Drive
Optical Drive	None
Network	10/100/1000 Onboard NIC
Operating System	Windows 10 Pro 64-Bit <b>LAPTOPS WILL BE PRE-LOADED WITH WINDOWS 11 PRO</b>
Ports:	2 USB 3.1 Gen 1 (one with PowerShare), HDMI 1.4, VGA, RJ-45, Headset/mic combo jack
Warranty	4 Year on laptop. Battery 1 Year Warranty
Price	<b>\$429 Each Inclusive of Freight</b>

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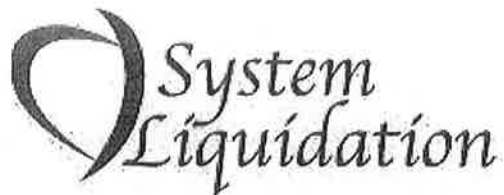


*Handwritten signature*  
2/14/22

**System Liquidation Inc.**  
1652 South 2nd Street  
Plainfield, New Jersey 07063

⑤





## Warranty Policy

System Liquidation Inc Re-Certified Laptops are scrutinized closely prior to shipment that we include a **4 Years parts replacement Warranty (Battery 1 year)** on all of our fully Re-Certified Desktops.

No matter how good our hardware, or how thorough our process, a small percentage of our units will have "issues" during the course of the warranty period. If you do experience any trouble with your hardware, and your equipment is within the original warranty period, the process is simple: You call us or e-mail us – your choice.

If you call during our standard business hours of 9:30am to 5:30pm Eastern Time, you will be greeted by a live person and transferred to a technician dedicated to resolving your issue. You will be walked through a series of very basic steps to qualify and diagnose your specific issue. If it is determined that a replacement part is required, the replacement part will generally ship that same day.

When a warranty part is needed, a school staff member can contact either sales rep or their support staff for obtaining items needed. The communication can be via email or phone. To obtain a warranty part, provide the part needed along with the service tag on the machine that needs a replacement and the part will be sent out to the school at the address requested. Parts are usually shipped in 48-72 hrs,  
**We pay for shipping both ways.**

System Liquidation inc also offers the option of providing the school with buffer stock units, so that they can swap the units on-site. This can be discussed with your sales rep.

Customer support: Call 1-888-714-1545 Or Email [rma@systemliquidation.com](mailto:rma@systemliquidation.com)

System Liquidation Inc  
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Plainfield, NJ 07061  
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Fax: 908-668-0088  
Contact: [Ken@systemliquidation.com](mailto:Ken@systemliquidation.com)



⑥

## Product Preparation and Testing

All our products are originated from end of the lease corporate customers, ensuring they are the highest quality corporate grade models from clean office environments.

1. **Asset Tag**  
Every computer gets a unique asset tag number. This number is labeled, bar coded and scanned into our system allowing us to track every single component, every technician who tested it and other pertinent information (service work, custom upgrades, quality assurance, etc.)
2. **Power up tests**  
All the units we receive are powered up to make sure no immediate and obvious failures occurred during receiving.
3. **Dust Removal**  
Cases are removed and our state-of-the-art dust containment station uses a combination of pressurized air and suction system to remove every bit of dust from within the unit, including such hard-to-reach places as power supply and CPU fans.
4. **Surface Cleaning**  
Using non-toxic, environmentally friendly cleaners our cleaning team cleans all external surfaces. Specialized chemicals are used for specific cleaning tasks (sticker glue removed, general cleaning, etc.)
5. **Total Cleaning**  
Individual techs hand cleans each unit, paying special attention to hard-to-reach places as well as any grime missed by the surface cleaners.
6. **Component Check**  
Using custom diagnostic software each unit connects to our testing server where every single component is checked and verified. This both ensures that components are all working and that the unit has the same original components it was manufactured with (for proper imaging).
7. **Windows Driver Test**  
Units are plugged in and allowed to boot up fully to windows. Every driver is checked to make sure there are no conflicts or invisible hardware. Basic functions are tested as is the fidelity of the custom image. Units that pass the above tests are placed on the shelf ready for sale
8. **Custom Imaging (Upon Request)**  
Custom imaging is done on customer's request.

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 **Microsoft**  
AUTHORIZED  
Refurbisher

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# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: February 14<sup>th</sup> 2022 Name: Rohit Gera

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

X I have no conflict of interest to report.

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

N/A

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

Date: February 14 2022 Signature:

*Rohit Gera*

02/14/22

**System Liquidation Inc.**

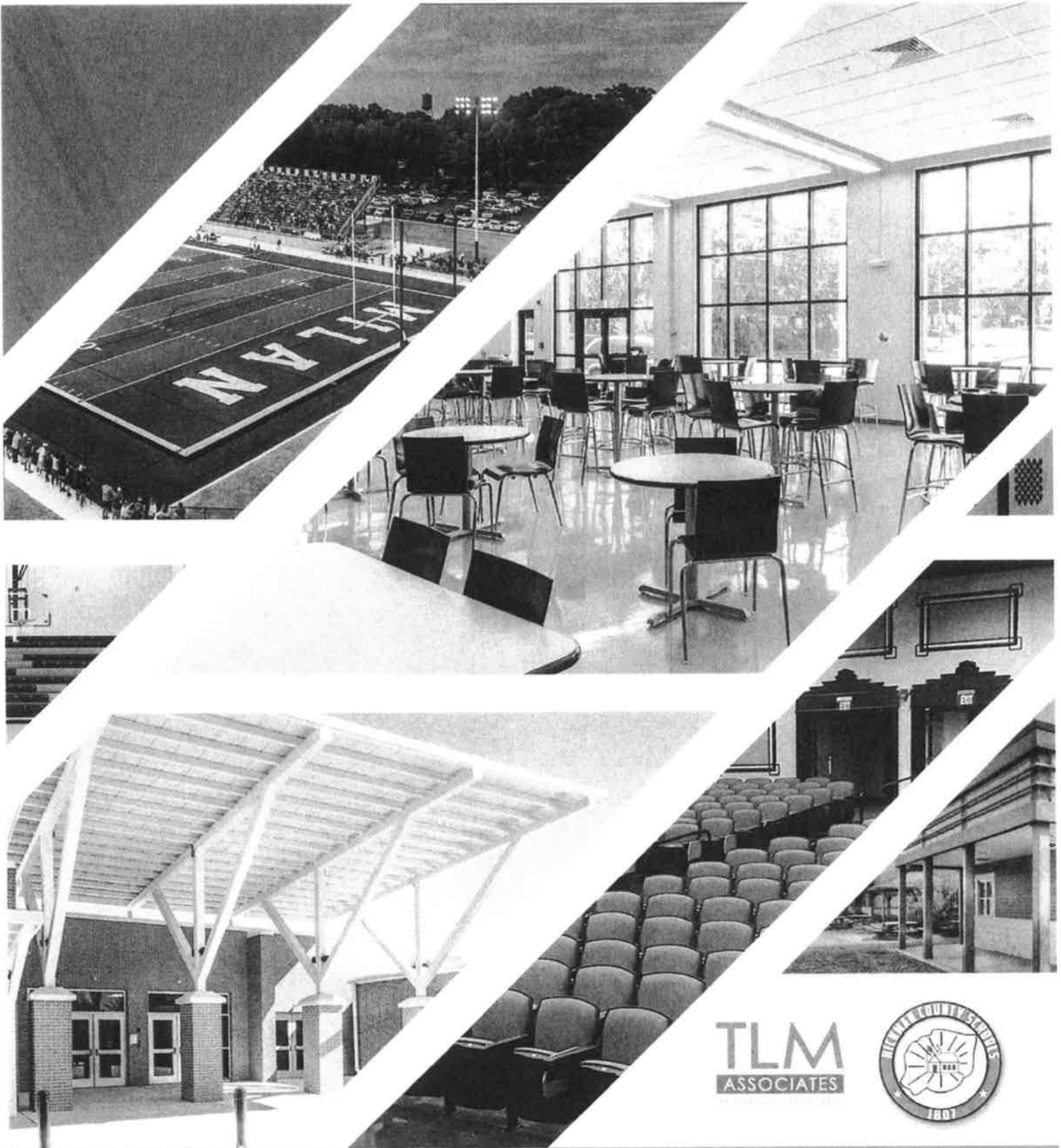
1652 South 2nd Street  
Plainfield, New Jersey 07063

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**System Liquidation** **Microsoft**  
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**TLM**  
ASSOCIATES

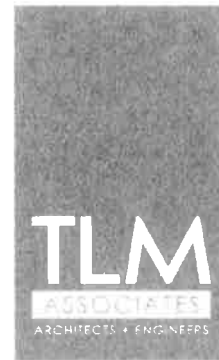


Statement of Qualifications for Architectural & Engineering Services

**HICKMAN COUNTY SCHOOLS**  
DESIGN PROFESSIONAL SERVICES FOR K-12 FACILITIES  
*Centerville, Tennessee | January 20, 2022*

January 20, 2022

Hickman County Schools  
Hickman County Finance Office  
ATTN: Hickman County Schools Design Professional RFQ  
114 North Central Avenue, Suite 203  
Centerville, TN 37033



## Re: Hickman County Schools - Design Professionals RFQ

TLM understands that Hickman County Schools is seeking to find the most qualified team to complete the design for construction, rehabilitation, modernization, and upgrades of K-12 public schools in the district. **We have the experience you are looking for. TLM has extensive experience designing educational facility solutions in West Tennessee school districts.** Our TLM staff is currently involved in many projects across West Tennessee upgrading public schools. Our professional team can assist you through the evaluation of proposals that will allow you to achieve the best possible results within your defined budget and schedule constraints.

The following points summarize why we are the most qualified team for this project:

**1. TLM management leadership for school projects:** The TLM professionals proposed for this project have shown leadership on a wide variety of school projects. We have a proven record and can assemble and manage the right team to capitalize on the unique opportunities presented by each project. Our management of recent projects with other school systems has instilled confidence in our clients, and through our proven diligent commitment we can help ensure the success of these projects with the Hickman County School District.

**2. Dedication to rural West Tennessee:** To meet the goals of your project, we have assembled a team of local professionals in the fields you have outlined within your request for qualifications. It is truly important to us to assemble our entire team with professionals who are local to rural West Tennessee. TLM has 45 employees representing many counties in our region. TLM's project team identifies in-house design capabilities for architectural, structural engineering, civil engineering, and interior design services. We will be partnering with Collier Engineering for mechanical and electrical design. TLM has been deeply invested in the development of West Tennessee for over 50 years, and has shown this through our relationships with many of the surrounding school systems. As a firm, we are passionate about the betterment of our rural area and we recognize that these facility improvements can help you provide well-educated students for future generations.

**3. Renovation and Maintenance Experience:** Many of the school projects we work on are a result of maintenance needs. As always, with our recommendations, we work to get water out of the buildings first and foremost. This is where we focus on the exterior envelope design. We work to replace roofing systems, which often include new insulation to achieve a better thermal barrier, and positive drainage of the roof itself, exterior masonry repair with tuck pointing, or re-pointing exterior doors and window replacements, etc. We also do many HVAC replacement and upgrades, either of previous package units or replacing the old original boiler systems. We work to ensure we are making ADA compliance upgrades both interior and exterior of the facility. We work with our clients on all interior finish upgrades that are desired throughout the facility to help complete the modernization effort.

TLM Associates, Inc. is very enthusiastic about assisting you with this project. Our team of professionals combine years of experience and expertise in the design and rebuilding efforts in our area. Thank you for your time and consideration of our qualifications. We look forward to the opportunity of teaming together for this exciting project.

Sincerely,

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

Ginger A. French, AIA, LEED AP  
Vice President, Architect  
TLM Associates, Inc.  
Architects + Engineers



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## About Us

TLM Associates, Inc.

TLM Associates, Inc. is a professional architectural and engineering firm that has been serving the Mid-South since 1964. The firm consists of licensed professional architects and engineers along with experienced design professionals and technical personnel specializing in architectural, civil and structural engineering, and interior design services.

TLM is headquartered in downtown Jackson, Tennessee and serves clients statewide and nationally. TLM has been retained on projects ranging from \$5,000 to \$60 million in construction cost.

### Principals

J. Randy McKinnon  
*President*

Ginger A. French  
*Vice President*

Robert J. Safin  
*Civil Engineer*

FID# 62-1510105

## Our Commitment to You

At TLM we work with our clients from the inception of a project until day it opens. We believe in a team approach to projects through all phases of planning, design, construction, operation and maintenance, and cost control.

Dedicated, personal service is the heart of our practice. Throughout the term of a project, TLM staffers will be personally involved on a day-to-day basis. That leads to client satisfaction with the finished product. When you're pleased, we're pleased. TLM has no history of legal action in its work with school systems.

TLM is active in professional organizations, so our knowledge of industry standards is up-to-the minute. We are team players who have commitments to civic and charitable organizations that enrich communities throughout Tennessee.

TLM has a team of LEED Accredited Professionals in architecture and civil engineering who can work with organizations or municipalities to design sustainable buildings and sites. LEED certified buildings reduce energy and maintenance costs, which increases the owner's return on investment.

*Our mission is to meet the needs of our clients and improve community livability through architectural planning and engineering design.*

**TLM**  
ASSOCIATES  
ARCHITECTS + ENGINEERS





# History

TLM opened in 1964 as an engineering firm and began practicing architecture in 1984. Over the years, we have designed a wide variety of projects, including but not limited to: schools, municipal buildings, hospitals, jails, fire stations, industrial plants, community shelters, office buildings, retail shops, restaurants, and housing facilities. Our engineers also add design experience in site development, community and campus master planning, utility design, downtown enhancements, traffic signals, sidewalks, roadways, bridges and airports.

TLM Associates, Inc. brings a group of registered, licensed professional Engineers and Architects along with experienced design professionals and technical personnel specializing in a wide variety of engineering and architectural services. This group includes five registered Engineers, five registered Architects, and one registered Interior Designer backed by a staff of highly trained technical drafters, inspectors, and administrative professionals.

All of our staff, both professional and technical, regularly participate in Continuing Education Classes to remain current on design and construction standards. We also have LEED Accredited Professionals on staff. All of our projects are designed using sustainable methods.

TLM Associates, Inc. specializes in total project management. This includes work performed by in-house personnel and outside sub-consultant specialists where needed. TLM Associates, Inc. retains a full time Construction Observer and seven (7) resident inspectors with extensive experience on different types of construction. We have other personnel who are designers, intern engineers and/or professional engineers who have past experience in construction observation. These people are regularly involved in field reviews during the construction phase.

Over the years, the TLM design team, along with the highly qualified team we have assembled, have gained extensive experience in the design of the educational facilities, at both the K-12 and the Higher Education levels. TLM has served as the Architects for the University of Tennessee at Martin General Services Contract for the last ten years. TLM has also been the Campus Architects and Engineers for Union University, designing new facilities totaling over \$100 million over the last few years for their rapidly growing campus. In 2008, after the devastating tornadoes destroyed a large amount of the Union campus, we immediately reacted and were on site the next morning to evaluate the damage. New student housing facilities were designed, and construction was started in only four weeks. This consisted of four new housing quads with four dormitories in each quad. TLM is no stranger to working with tight deadlines and tight budgets. Most of our work is publicly funded and therefore care must be taken to appropriately spend those funds in construction.

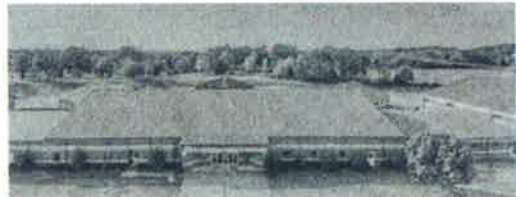
Our experience in educational design includes food service (cafeterias, cafes, food courts, coffee shops, etc.), student housing, classroom buildings, bookstores, libraries, general maintenance (re-roofs, restroom upgrades, ADA upgrades, etc.), administrative buildings, athletic facilities and specialty instruction classrooms. At TLM, no project is too large or too small. Every project is approached with the same amount of care and pride. Our professional staff combines skills in design, project management and construction administration and with the addition of a retired School Superintendent and Operations Manager on our team, we have a unique understanding of how school systems function. The wide range of experience enables the firm to handle all phases of the design process, from the initial design planning and facility programming through construction administration.

**Examples of our work history are included for your review.**



# TLM REPRESENTATIVE PROJECTS

*PreK-12 Educational Facilities Over the Last Seven Years*



Our mission is to meet the needs of our clients and improve community livability through architectural planning and engineering design.

## OUR WORK

Over the years TLM Associates, Inc. has provided design leadership for scores of Pre-K - 12 Facility Projects in West Tennessee. We have served as the design team for multiple school districts and private schools, helping to improve the space used to educate children in our area. Below is a brief listing of some those projects over the past seven years.

### Alamo City Schools\*

Alamo Elementary Cafeteria, Roofing Project

### Bells City School District

Bells Elementary School Restroom Addition (In Design)

### Benton County School District

System Wide Facility Assessment (In Design)

### Bradford Special School District\*

Bradford School Classroom Addition (In Design)

### Crockett County School District\*

High School CTE, Renovations and Addition  
 Middle School Classroom Wing Addition  
 Crockett County Football Stadium, Grandstands Replacement  
 Crockett County High School Gymnasium Restrooms, Renovations  
 Crockett County High School Practice Gymnasium  
 Crockett County Indoor Practice Facility (In Design)  
 Crockett County School Board Office, (In Design)  
 Gadsden Elementary Kitchen / Cafeteria Addition (In Design)  
 Gadsden Elementary Classroom Addition (In Design)  
 Gadsden Elementary Gymnasium Addition (In Design)

### Decatur County School District

Riverside High School Theater (In Design)  
 Riverside High School CTE Building  
 Decatur County Middle School Renovation (in Design)

\*District uses Construction Manager for Construction Delivery.



# TLM REPRESENTATIVE PROJECTS

*PreK-12 Educational Facilities Over the Last Seven Years*

## Fayette County School District\*

Fayette Ware High School, Roofing Project  
 District Office, Roofing Project  
 District Wide COVID Drive Through Testing Facility (In Design)  
 Southwest Elementary School, Roofing Project (In Design)

## Gibson County School District\*

South-Gibson High School Athletic Complex

## Hardeman County School District\*

Middleton High School Gymnasium  
 Bolivar Central High School Football Field House  
 Bolivar Central High Bleacher Replacement  
 Bolivar Central High Structural Evaluation

## Hardin County School District

Hardin County High School, Roofing Project  
 Paris Elementary School, Roofing Project  
 Hardin County High School Vocational, Roofing Project

## Haywood County School District\*

Haywood County High School, Renovations Phases I & II  
 Haywood County Schools District Wide Facility Assessment and Educational Adequacy Study  
 Sunny Hill Elementary School Kitchen HVAC Replacement  
 Haywood Elementary School Kitchen HVAC Replacement  
 Anderson Elementary School Kitchen HVAC Replacement  
 East Side Intermediate Flooring Abatement and Replacement  
 Haywood High School Indoor Sports Facility (In Design)

## Henry County School District\*

Henry County High School, Renovations  
 Henry County High School Band Building New Addition  
 Henry County High School Gym, HVAC Installation  
 Henry County Spring Sports Field House  
 Henry County Football Visitor Grandstands  
 Lakewood Elementary School, Retrofit Hallway Tornado Shelter Construction  
 Harrelson Elementary School, Retrofit Hallway Tornado Shelter Construction  
 Henry Elementary School, Retrofit Hallway Tornado Shelter Construction

## Henderson County School District

Scotts Hill High School Band Building, Addition

## Humboldt City School District\*

Humboldt School Master Planning  
 Humboldt Jr. & Sr. High Gymnasium Renovations  
 Humboldt Jr. & Sr. High Football Stadium  
 Humboldt High School Paving  
 Humboldt City Schools HVAC / RTU Replacement  
 Stigall Elementary School Building Renovations  
 East End Elementary School Building Renovations

## Jackson Christian School

Linda Tyler Early Learning Village, Addition  
 Administrative/Classrooms Wing Addition

## Jackson-Madison County School System

Northeast Middle School Academy, Renovations  
 District Wide Assessment of all 30+ Year Old Buildings  
 North Side High School Football Stadium and Dressing Rooms  
 South Side High School Football Stadium and Dressing Rooms  
 Early College High Initial and Secondary Renovations  
 Whitehall Elementary Addition and Transformation to become New Lincoln Elementary  
 Pope Elementary Parking and Traffic Improvements  
 Rose Hill Middle School Preschool Restroom Addition  
 Alexander Elementary School Re-roof & HVAC Replacement  
 South Side High School Greenhouse  
 South Side High School Re-Roof & HVAC Replacement  
 North Side High School Reroof & HVAC Replacement  
 Parkview Site Drainage  
 North Side High School Medically Fragile Classroom  
 Parkview Learning Reroof  
 East Elementary School HVAC  
 Lincoln at Whitehall Masonry Repair  
 West Bemis Middle Locker Room Addition (In Design)

## Lauderdale County School District\*

District Wide Facility Assessments  
 Ripley High School HVAC and Code Compliance  
 Ripley High School, Roofing Project  
 Halls High School, Roofing Project  
 Ripley High School, Boiler Replacement  
 Halls High School, Boiler Replacement  
 Ripley Elementary Roof & HVAC Replacement  
 Ripley Primary Doors & Sidelight Replacement  
 Halls High School Façade Design (In Design)  
 Ripley High School Façade Design (In Design)

\*District uses Construction Manager for Construction Delivery.



**TLM**

## REPRESENTATIVE PROJECTS

*PreK-12 Educational Facilities*

**McKenzie Special School District\***  
 McKenzie Elementary School Roof Replacement  
 McKenzie Elementary School Administration Renovation  
 McKenzie High School Canopy Addition  
 McKenzie Middle School HVAC Replacement  
 McKenzie Elementary School HVAC  
 McKenzie Middle School Locker Room Addition (In Design)  
 McKenzie Indoor Practice Facility (In Design)

**Milan Special School System\***  
 Football Stadium and Field  
 Milan High School Improvements, Renovations  
 Milan High School CTE Building Improvements, Renovations

**Millington Municipal School District**  
 Millington 9th Grade Academy Building, Roofing Project  
 Millington High School Theater

**Trinity Christian Academy**  
 Elementary Classroom Building  
 Campus Master Plan

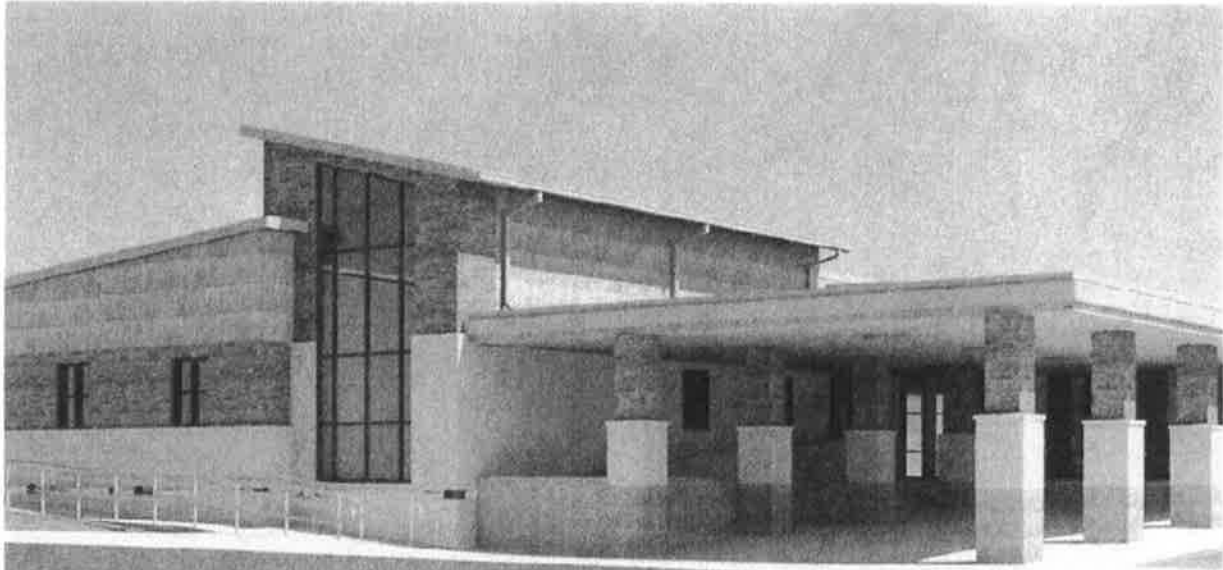
**Union City School District\***  
 Union City Middle School Classrooms, Addition  
 Union City High School, Chemistry Lab Addition

**Wayne County School District\***  
 Frank Hughes Jr. High, Roofing Project  
 Collinwood High School, Roofing Project  
 Waynesboro Middle School, Roofing Project  
 Waynesboro High School, Roofing Project  
 Waynesboro Vocational Technology School, Roofing Project

**Weakley County School District\***  
 School Board Office  
 Dresden High School, Renovations  
 Gleason School, Renovations  
 Gleason Field House  
 Martin Elementary School HVAC, Renovations  
 Martin Middle School Field House, Renovations  
 Martin Middle School Football Concessions/Restrooms  
 Sharon Elementary School HVAC, Renovations  
 Greenfield Gymnasium and Agriculture CTE Spaces Building  
 Westview High School Practice Gymnasium  
 Westview High School, Additions and Renovations

*\*District uses Construction Manager for Construction Delivery.*





# TLM CURRENT PROJECTS

*17 Projects for K-12 in Design*

Bells City School District  
Bells Elementary School Restroom Addition (In Design)

Benton County School District  
System Wide Facility Assessment (In Design)

Bradford Special School District  
Bradford School Classroom Addition (In Design)

Crockett County School District  
Crockett County School Board Office, (In Design)  
Gadsden Elementary Kitchen / Cafeteria Addition (In Design)  
Gadsden Elementary Classroom Addition (In Design)  
Gadsden Elementary Gymnasium Addition (In Design)

Decatur County School District  
Riverside High School Theater (In Design)  
Decatur County Middle School Renovation (In Design)

Fayette County School District  
District Wide COVID Drive Through Testing Facility (In Design)  
Southwest Elementary School, Roofing Project (In Design)

Haywood County School District  
Haywood High School Indoor Sports Facility (In Design)

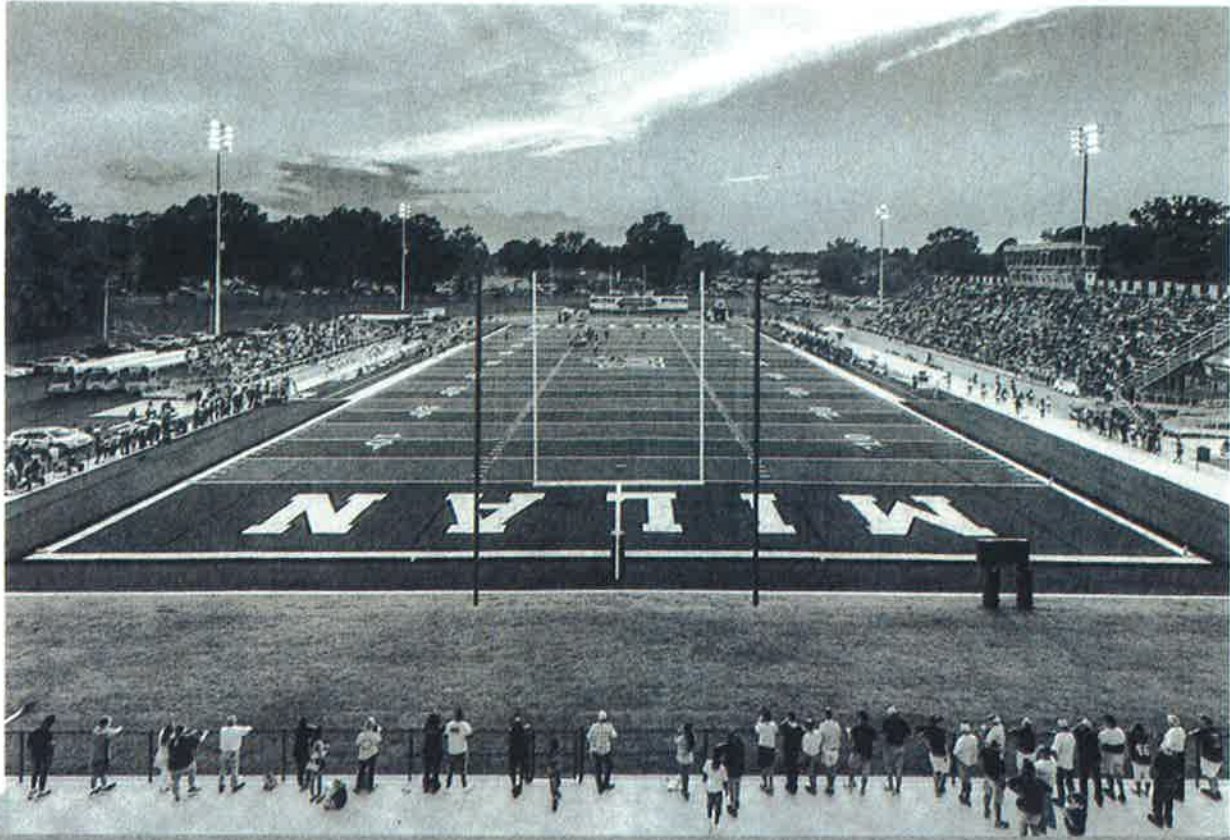
Jackson-Madison County School System  
West Bemis Middle Locker Room Addition (In Design)

Lauderdale County School District  
Halls High School Façade Design (In Design)  
Ripley High School Façade Design (In Design)

McKenzie Special School District  
McKenzie Middle School Locker Room Addition (In Design)  
McKenzie Indoor Practice Facility (In Design)

## TLM'S - REVENUE FOR PAST FIVE YEARS

<b>Jan-Dec 2017</b>	<b>\$4,998,460</b>
<b>Jan-Dec 2018</b>	<b>\$6,864,984</b>
<b>Jan-Dec 2019</b>	<b>\$7,266,782</b>
<b>Jan-Dec 2020</b>	<b>\$7,020,002</b>
<b>Jan-Dec 2021</b>	<b>\$6,016,252</b>



**TLM**

**MILAN HIGH SCHOOL STADIUM** | *Milan, TN*  
7060 E. Van Hook Street, Milan, TN 38358



TLM Associates, Inc. was selected by the Milan School District to design new stadium grandstands for Milan High School for the Johnnie Hale Stadium. This included the installation of multicolored turf including dyed turf with purple and white accented in black to match Milan's branding on the sidelines.

TLM worked alongside Superintendent Jonathan Criswell, the school board and athletic department to create a beautiful and functional stadium with an entrance that includes a glass showcase to display important memorabilia for the high school's history. New restrooms and concession stands were also designed and built. Purple windscreens were added to the new fencing to incorporate school spirit, while adding a covering for extra storage.

This project was completed in 2020.



TLM

**TLM MILAN HIGH SCHOOL** | *CTE Additions & Renovations - Milan, TN*  
7060 E. Van Hook Street, Milan, TN 38358

Construction Costs:	Phase I - \$6,104,138.00 Phase II - \$4,557,343.00
Owner:	Milan Special School System
Construction Manager:	Forum Latham Contractors
TLM Team:	Ginger Frouth, Architect Roberta Milani, Architectural Designer Blake Marlar, Interior Designer (no longer at TLM) Adam November, Structural Collier Engineering, MPE - consultant for TLM, and still in business

Milan Special School System selected TLM to complete a multi phase design project to renovate their high school facility. Phase I included a new classroom addition, additional restrooms, and an entirely new administration suite. One of the major priorities was to redesign the exterior to create a more modern and dominate building elevation and entrance. The new classroom addition and administration suite allowed us to achieve much of the building elevation design.

Phase II included a complete make-over to their existing Career and Technological Education(CTE) facility. This included HVAC, lighting, finishes and egress. ADA access was also provided to the second

story of the facility as well as an upgraded Nursing Program, Lab and Classroom. New restrooms were added to allow a higher capacity of usage than were originally designed into the facility. A very important safety feature was a connector space which permanently joins their existing main classroom facility to the CTE building. Where students previously had to go outside to transition between classes, all day time exterior exposure with students is now eliminated. The existing cafeteria space was almost doubled and completely redesigned to create a more collegiate atmosphere for their students as well. Both phases are nearing completion and should be finished in the next few months.



BEFORE CTE hallway



AFTER CTE hallway with window graphics



BEFORE dark, narrow hallway



AFTER widened hallway, new lighting and paint with finished concrete



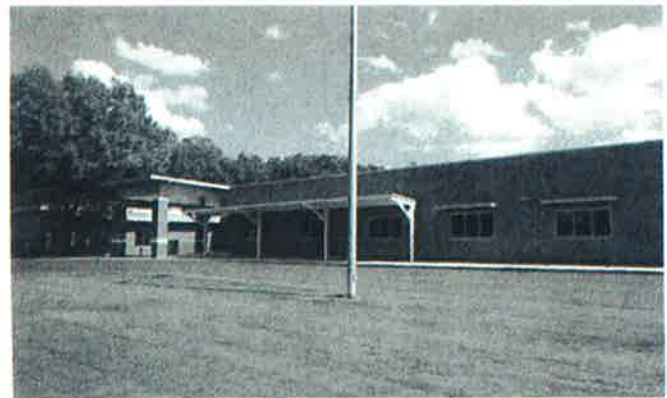
BEFORE cafeteria



AFTER cafeteria



BEFORE school bus entry



AFTER school bus entry, exit with new addition and ramp





BEFORE shop classroom



AFTER shop classroom



BEFORE front entrance



AFTER new front entrance of construction



BEFORE entrance to CTE



AFTER addition with new CTE entrance



TLM

**EARLY COLLEGE HIGH SCHOOL | JCM Annex Renovations - Jackson, TN**  
215 Allen Avenue, Jackson, TN 38301

Construction Costs  
Owner  
Prime Contractor  
TLM Team

\$1,496,263.00  
Jackson Madison County School System  
Herron Construction  
Ginger French, Architect  
Herb Halstead, Architectural Designer  
Lisa Deaton, Interior Designer (Lisa Deaton will no longer be with our office as of 7-1-2022)  
Clay Williams, Structural - consultant for TLM, and still in business.  
Collier Engineering - MPE - consultant for TLM, and still in business.

This project was completed over two phases of funding. The school system reinvented this old CTE facility for a College Preparatory facility. In phase one, the project included new lobby / entrance, some minor general classroom renovations, and full renovations to half of the garage bay areas. These were converted from auto mechanics to wellness areas, and a cafeteria. The restrooms were completely converted as well in this first phase. This also included new mechanical, new roofing, and new electrical for the project. One of the biggest transformations was eliminating the existing garage doors and adding full height store-front windows to

provide daylighting in the new spaces. Phase I was completed in 2016 and costs \$706,920.00.

Phase II for this project was in conjunction with some grant money from the State, which included the renovation of the back garage spaces. These spaces included mechatronics, welding, and nursing areas. In these spaces we provided both classrooms and lab settings for each curriculum, and also office and storage spaces for each areas. This second phase connected directly to phase I and utilize those restrooms as well. Phase II was completed in 2021 and costs \$789,313.00.



BEFORE auto classrooms



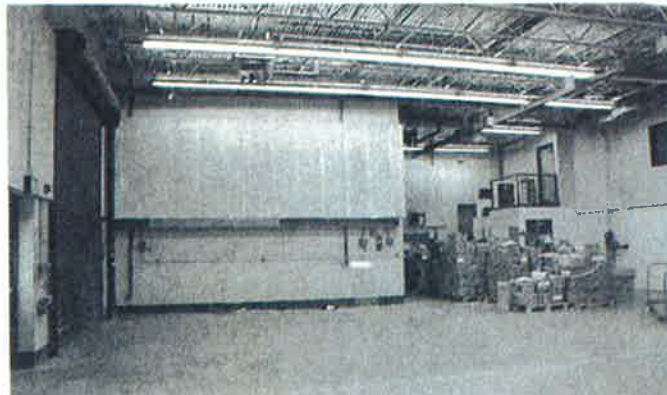
AFTER cafeteria windows



BEFORE unused lobby space



AFTER student work space



BEFORE wood shop classroom



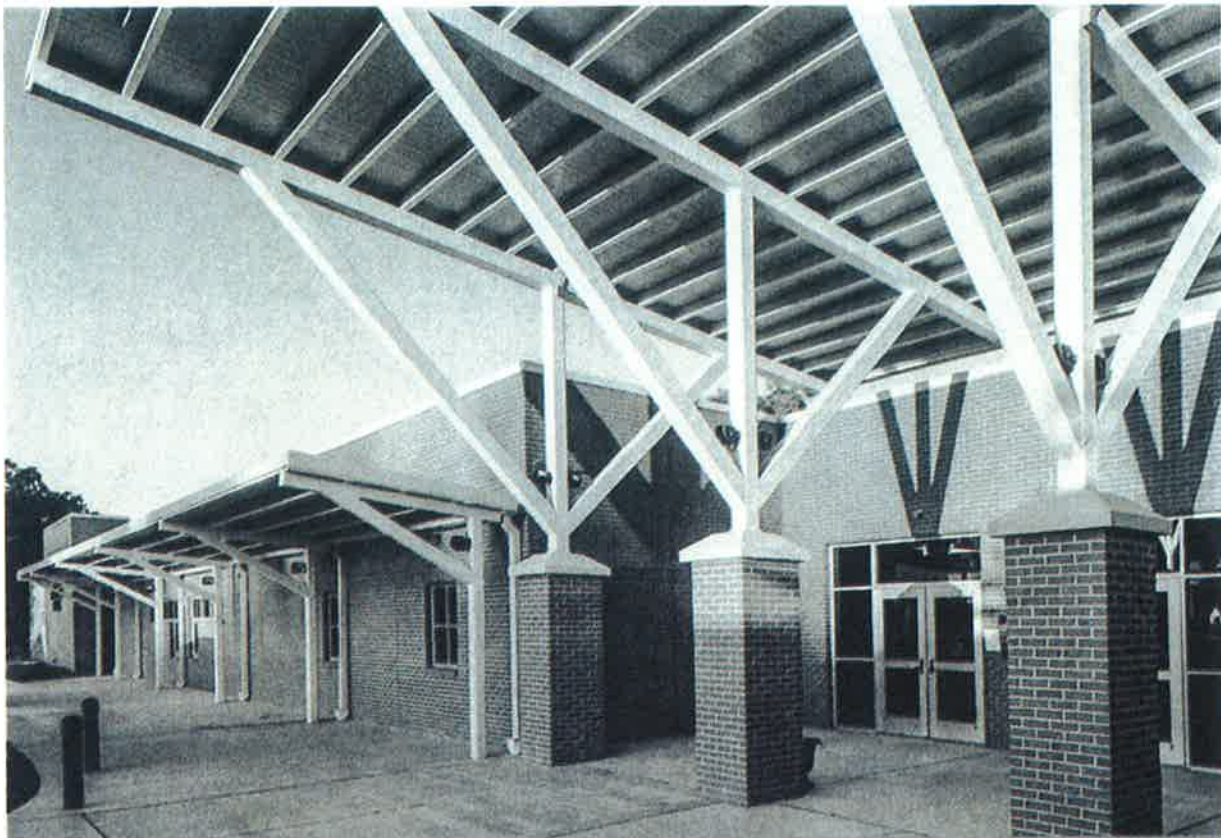
AFTER new fitness area



BEFORE classroom storage cages



AFTER cafeteria booths



**TLM**

**LINCOLN AT WHITEHALL | Renovations**

532 Whitehall Street, Jackson, TN 38301

Construction Costs:	\$3,358,000.00
Owner:	Jackson Madison County School System
Prime Contractor:	Fisher Construction
TLM Team:	Ginger French, Architect Herb Halstead, Architectural Designer Lisa Deaton, Interior Designer (Lisa Deaton will no longer be with our office as of 2 / 2022) Clay Williams, Structural - consultant for TLM, and still in business Collier Engineering, MEP - consultant for TLM, and still in business

Jackson Madison County School System selected TLM to complete a classroom addition and reopen a school that had been closed after major storm damage. The scope of our project included hazardous material abatement, new HVAC design of both the existing and the new areas, new electrical throughout, new roofing, renovated interior spaces, and an entire new entrance and classroom wing with restrooms was added. This project was completed in 2019.



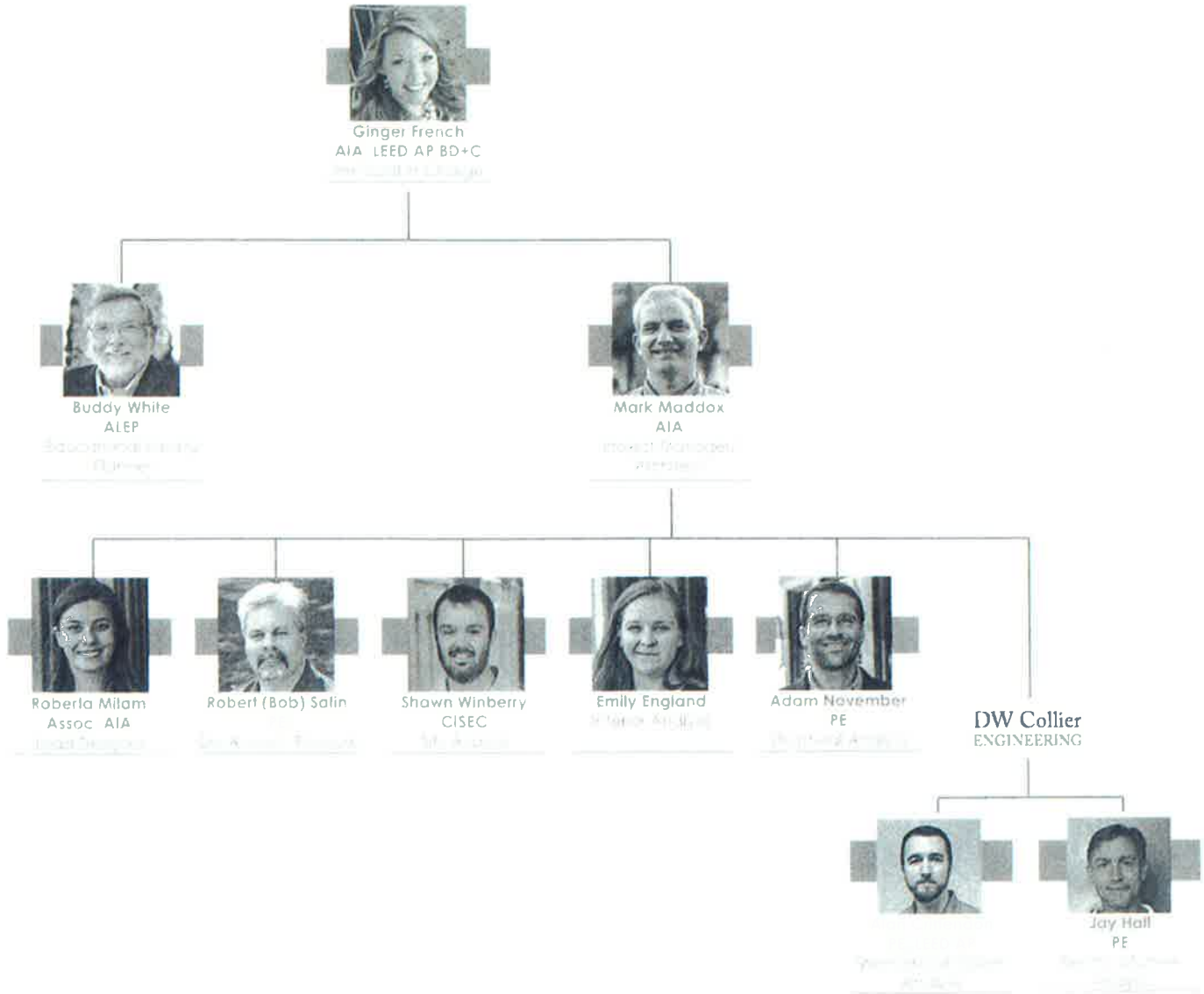
## BUILDING YOUR TEAM.

When assembling your team, we wanted to identify those consultants that are local to our area and can provide the personal level of service that Hickman County Schools deserves. TLM's in-house project team includes architectural, structural and civil engineering, and interior design services. To complete our design team, we'll also be partnering with DW Collier Engineering for Mechanical and Electrical Evaluations. The team we have proposed for this project has been successfully working together on projects for over 25 years.

We will operate with a set Principal in Charge, who will be Ginger French for this project. She will serve as your point of contact, making any questions you have easy to answer. She will also lead project review meetings both in-house and on-site.

We believe that our attention to detail and close client relationships are the true core of our firm's success. We truly value our client relationships and we feel that this project team can provide you all of the requests set forth in the project scope.







# TLM

## Ginger A. French, AIA, LEED AP BD+C Architect, Principal

Ginger joined the architectural design team at TLM in 1999 bringing a fresh new perspective as the first female architect with our firm. She became a licensed architect in 2007 and a Principal with the company in 2013. Her experience in Architectural Design encompasses Educational Facilities, Mixed-Use Facilities, Commercial Office Buildings, Financial Institutions, Religious Facilities, Hospitality/Event spaces, Downtown Renovations, Historic Preservation, Welcome Centers, Code Review, Professional Office Buildings, Medical Office Buildings, and Adaptive Reuse.

### Relevant Experience

Since joining our firm in 1999, Ginger has worked on the design team for almost every educational facility designed by TLM. One of her first professionally stamped projects was the Carl Grant Events Center on the Union University Campus, which serves as a main event space for Jackson and West TN events and as the University President's private dining space for special occasions. Ginger also manages several of the facility study and master-planning projects in the architectural department. She has worked on master plans for Jackson Energy Authority and Trinity Christian Academy, and completed comprehensive facility studies for Jackson Madison County School System and Haywood County School system. Ginger also specializes in renovation work and adaptive reuse. She has a passion for renovating old buildings, and bringing new life and use to them. One of her favorite projects in Jackson was the renovation of the Renaissance Center, a new multi-use facility that contains both residential loft apartments and office leasing spaces. The project involved the salvage of a badly dilapidated abandoned school building in Downtown Jackson as part of the revitalization of this historic area.

### Design Experience

- Crockett County CTE Renovation & Addition
- Crockett County Football Stadium
- Crockett County New Indoor Sports (in design)
- Crockett County New Board Office (in design)
- Galveston Elementary Addition (in design)
- Haywood County Facility Study and 10 Year Implementation Plan
- Haywood County Indoor Sports Facility (in design)
- JMCSS Facility Study & 10 Year Implementation Plan
- Early College High / Vo-Tech Classroom Conversion (JMCSS)
- Trinity Christian Academy - Master Plan & Classroom Addition
- Northwest Middle - Academic Academy Facility Renovation
- Union University, Carl Grant Events Center - Jackson, TN
- Jackson State Community College - Nursing Classroom Bldg
- Union University Adult Education Center (Conversion of an existing warehouse into classroom building)
- Numerous K-12 Educational Facilities
- Renaissance Center Loft Apartments
- Suites of LaRue - Apartment Complex & Event Space
- Pythian Building - Apartment Complex & Event Space
- First State Bank - Jackson, Martin, & Coal Springs
- City of Jackson Fire Station No. 7
- Tenney Building
- Jackson Energy Authority Training Center
- Custodian Center Facility Master Plan
- ISBA School of the Year Projects

1999 - B. Arch., Architectural  
University of Tennessee | Knoxville, TN

Tennessee: #00103093  
Texas: #22149  
Oklahoma: #27548  
Mississippi: #5580

American Institute of Architects  
National Council of Architectural  
Registration Boards (NCARB)  
United States Green Building Council  
(USGBC)  
Council of Educational Facility Planners, Int'l  
The National Trust for Historic  
Preservation

LEED Accredited Professional,  
Building Design & Construction

Jackson Exchange Club, Board Member  
Carl Perkins Center, Past Board Member  
2002 - Leadership Jackson Graduate  
2005 - Emerging Leader Award  
2005 - Exchangeite of the Year  
2010 - West Star Leadership Program Graduate  
2013 - Jackson's Finest Young Professional  
2014 - Harbert Alexander Award for  
Servant Leadership  
2015 - Sterling Award Recipient

# TLM

## Buddy White, ALEP Educational Facility Consultant

Buddy joined TLM in July 2013 as an Educational Facility Consultant after his retirement as the Director of Schools in the Jackson-Madison County School System. In 2015, Buddy became the first Accredited Learning Environment Planner in the State of TN. Prior to 2013, he worked for 38 years in public education, many of those in positions of responsibility over educational facilities. Buddy now works with the design team on educational facility projects in project development, planning, and pre-design, guided by the perspective of an educator and educational facilities planner.

### Relevant Experience

As Director of Jackson-Madison County Schools, Buddy was responsible for all aspects of that organization, which included the facilities on 37 campuses across Madison County, Tennessee. Before being named Director of Schools, he served as the Director of Operations over budget, facilities, transportation, technology, and food services for the system, reporting directly to the previous superintendent. Other supervisory positions he held in the field of education were High School Principal, Elementary School Principal, Transportation Supervisor, and High School Assistant Principals, well as serving as a classroom teacher for 22 years. Before entering public education, Buddy worked as a broker - insurance claim representative for Tennessee Farmers Mutual Insurance Companies in the West Tennessee Office.

Since joining TLM, Buddy has been involved in multiple educational facility projects of all sorts, including district facility planning. He has earned the Certified Educational Facility Planner Designation, a mark of excellence developed to reflect the knowledge, skills, and abilities of a competent educational facility planner, awarded by the Council of Educational Facility Planners International. This combination of a wide range of experiences along with formal education and training, enable Buddy to assist clients as an educational facility planner in the development, planning, and design of educational facilities.

### Design Experience

- Jackson-Madison County Schools Facility Assessment in Cider Estate
- Renovation of Jackson Central West Vocational Building into Early College High School
- Trinity Christian Academy Campus Master Plan
- Newly Constructed Middleton High School Gymnasium
- Henry County Elementary Schools Tobacco Shelters Retrofit Program
- Lauderdale County Schools Facilities Conditions Assessment
- Milan High School Football Field and Stadium Renovation
- Newly Constructed Millington High School Theater
- Wayne County Schools District Wide Renovation Program
- Newly Constructed Greenfield Gymnasium and Agriculture Education Space
- Haywood County Schools District Facilities Assessment and Educational Adequacy Study
- Hummingbird City Schools Master Plan and Educational Adequacy Study

Bachelor of Science Degree,  
Lynchburg University | Jackson, TN

Master of Education Degree  
Educational Administration and  
Supervision  
University of Memphis | Memphis, TN

Accredited Learning Environment  
Planner Designation,  
Association for Learning  
Environments | Scottsdale, AZ

Association for Learning Environments  
Tennessee Chapter Executive Board  
Member

ALEP Certificate No. 25336

Lakeshore Camp & Retreat Center  
Board of Directors





# TLM

## Mark Maddox, AIA Architect

Since joining TLM in 2005, Mark has been involved with a wide range of project types. Work phase experience ranges from Pre-design activities to Construction Administration and Project Management. Prior to joining TLM, Mark worked for Fisher & Arnold Inc. in Memphis, TN for five years.

### Design Experience

- Jackson-Madison County School System Facility Assessment Report
- Weakley County Schools Facility Additions & Renovations
- UT Martin Phase I & II Roof Replacement
- Elam Hall
- Good Hall
- Steam Plant
- UT Martin Paul Meek Library Roof Replacement
- UT Martin Bowling University Center Roof Replacement
- UT Martin Clanton Hall Roof Replacement
- University of TN Ag & Research Center Re-Roof & Building Repairs
- Jackson Mad. Co. School System Code Study Jackson TN
- Union University Dormitories-Phase III Jackson TN
- Hickman Community Hospital-EP Dept Addition, Corinth, TN
- Brownsville Utility Department Re-Roof, Brownsville TN
- Proctor & Gamble - Storage area renovation Jackson TN
- Lawrence County Courthouse Renovation, Lawrenceburg TN
- Bethel Place Apartments, McKenzie TN
- Foundation Bank Computer Safe Room, Paris TN
- Union University Pharmacy Building Jackson TN
- UT Martin-Parsons Branch, Parsons TN
- Lawrence County Justice Center, Lawrenceburg TN
- UT Martin Student Housing-Phase II, Martin TN
- Henry County Medical Center-Angle Suite, Paris TN
- Chester County Justice Center, Henderson TN
- Decatur County Detention Center, Decaturville TN
- E.W. Grove School Field House Paris TN
- Hardin County Jail, Savannah TN
- Union University Science Building Jackson TN

2001 - B.S.E.T. Architecture  
University of Memphis | Memphis, TN  
2001 - B.F.A. Architecture  
University of Memphis | Memphis, TN

Temp#980, # 109332

American Institute of Architects  
Associate Member

Missions of Missionsaries -  
Board Member & Secretary  
Hillcrest Baptist Church  
Member



# TLM

## Robert J. Safin, PE Civil Engineer, Principal

Bob has been with TLM Associates, Inc. since 2003. A licensed civil engineer since 2007, he has experience in project design and management in both the public and private sectors. His experience includes a number of site, transportation, and utility projects. Bob also serves as the city engineer for the City of Medina. Prior to TLM, Bob interned at the Tennessee Department of Transportation. He has also served as a Project Engineer at United Foods, Inc. in Bella, Tennessee. He became a Principal with TLM in January of 2013.

B.S., Engineering  
Specialty in Civil Engineering  
University of TN at Martin | Martin, TN

Tennessee #100772  
Kentucky #10117

American Society of Civil Engineers  
International Erosion Control Association  
National Society of Professional Engineers

TDOT Local Government Guidelines &  
Local Public Agency  
TDOT Chapter 8 Preconstruction and  
Construction Procedures  
OSHA Certification for 30 hours training in  
Construction Safety & Health

City of Paris, Housing Board of  
Adjustment's and appeals

## Relevant Experience

Bob began his career at TLM in 2003 with a focus on site development and storm water management. Over the years he has provided both design and project management on numerous commercial and industrial projects throughout West Tennessee. Throughout his 17 years at TLM, Bob has expanded his design experience to include projects in multiple areas of civil engineering including transportation projects, bridge projects, utility projects, sports facilities, parks and recreation and downtown enhancement project. Through his work with several West Tennessee municipalities, Bob has also gained a firm working knowledge of the various federal and state funding agencies and their processes.

## Design Experience

- Bridge Replacement
- Roadway Design
- Site Grading and Development
- Construction Supervision and Administration
- Stormwater Detention Studies and System Design
- Water Distribution System & Sewer Line Computer Modeling & Design
- Water Supply Well Design
- Erosion and Sediment Control Design
- Environmental Permitting
- Streetscape Design
- Stormwater Detention Analysis and Design
- Municipal Plans Review
- Downtown Enhancement
- Subdivision Design
- Athletic Field Design
- TDOT - CEI
- Spill Prevention Control and Counter Measures Plan Development
- Water Storage Tank Rehabilitation



# TLM

## Shawn Winberry, CISEC

Senior CADD Technician, Environmental Inspector

Shawn joined TLM Associates, Inc. in 2006 with previous experience including Coca Cola Surveying Services and Porter Coble. He is currently the lead CADD technician for the civil engineering department and has assisted in the design of several site development projects. Winberry's field work experience includes survey verification, construction inspection and EPSC inspection.

Certified General Drafting, Advanced Mechanical & Structural Drafting,  
Tennessee Technology Center - Jackson, TN

TDOT Sub-2 Aggregate Technician  
TDOT Class I Concrete Technician  
Hot Mix Asphalt Roadway Technician  
TBEC Level I/EPSC  
TBEC Level II/EPSC  
OSHA 10 Hour Certification  
CISEC Certification  
Work Zone Traffic Control & Flagging

## Relevant Experience

- SR-20 Highway Widening
- SR-104 Highway Widening
- Jackson Walk
- Gordon-Amersteel Landfill
- Moss Creek Development
- Relocation of Wilshire Drive
- Kirkland Cancer Center
- Utility Design and Coordination
- Jackson-Madison County General Hospital MOB
- Union University - New Dormitories
- Brian Brown Memorial Greenway
- Parsons Downtown Enhancement
- Martin Downtown Enhancement

## Design Experience

- Utility Design and Coordination
- LPRF Design & Project Management
- IA Design & Project Management
- Downtown Revitalization
- Site Grading & Development
- Construction Supervision & Administration
- Construction Engineering & Inspection
- Commercial Master Planning
- Parks & Recreation Master Planning
- Athletic Field Design
- Stormwater Detention Analysis and Design
- Erosion and Sediment Control Design
- Environmental Permitting
- Water Distribution System Design
- Wastewater Collection System Design
- Wastewater Lift Station and Water Pump Station Design
- Water Storage Tank Design and Rehabilitation
- Water and Wastewater Treatment Facility Design
- Landfill Design and Maintenance Programming



# TLM

## Emily England Interior Designer

Emily joined TLM Associates, Inc. in March of 2021. Before that she worked as a CAD Drafter in the hospitality industry for Show Industries in Cartersville, GA.

### Relevant Experience

- Commercial Office Buildings
- Educational Facilities
- Senior Living Facilities
- Hospitality/Event Spaces
- Hospitality/Hotels
- Religious Facilities
- AutoCAD Space Planning
- Finish, Furniture and Fabric Selection
- Food Service/Restaurants
- Renovation and Remodeling
- Technical Specifications
- Retail Facilities
- Athletics/Exercise Facilities

### Design/Project Experience

- Village Vitality Yoga Studio
- Innovation Compounding
- Lauderdale Co. Health Department
- Georgia Chiropractic Neurology Center
- Atlanta Spine Group
- Lake County High School Addition
- Inglewood Senior Housing
- CHS Hellenic Center
- ASU Mariella
- Midland Center for the Arts
- Colorado Grill Club
- Chase Center
- Lombardi Funeral Home
- Hilton Peachtree
- Vi Palo Alto
- Salesforce We Work Vancouver
- Baumholder Air Force Base
- Midtown Family Wellness
- Hardeman Co. Community Health
- Union City Middle School Addition
- Bradford Elementary Addition
- Trinity Church Renovation
- AMU Linabiergh Cyber Café
- Exodus Health Center

B.S. Interior Architecture  
University of Tennessee at Chattanooga,  
Chattanooga, TN



# TLM

## Adam November, PE Structural Engineer

Adam joined the design team at TLM in 2014. He has demonstrated success on multi-discipline projects, implementing the project's scope, and providing cost-effective design solutions, while maintaining structural integrity and meeting clients' needs. Adam is experienced with different types of steel and concrete building structures and foundation systems, along with structural components within the building envelope.

### Relevant Experience

Adam has design experience with various types of buildings and other structures, from highly intricate building facilities to more complex non-building structures. He has directed and managed projects from preliminary design stages through construction administration, providing the client with an optimal and cost-effective structural design.

Along with an extensive background in general structural engineering design, Adam has design experience with buildings located in high-risk seismic areas and shelters rated for extreme wind loading events. Some related projects Adam has completed consist of:

- American Cast Iron Pipe Company (ACIPCO) (Birmingham), AL
- Bridgestone Americas Tire Operation (DOR Plant) (Aiken), SC
- Reston Medical Office Building (Reston), Virginia
- Benton County Electric New Headquarters Facility (Benton), TN
- Fayetteville Public Utilities Administrative Building (Fayetteville), TN
- Jackson Christian School Main Campus Addition (Jackson), TN
- Foundation Bank (Jackson), Tennessee
- Carroll County Emergency Operations Center - Storm Shelter (Huntingdon), TN

In addition to new building construction projects, Adam has been involved with a variety of renovation and rehabilitation projects, including schools, historic downtown buildings, and parking garages. A list of some successful renovation and rehabilitation projects includes the following:

- Rust College (Rust Springs), MS
- Jackson-Madison County Schools (Jackson), TN
- Hayward County Schools (Brownsville), TN
- Commercial Bank (Paris), TN
- Paris Board of Public Utilities (Paris), TN
- Jackson-Madison County General Hospital (Jackson), TN

### Design Experience

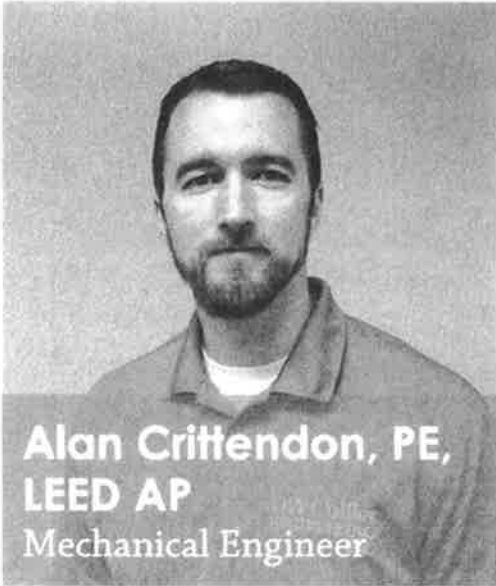
- Design of various building types, including:
  - Structural steel
  - Reinforced concrete
  - Timber
  - Concrete and clay masonry
  - Cold-formed metal
- Maintenance and repair of existing buildings and other structures
- Construction administration
- Structural inspection and recommendation reports
- Retaining and cantilevered structures
- Deep foundation systems
- Crane runway and monorail design

2008 – B.S. Civil & Environmental  
Engineering, with an emphasis on  
Structures  
Tennessee Tech University | Cookeville, TN

Tennessee, #116042  
Alabama, #84903 II  
Mississippi, #28707  
Oklahoma, #27090  
Kentucky, #30895  
Texas, #128652

American Society of Civil Engineers (ASCE)  
Professional Member of the National Storm  
Shelter Association (NSSA)  
Council of American Structural Engineers  
(CASE)

Leadership Jackson, Graduate 2015  
ACEC/TN Leadership PE  
Jackson Rotary Club, Member



**Alan Crittendon, PE,  
LEED AP**  
Mechanical Engineer



## Profile

Alan is a Principal design engineer with DW Collier Engineering and has 13 years of HVAC, Plumbing, and Fire Protection design experience. He specializes in design for HVAC installation/renovation, Fire protection installation/renovation, plumbing piping and medical gas piping. Alan is also a LEED Accredited Professional and certified to provide LEED consulting and commissioning.

## Relevant Experience

Alan and the engineers at DW Collier Engineering successfully completed around 100 projects and have worked across the southeastern United States. Alan routinely serves as the engineer of record to assess existing systems, provide estimated project budget and design cost information to replace existing systems as well as new construction. Project size has ranged from \$3,000,000 mechanical cost for new construction to a simple furnace replacement. He has also conducted numerous HVAC studies of existing facilities to determine what existing equipment and systems are in place, as well as determine what improvements can be made to meet new code requirements or provide for reduced operating costs. In addition to the experience listed below, Alan also served as the design team with TUM for both the Renaissance Center and the Swiss Consulate in Downtown Jackson, TN.

## Design Experience

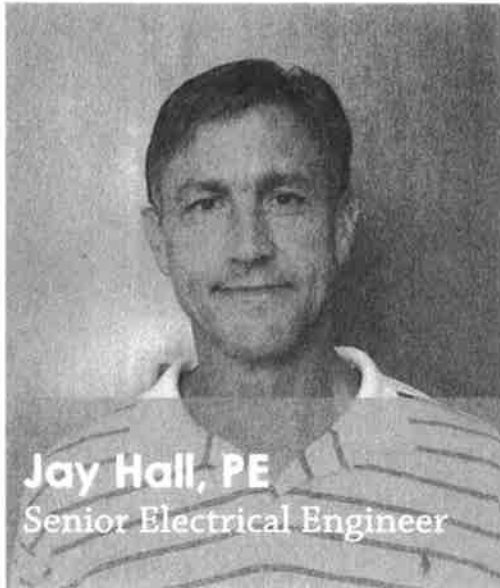
- Jackson-Madison County School System  
Complete facility assessment and multiple building HVAC replacements. (See design experience)
- RVMC, Poplar, TN  
Complete HVAC renovation of the existing facility. Original building was constructed around 1925 and consisted of approximately 1,100,000 sq ft total level with 115 total tons of cooling provided.
- Lexington Middle School, Lexington, TN  
Control/insulation for the existing 94,000 sq ft school facility.
- Overton Library, Overton, TN  
Complete HVAC, plumbing, and fire protection renovation for a new library for the city of Overton. The total square footage was approximately 56,000 sq ft with 55 total tons of cooling provided.
- Wrenke, County School, Dresden (pop. 100), TN  
Complete HVAC Replacement for two existing school facilities. The total square footage was approximately 143,000 sq ft with 470 total tons of cooling provided.
- Chalk Plant Upgrade, Brockton/DePaul University, Henderson, TN  
Added new 1,500 ton chiller with cooling tower, pumps and supports to the existing chiller plant.
- Tennessee State Office Building, Jackson, TN  
160,000 sq ft four-story office building for the State of Tennessee with full third party commissioning. This project included a chilled water-cooled HVAC system with central digital control system. Project also included a fire pump.

US Electrical Engineering  
Company of TX & North Carolina

Trinity  
Duke  
North Carolina  
South Carolina

Apprentice Mechanical Engineer  
Residential and commercial building  
Systems (TRM)

Central Air Conditioning  
Building Services (Central Air)



## Profile

Jay received his BSEE in Electrical Engineering from the University of Tennessee at Knoxville in 1985. Jay then spent 6 years as a nuclear officer in the United States Navy. He has spent the last 23 years specializing in Electrical design and project management.



B.S. Electrical Engineering  
University of Tennessee | Knoxville, TN

Tennessee, #101991  
Missouri, #PE 13042  
Arkansas, #0274  
Kentucky, #19473  
Louisiana, #27044  
Alabama, #11894  
Georgia, # PL023855  
South Carolina, #17334  
North Carolina, #023049

National Society of Professional  
Engineers (NSPE) - Tennessee Chapter  
National Fire Protection Association (NFPA)  
International Code Council

## Relevant Experience

Since starting his career as an electrical engineer, Jay has worked on several projects that required the analysis of existing conditions. He has completed several renovation projects requiring code upgrades. Jay has a wide range of experience, spanning from industrial shipping facilities to educational facilities. Jay believes in attention to detail and maintaining client deadlines. He has been working with T&M on renovation work for over twenty years.

## Design Experience

- Jackson/Madison County School System Facility Assessment Report
- Henry County High School Additions & Renovations
- Municipal City Schools Additions & Renovations
- Wedgley County Schools Additions & Renovations
- Jackson State CC - Student Center Renovations, Museum & B
- Grandover Early Learning Village - Jackson Christian Medical
- The Renaissance Building Downtown Jackson, TN
- Safety Group - Dumas Towns Jackson, TN
- Jackson Airport Terminal Additions & Renovations Jackson, TN
- Northwest Middle - Academic Academy Facility Renovations
- City Park Child Aquatics & Center Renovations, Building out
- Jackson Airport Terminal Additions & Renovations, Jackson, TN
- Jackson/Madison County Garfield High School Renovation
- Denver Court Station-Maintenance, Fuel & Workshop
- Greck Distribution Warehouse, Jackson, TN
- WAA Capital Improvement Warehouse & Fuel Facility - Jumbo Rock, AR
- Wright Express Truck Terminal & Maintenance Facility - Little Rock, AR - Jackson, TN, Cookeville, TN & Tupelo, MS
- Tennessee Aircraft Services, Jackson, TN
- Blackburn Nissan-Chrysler Automobile Dealership-Maintenance Facility - Yorkburg, MS
- Grenada Nissan Automobile Dealership/Maintenance Facility
- Lake Oil Company-Gas Station-Drive Thru Store - Clinton, LA
- Redington Truck Stop, Restaurant & Casino - Minden, LA

A photograph of a library interior. On the right side, there are tall, dark-colored bookshelves filled with books. On the left side, there is a reading area with a round table and several chairs. A large window in the background shows an outdoor area with trees and a building. The overall lighting is bright and even.

## Project Approach

### *Hickman County Schools*

TLM's role will be to provide technical expertise to enable the leaders of Hickman County Schools to make the best possible decisions in planning for the future of the facilities in your system. During the development of these projects, the most critical factor is communication – and it starts with our ability to be good listeners and to engage the leadership of Hickman County Schools in a dialogue of the issues you currently face as well as future needs for your schools. Listening and communication are essential to completing and implementing a successful facility assessment.





## References

*The level of competence and the quality of our work is most exemplified by our numerous projects and many repeat clients. Our references are listed below so that you may hear directly from our current and past clients.*

Jackson Madison County Schools  
Dr. Marlon King | Superintendent  
731-664-2500

Weakley County Schools  
Randy Frazier | Superintendent  
731-364-2247

Lauderdale County Schools  
Shawn Kimble | Superintendent  
731-635-2941

Henry County High School  
Dr. Leah Watkins | Superintendent  
731-642-9733

University of Tennessee at Martin  
Dr. Tim Nipp | Associate Professor and Chair of the Engineering Department  
731-881-7388



TLMASSO-01

TCRAVEN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/19/2022

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

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

PRODUCER <b>Insight Risk Management, LLC</b> 7200 Goodlett Farms Parkway Cordova, TN 38016	CONTACT NAME: <b>Tara Craven</b>	
	PHONE (A/C, No, Ext): <b>(901) 322-6425</b>	FAX (A/C, No): <b>(901) 278-2635</b>
	E-MAIL ADDRESS: <b>tcraven@irmllc.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED  <b>TLM Associates Inc.</b> 117 East Lafayette Street Jackson, TN 38301	INSURER A : <b>State Automobile Mutual</b>	<b>25135</b>
	INSURER B : <b>Employers Insurance Group</b>	<b>10346</b>
	INSURER C : <b>Navigators</b>	<b>42307</b>
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blkt Addl Ins		PBP2579471	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PROJE CT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		BAP2309065	12/1/2021	12/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR CLAIMS-MADE	PBP2579471	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	DED RETENTION \$					
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	EIG4884264-00	12/1/2021	12/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				
C	<input checked="" type="checkbox"/> Professional Liab		CE21MPLZ03PALNC	12/1/2021	12/1/2022	Each Claim Limit 2,000,000
C	<input checked="" type="checkbox"/> Professional Liab		CE21MPLZ03PALNC	12/1/2021	12/1/2022	Aggregate Limit 2,000,000

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

### CERTIFICATE HOLDER

### CANCELLATION

Proof of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

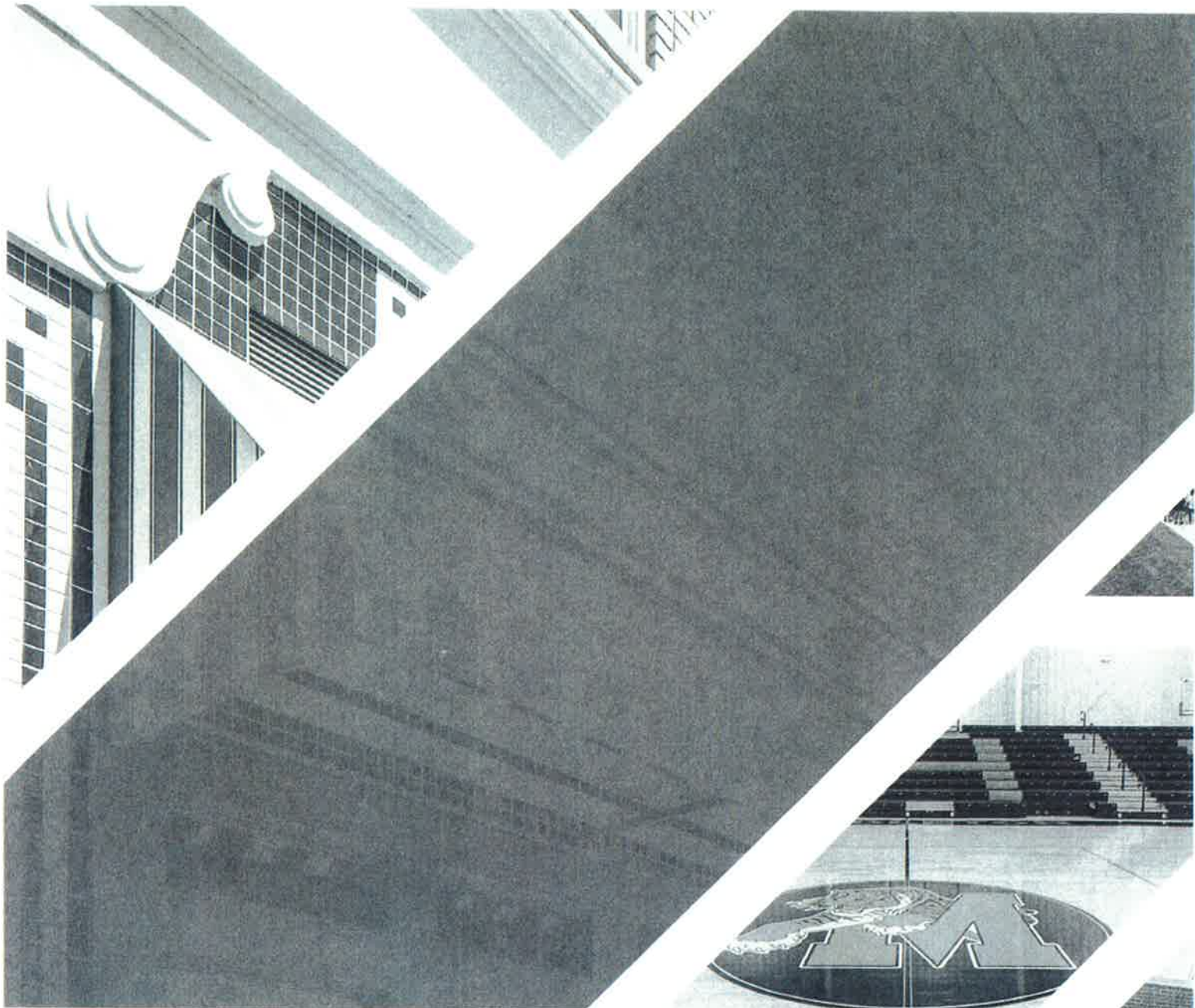
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Over the years, TLM has partnered with many organizations and school systems to assess and plan for the needs of their facilities. We have completed numerous facility studies, renovations, and building projects, all while working around the school calendar to minimize interruptions.

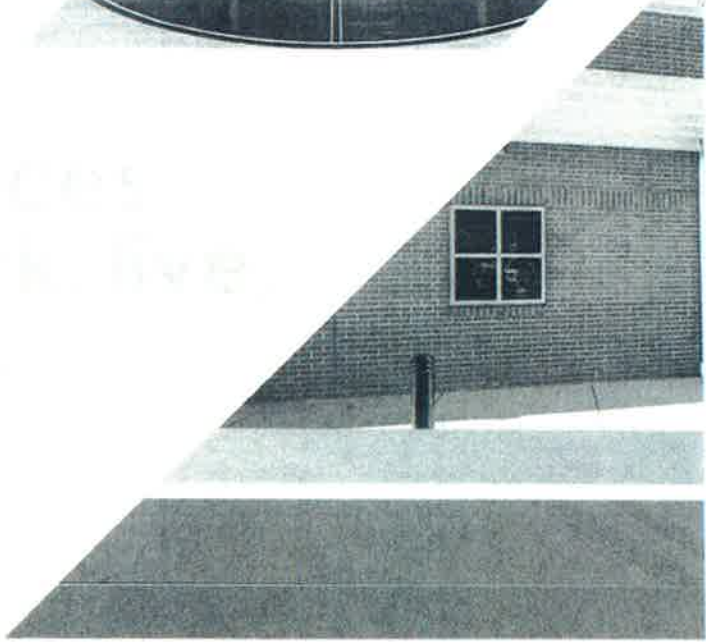
Mount Pleasant Middle School - Mount Pleasant, TN



We create the places  
where people work, live,  
play, heal & learn

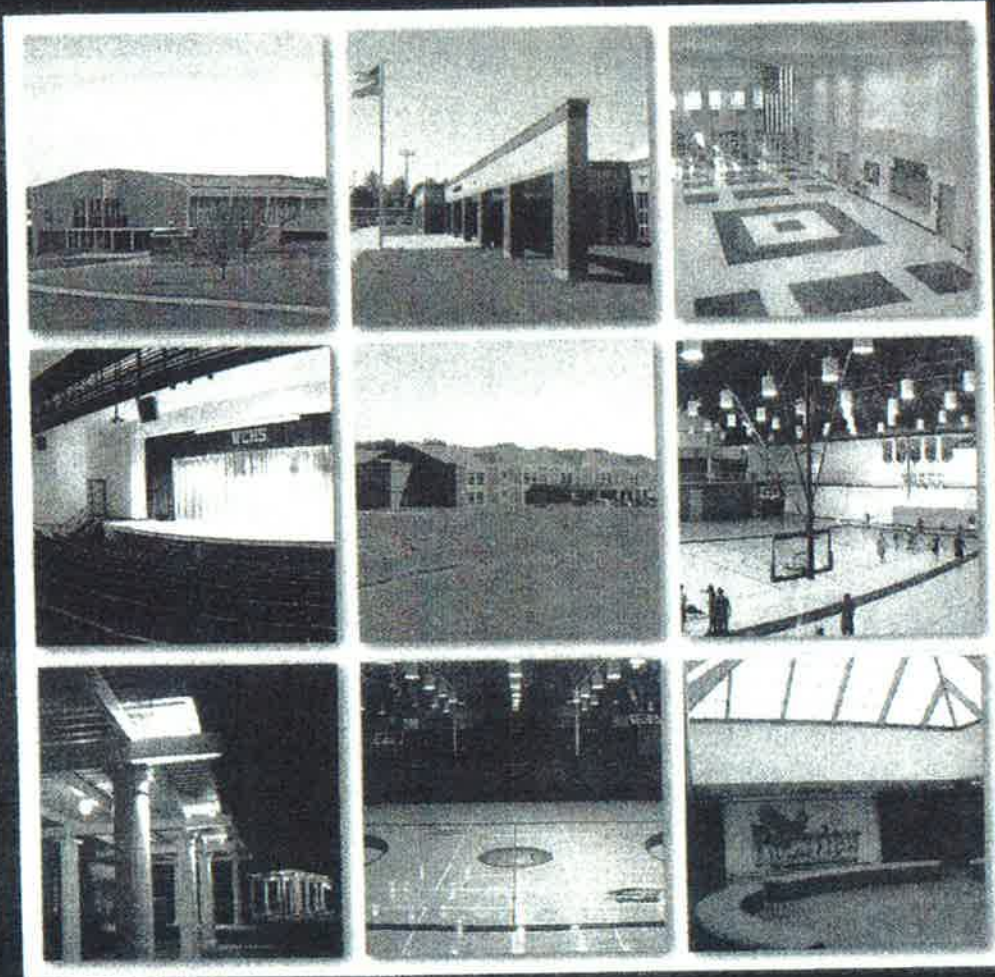


TLM Associates, Inc.  
117 East Lafayette St  
Jackson, TN 38301  
731-988-9840  
[www.tlmae.com](http://www.tlmae.com)



# ARCHITECTURAL QUALIFICATIONS PACKAGE

*Submitted to:*



LYLE·COOK·MARTIN  
ARCHITECTS

January 19, 2022

# LYLE · COOK · MARTIN

ARCHITECTS

January 19, 2022

Re: Letter of Interest, Proposed Design Team Firms and Proposed Architectural Fee Description and Example Calculation – Hickman County Schools

To Whom This May Concern,

We greatly appreciate the opportunity to present our firm credentials, our team and fee proposal for your consideration. We're excited about the possibility of being commissioned to perform architectural services for the Hickman County School system and if selected, pledge our best.

Lyle Cook Martin Architects has been involved with new school design and school renovations since the formation of our firm. We have designed numerous secondary schools, University buildings, daycares, etc. The following pages highlight many of these projects.

We have included consulting engineers that we have executed a wide array of successful projects with over the course of many years. In fact, we have been working consistently with K&S Structural Engineering since 1983.

One special proposed team member worth highlighting is Mr. Jeff Corlew, formerly with CNI Design, who has recently left his former partnership. We propose for Jeff to be an on-site representative performing Project Management services, as his experience level is vast and his home in Dickson County is very close to your school system.

#### Proposed Design Team:

- Architectural Design • Lyle Cook Martin Architects (Clarksville, TN)
- Structural Engineers • K&S Engineering (Clarksville, TN)
- Mechanical, Plumbing & Electrical • HNA Engineering (Arlington, TN)
- On-Site Project Management Consultant – Jeff Corlew (Dickson, TN)

#### Proposed Design Fee

We propose to follow and incorporate the State of Tennessee Fee Formula for Professional Design Services for all projects coming forth. You are probably familiar with the State Fee Formula, but we have included it below to review.

**Fee Calculation:**  $35/[\text{Log}(\text{Construction Cost}) - 1.15] = \% \text{ of Construction Cost}$   
 $35/[\text{Log}(\$20,000,000.) - 1.15]$   
= the Fee as a percent of Construction

If the project is considered a renovation project, a 1.25 multiplier would be added to the fee.

For Example, if a construction project cost \$500,000.00, the State Formula would assign a fee as follows:

7.69% for new construction applied to the above listed \$500,000.00 construction project would equal a design fee of \$38,450.00

This includes architectural, structural, mechanical, plumbing and electrical engineering. This fee does not include surveying of the property or civil engineering which will be accomplished by Suiter Engineering.

Percentages of design work are categorized into the following scopes of work:

Schematic Design	15%
Design Development	25%
Construction Documents	40%
Bidding/Negotiations	5%
Construction Administration	15%

We thank you greatly for this opportunity and if selected, we look forward to working with your personal and your projects. Please feel free to call with any questions you may have.

Sincerely,



Bradley A. Martin, III, AIA  
BAM/kkc

## B.1 RELEVANT PROJECT EXPERIENCE

### ROOFING PROJECTS

#### **41+ Projects Completed for the Clarksville Montgomery County School System**

Barksdale Reroofing  
Byrns Darden Reroofing  
Montgomery Central High School – Partial Reroofing  
Partial Reroofing of Five Schools  
Partial Reroofing of Burt School – Phase II  
Partial Reroofing – New Providence Jr. High School  
Partial Reroofing – Northwest High School  
Reroof 10 Schools – Clarksville/Montgomery County  
Schools – Reroofing 1988  
Barksdale School Reroof  
Northwest High Reroof  
Montgomery Co. Schools Roof Repair – Woodlawn, Northeast & Northwest  
Partial Reroofing of Smith Elementary School  
Partial Reroof of Ringgold Elementary School  
Partial Reroofing of Woodlawn Elementary  
Partial Reroofing of Richview Middle School  
Partial Reroofing of New Providence Middle School  
Northwest High School Reroof  
Montgomery Central Middle School Reroof  
Montgomery Central High School Vocational Tech Reroof  
Woodlawn Elementary School Reroof  
Partial Reroofing of Montgomery Central High School  
Reroofing of Ringgold Elementary School  
Reroofing of Richview Middle School  
Reroofing of Greenwood Middle School  
Consulting on Kenwood Middle School Leak Investigation

#### **University of Tennessee @ Martin**

G-H Residence Hall Roof Replacement  
Partial Reroofing of Clement Residence Hall  
Ellington Hall Reroof  
Reroofing Stadium & Dressing Rooms  
Reroofing Buildings

#### **Austin Peay State University**

Reroof Memorial Gym and Pool  
Reroof Trahern Building  
Partial Reroof of Dunn Center  
Reroof Harned Hall  
Reroof Catherine Harvill Cafeteria

#### **Other**

Reroof Holland Hall @ Tennessee State University  
Reroof Nine Cottages for the Tennessee School for the Blind  
Reroof Veteran's Plaza Complex  
Various Roof Repair/Replacements @ Tennessee State Univ.  
(including McCord, Humanities, Keen Hall)  
Residence Halls Roof Replacements @ Tennessee Tech Univ.



**LYLE COOK MARTIN**  
ARCHITECTS

**SELECTED REPRESENTATION OF SPECIFIC SCHOOL PROJECTS (1985 - CURRENT)**

The following is a list of Clarksville-Montgomery County School System projects for which Lyle Cook Martin Architects has provided Architectural / Engineering services over the last twelve years. All of these projects were finished on schedule and none had any forced change orders which affected the finish construction cost by a factor of more than 1% on new construction and 2% on renovation work. The joint venture high schools, Kenwood, Rossvie and West Creek, are the designs of Lyle Cook Martin Architects, who also produced the construction documents. Recent joint venture elementary school projects Glenellen, Cumberland Heights, Barkers Mill and West Creek were the designs of Rufus Johnson Associates.

<u>Project and Location</u>	<u>Completion Date</u>	<u>Amount of Contract</u>
Note: See resumes for most current school projects.		
Burns Middle School Dickson County Board of Education Dickson, TN	2019	\$24,000,000.
Central Services South Renovations CMCSS Clarksville, TN	2017	\$950,000.
Montgomery Central High School S.T.E.M. Academy Hydroponic/ Aquaponic Laboratory	2015	\$420,000.
New Classroom Addition Clarksville Academy Clarksville, Tennessee	2015	\$290,000.00.
CMCSS Central Services South Restroom Renovation Clarksville, TN	2015	\$79,500.
Clarksville Academy Loggia	2015	\$90,000.
Moore Magnet Outdoor Science Classroom Clarksville, Tennessee	2014	\$140,000
Revised Campus Master Plan Clarksville Academy Clarksville, Tennessee	2013	\$1,600,000.
West Creek High School Clarksville, Tennessee (Joint Venture)	2008	\$24,000,000.
West Creek Middle School	2007	\$16,550,000.

**HICKMAN COUNTY SCHOOLS**

LYLE · COOK · MARTIN  
ARCHITECTS

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Listing of School Projects at  
Fort Campbell, Kentucky

Wassom Middle School  
Mahaffey Middle School  
Ft. Campbell High School – Phase I  
Ft. Campbell High School – Phase II  
Remove ACM from Dependent Schools, Ft. Campbell, KY  
Lincoln Elementary School  
Paint Exterior of Ft. Campbell High School  
Construct an Addition @ Mahaffey Middle School  
Prefab Metal Bldg. For School System Maintenance Complex  
Addition @ Barkley Elementary School  
Restroom in Warehouse behind Marshall Elementary School  
Addition @ Marshall Elementary School  
Renovation & Addition to Kitchen @ Wassom Middle School  
Renovation & Addition to Kitchen @ Wassom Middle School  
Install New Modified Bitumen Roof on Designated Areas @ Wassom Middle School  
Install New Modified Bitumen Roof on Designated Areas @ Marshall Elem. School  
Install New Modified Bitumen Roof on Designated Areas @ Jackson Elem. School  
Renovations of Restrooms @ Lincoln Elementary School  
Renovate Shower/Locker Rooms @ Mahaffey Middle School  
Renovate Restrooms @ Wassom Middle School

HICKMAN COUNTY SCHOOLS

**B.2 PROJECT EXAMPLES**

**LYLE·COOK·MARTIN**  
ARCHITECTS

**New Elementary School Prototype Program**

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Clarksville, Tennessee | 1994 & 1995

**Kenwood Elementary School**

Size: 87,500 s.f. New Construction

Cost: \$4,000,000.00

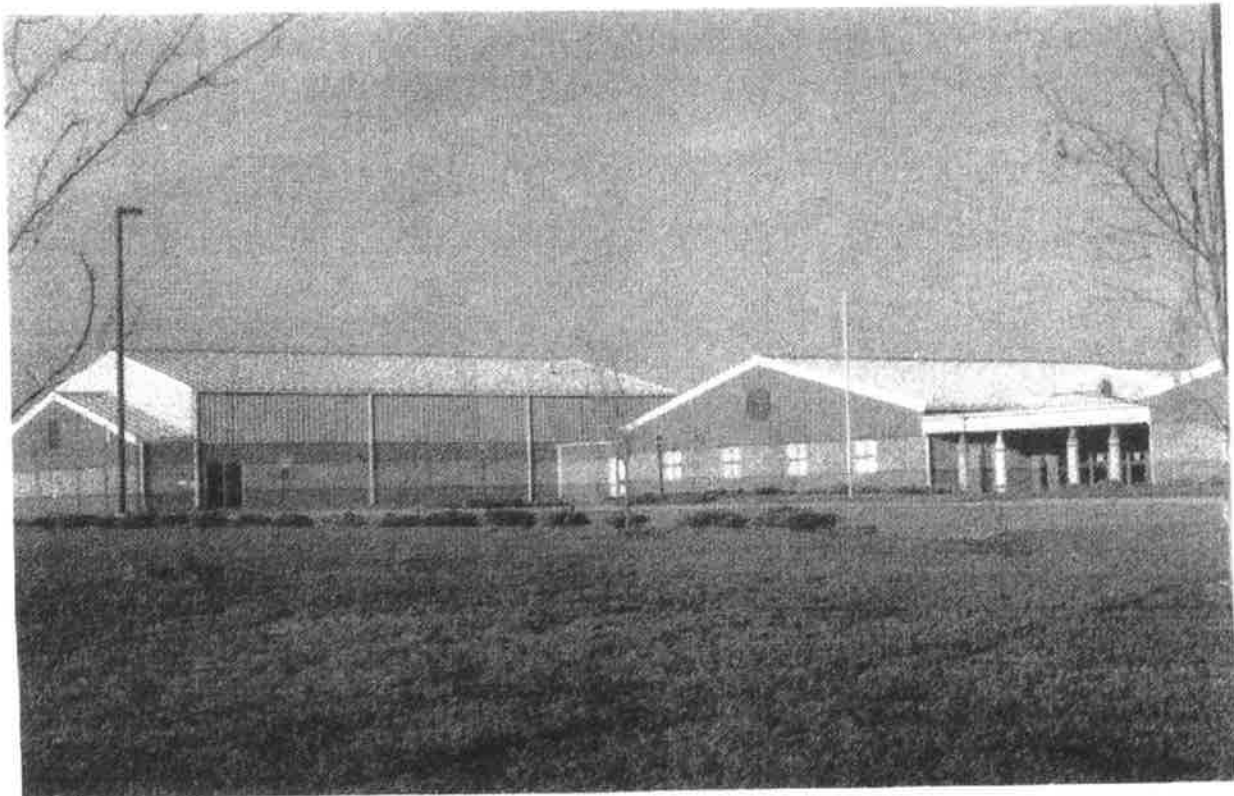
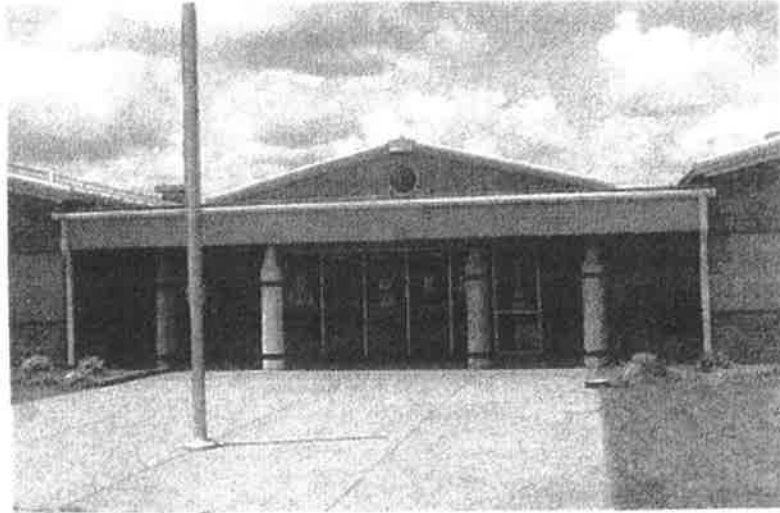
Capacity: 900 students

**Hazelwood Elementary School**

Size: 87,500 s.f. New Construction

Cost: \$4,445,000.00

Capacity: 900 students



**HICKMAN COUNTY SCHOOLS**

## C.1 CLIENT REFERENCES

We pride ourselves in maintaining lasting relationships with our many repeat clients. Some example references are listed below.

Jim Durrett  
Montgomery County Mayor  
Clarksville, TN  
(931) 648-5787

Dr. Danny Weeks  
Director, Dickson County Board of Education  
Dickson, TN  
(615) 446-7571

Kris Phillips  
Vice President for University Advancement and  
Executive Director of the APSU Foundation  
Austin Peay State University  
Clarksville, TN  
(931) 221-7128

Mr. Ron Bargatze  
Hewlett Spencer  
Nashville, TN  
(615) 832-5026

Dr. Anthony Johnson  
Director of Community Relations & Continuous Improvement  
Clarksville-Montgomery County School System  
Clarksville, TN  
(931) 920-7872

Mr. Norm Brumblay  
Chief Operations Officer  
Clarksville-Montgomery County School System  
(931) 648-5600

Dr. Chris Causey  
Robertson County Schools  
Springfield, TN  
(615) 384-5588

Marla Rye  
Director, Work Force Essentials  
Clarksville, TN  
(931) 905-3500

Don Jenkins  
President, Jenkins & Wynne  
Clarksville, TN  
(931) 542-4868

Sammy Stuard  
President, F&M Bank  
Clarksville, TN  
(931) 245-4274

## C.2 LETTERS OF RECOMMENDATION

Reference the following section for letters of recommendation from previous clients.



October 11, 2018

To Whom It May Concern:

I am Anthony Johnson, Director of Community Relations and Continuous Improvement for the Clarksville-Montgomery County School System. I am writing this letter to recommend Mr. Bradley Martin and Lyle - Cook - Martin Architects for the Coopertown Elementary School renovation. Over the past eight years, I have observed Mr. Martin's exceptional talent, passion for education, and commitment to our community.

As the STEM Coordinator at Moore Magnet Elementary in 2012, I had the opportunity to work closely with Mr. Martin and Lyle - Cook - Martin Architects as they made our vision of an outdoor classroom a reality. While we brought forth a few desired components for our outdoor classroom, it was Lyle - Cook - Martin Architects' thorough research, immense ingenuity, and world-class architectural skills that brought the project to fruition. Throughout the process, they listened to our needs and feedback while creating a design that was beyond our imagination.

In addition to the Moore Magnet Outdoor Classroom project, Lyle - Cook - Martin Architects have also completed first-rate designs for Byrns Darden, Norman Smith, and Woodlawn Elementary schools. Throughout our community, you can see their aesthetically and functionally designed buildings and spaces that elevate the visual identity of our region.

Mr. Martin and Lyle - Cook - Martin Architects are superb planners and designers, for whom I have a great deal of respect and admiration. I reiterate my recommendation for Lyle-Cook-Martin Architects for the Coopertown Elementary School renovation. Should you have any further questions regarding my experience with or opinion of Mr. Martin, please feel free to contact me.

Sincerely,

*Anthony D. Johnson*  
Anthony D. Johnson, Ed.S.

Director of Community Relations and Continuous Improvement  
Clarksville-Montgomery County School System



TN All Corps Tutoring Progress Report  
2/28/22

#### Organization/Management

- 53 tutors providing services, 49 licensed, 4 trained support staff
- 170 students receiving tutoring (all in small group)
- Students remain with the same tutor
- Tutoring began on January 10, 2022
- Students receive tutoring at least 3 times per week
- Services are paid for through the TN All Corps Tutoring Grant and ESSER
- Electronic and paper records available for tutors
- A running FAQ to assist tutors provided to all tutors so we can troubleshoot quickly
- Between January 10-January 31, 288 hours of tutoring was provided

#### Instructional Support

- All students are focusing on math with tutoring and in the Zearn platform
- Additional instructional materials ordered to accompany Zearn platform
- Students were identified to promote learning acceleration
- Students in grades K-8 are using Zearn for Tier 1 math remediation, whether in the tutoring program or not

#### Feedback

- Survey sent to tutors
- 76% reported "Agree" and "Strongly Agree" that students were demonstrating more confidence in math as a result of tutoring.
- Parent survey was sent electronically through email to parents
- Limited response but responses were positive
- Parents want more opportunities to be able to help students at home
- Student participation is limited outside of the time at school, based on responses from tutors and parents.

#### Next Steps

- Parental Engagement Packets to include what students are working on and Zearn login information
- Survey parents through a QR code and different format to achieve higher responses
- Increase student participation through some after school opportunities
- Strategies for equity in schools

Date January 19, 2022

**PROPOSAL: #22-04-046****Re: East Hickman High School Track Facility – Geotechnical Investigation**

Thank you for the opportunity to submit this proposal to conduct a **Geotechnical Exploration** for the project listed above. This proposal will outline our current understanding of the project and the services being requested, as well as describe the conditions under which services will be provided and provide a cost estimate for these services. Please let us know if any of our services are needed.

**ABOUT PRECISION ENGINEERING**

Precision Engineering, LLC is a multi-disciplined engineering firm which provides Civil Engineering, Geotechnical Engineering, Land and Construction Surveying, Materials Testing, Design-Build, Construction Observation and Special Inspection services throughout several states including KY, TN, OH, IN, WV, AL, and GA. Our staff is composed of experienced engineers, land surveyors, special inspectors, field technicians, and support staff are sure to provide the necessary resources for this project.

**PROJECT INFORMATION**

It is our understanding that the project consists of: **A geotechnical investigation to determine soil properties and composition of the existing track.**

**SCOPE OF SERVICES**

The following services are hereby offered:

- Field Geotechnical Investigation
  - Perform 8-10 borings to a maximum depth of 5'
  - Collect Core Samples of the existing track.
  - Field investigation will be monitored by a TN Professional Engineer.
  - Collect samples by SPT sampling per ASTM 1586.
- Laboratory Testing
  - Moisture Content (ASTM 2216) – each sample
  - Atterberg Limits (ASTM 4318) – 3 samples
- Production of Geotechnical Report
  - Published geologic information
  - Field exploration results
  - Laboratory results
  - Subgrade evaluations
  - Recommendations for Track Remedies



**PERSONNEL**

For this project, Precision Engineering, LLC would provide qualified engineers/technicians to perform field sampling, testing, and inspection. The names along with a summary of each inspector we plan to use for this project is provided below:

NAME	ROLE IN THIS PROJECT	EXPERIENCE / CERTIFICATIONS
Stephen R. Harris, PE, PLS PROJECT ENGINEER	PROFESSIONAL ENGINEER	18 Years' Experience, Licensed Professional Engineer, Licensed Professional Surveyor, LEED AP, Nuclear Gauge Safety Training, GPR Technician Training, ICC Soils, Ground Penetrating Radar
John Barnett LICENSED INSPECTOR	LABORATORY ANALYSIS	8 Years' Experience, ACI Concrete Field-Testing Technician Grade 1, Nuclear Gauge Safety Training, GPR Technician Training

**PROPOSAL**

Precision proposes to conduct this Geotechnical Investigation & Report for a **lump sum fee of \$5,500.00.**

**NOTIFICATION TO PROCEED**

We appreciate the opportunity to work with you, and please contact us with any questions regarding this proposal.

Sincerely,

**Stephen R. Harris, PE, PLS**  
**Precision Engineering, LLC**

It is the recommendation of the Director of Schools that the boundaries for the school zones remain the same as originally drawn for the 2007-2008 school year and that the Attendance Zone Review Committee remain active for the 2022-2023 school year.

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>12/07/21</b>
		Rescinds: <b>5.701</b>	Issued: <b>08/06/18</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the board of education or by a third party public or private employer through an agreement between such third party employer and the board of education. Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

**APPLICATION/QUALIFICATIONS**

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.<sup>4</sup>

Qualifications for substitute teachers shall be: (1) a high school diploma or GED; (2) attendance at an orientation session.

A list of substitute teachers will be prepared by the director of schools who will maintain files which may include transcripts, credentials, recommendations and other pertinent information.

**COMPENSATION**

If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

**CERTIFICATION**

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits<sup>1</sup> and may substitute for additional days if the director of schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.<sup>7</sup>

### **EMERGENCY NEEDS**

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

Licensed personnel can be used as a substitute teacher in another class in emergency situations in which another substitute is unable to arrive on time or remain for the full day. Licensed personnel that are asked to substitute in a class in addition to their normal instructional duties and complete after-school planning time will be compensated per class period in which they are utilized.

### **TRAINING AND ORIENTATION**

The director of schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

### **RESPONSIBILITIES**

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

### **RE-EMPLOYMENT/TERMINATION**

On an annual basis, the director of schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

Background Investigations 5.118



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

To: School Board Members  
From: Misty Shelton  
Date: March 2022

**2nd Reading:**

**5.701-Substitute Teachers-** add the wording to page 2 under Emergency Needs-Licensed personnel can be used as a substitute teacher in another class in emergency situations in which another substitute is unable to arrive on time or remain for the full day. Licensed personnel who volunteer to substitute in a class in addition to their normal instructional duties and complete after-school planning time will be compensated per class period in which they are utilized.

**6.313- Discipline Procedures-** Line 27-28 of page 5

A teacher or other school official shall not reduce or authorize the reduction of a student's **academic** grade because of discipline problems. **Only department or citizenship grades may be reduced because of discipline actions.**

**Up for review:**

- 3.100 Business Management Goals
- 3.200 Buildings and Grounds Management
- 3.201 Safety
- 3.202 Emergency Preparedness Plan
- 3.203 Crisis Management
- 3.204 Risk Management and Threat Assessment Team
- 3.205 Security
- 3.206 Community Use of School Facilities
- 3.208 Facilities Planning
- 3.211 New Project Planning
- 3.212 District Water Testing
- 3.219 Use of Unmanned Aircraft Systems (Drones)

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[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

### 3.220 Access to Private Facilities

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

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

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Discipline Procedures</b>	<b>6.313</b>	<b>04/05/21</b>
		Rescinds:	Issued:
		<b>6.313</b>	<b>03/01/21</b>

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 Board delegates to the Director of Schools the responsibility of developing specific codes of  
4 conduct which are appropriate for each level of school. Codes of conduct for students in pre-  
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI<sup>2</sup> and PBIS  
6 framework. Exclusionary discipline shall only be used as a measure of last resort. The development of  
7 each code shall involve principals and staff members of each level and shall be consistent with the  
8 relevant policies as adopted by the Board.<sup>1</sup>

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

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

22 In order to ensure that these goals are accomplished, the school district shall utilize the following  
23 trauma-informed discipline practices: restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports,  
24 behavior intervention plans, ACES.

## 25 **MISBEHAVIORS: Level I**

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

29 *Examples (not an exclusive listing):*

30 Classroom disturbances



- 1 Classroom tardiness
- 2 Cheating and lying
- 3 Abusive language
- 4 Nondefiant failure to do assignments or carry out directions
- 5 Wearing while on the grounds of a public school during the regular school day, clothing that
- 6 exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>4</sup>
- 7 Harassment (Sexual, Racial, Ethnic, Religious)

8 *Disciplinary Procedures:*

- 9 Immediate intervention by the staff member.
- 10 Determine what offense was committed and its severity.
- 11 Determine offender and that he/she understands the nature of the offense.
- 12 Employ appropriate disciplinary options.
- 13 Record of the offense and disciplinary action maintained by staff member.

14 *Disciplinary Options:*

- 15 Verbal reprimand
- 16 Special Assignment
- 17 Restricting activities
- 18 Assigning work details
- 19 Counseling
- 20 Withdrawal of privileges
- 21 Issuance of demerits which might affect citizenship or department grades
- 22 Strict supervised study
- 23 Detention
- 24 Corporal punishment
- 25 In-school suspension
- 26 Out-of-school suspension
- 27 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
- 28 supports, behavior intervention plans, ACES

29 **MISBEHAVIORS: Level II**

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

34 *Examples* (not an exclusive listing):

- 35 Continuation of unmodified Level I behaviors
- 36 School or class tardiness
- 37 Use of tobacco, vaping, or e-cigarettes
- 38 Using forged notes or excuses
- 39 Disruptive classroom behavior
- 40 Harassment (Sexual, Racial, Ethnic, Religious)

1            *Disciplinary Procedures:*

- 2            Student is referred to principal for appropriate disciplinary action.  
3            Principal meets with student and teacher.  
4            Principal hears accusation made by teacher, permits student the opportunity of explaining  
5            his/her conduct, denying it or explaining any mitigating circumstances.  
6            Principal takes appropriate disciplinary action and notifies teacher of action.  
7            Record of offense and disciplinary action maintained by principal.

8            *Disciplinary Options:*

- 9            Teacher/schedule change  
10           Modified probation  
11           Behavior modification  
12           Social probation  
13           Peer counseling  
14           Referral to outside agency  
15           In-school suspension  
16           Transfer  
17           Detention  
18           Suspension from school-sponsored activities or from riding school bus  
19           Corporal punishment  
20           Restricting school related honors student is otherwise due  
21           ~~Out-of-school suspension not to exceed ten-(10) days.~~  
22           ~~Trauma-informed discipline practices; restorative practices, RTI2B, multi-tiered system of~~  
23           ~~supports, behavior intervention plans, ACES~~

24    **MISBEHAVIORS: Level III**

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

27            *Examples* (not an exclusive listing):

- 28            Continuation of unmodified Level I and II behaviors  
29            Fighting (simple)  
30            Vandalism (minor)  
31            Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes drugs, and/or  
32            alcohol  
33            Stealing  
34            Threats to others  
35            Harassment (Sexual, Racial, Ethnic, Religious)

36            *Disciplinary Procedures:*

- 37            Student is referred to principal for appropriate disciplinary action.  
38            Principal meets with student and teacher.

- 1 Principal hears accusation by accusing party and permits offender the opportunity of explaining  
2 conduct.  
3 Principal takes appropriate disciplinary action.  
4 Principal may refer incident to director of schools and make recommendations for  
5 consequences.  
6 If student's program is to be changed, adequate notice shall be given to the student and his/her  
7 parents of the charges against him, his/her right to appear at a hearing and to be represented by  
8 a person of his/her choosing.  
9 Any change in school assignment is appealable to the Board.  
10 Record of offense and disciplinary action maintained by principal or director of schools.

11 *Disciplinary Options:*

- 12 In-school suspension  
13 Detention  
14 Corporal punishment  
15 Restitution from loss, damage or stolen property  
16 Out-of-school suspension not to exceed ten (10) days  
17 Social adjustment classes  
18 Transfer  
19 Expulsion  
20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of  
21 supports, behavior intervention plans, ACES

22 **MISBEHAVIORS: Level IV**

- 23 Acts which result in violence to another's person or property or which *pose a threat* to the safety of  
24 others in the school. These acts are so serious that they usually require administrative actions which  
25 result in the immediate removal of the student from the school, the intervention of law enforcement  
26 authorities and action by the Board.

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

30 *Examples* (not an exclusive listing):

- 31 Unmodified Level I, II and III behaviors  
32 Death threat (hit list)  
33 Bomb threat  
34 Extortion  
35 Possession/use/transfer of dangerous weapons \*  
36 Assault that results in bodily injury upon any teacher, principal, administrator, any other  
37 employee of the school, or a school resource officer\*  
38 Aggravated assault\*  
39 Vandalism  
40 Theft/possession/sale of stolen property

- 1 Arson
- 2 Possession of unauthorized substances \*
- 3 Use/transfer of unauthorized substances
- 4 Harassment (Sexual, Racial, Ethnic, Religious)

5 *Disciplinary Procedures:*

- 6 Principal confers with appropriate staff members and with the student.
- 7 Principal hears accusation by accusing party and permits offender opportunity of explaining
- 8 conduct.
- 9 Parents are notified.
- 10 Law enforcement officials are contacted.
- 11 Incident is reported and recommendations made to the director of schools.
- 12 Complete and accurate reports are submitted to the director of schools.
- 13 Student is given hearing before disciplinary hearing authority.

14 *Disciplinary Options*

- 15 Expulsion
- 16 Alternative schools
- 17 Other hearing authority or Board action which results in appropriate placement
- 18 \* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
- 19 by the director of schools on a case-by-case basis.
- 20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
- 21 supports, behavior intervention plans, ACES

22 **ADDITIONAL GUIDELINES:**

- 23 1. A student shall not be suspended solely because charges are pending against him/her in
- 24 juvenile or other court.
- 25 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
- 26 (10) days for the same offense.<sup>2</sup>
- 27 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
- 28 grade because of discipline problems except in deportment or citizenship. Only deportment or
- 29 citizenship grades may be reduced because of discipline actions.
- 30 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
- 31 of failure to:
  - 32 a. pay any activity fee;
  - 33 b. pay a library or other school fine; or
  - 34 c. make restitution for lost or damaged school property.

35 \* Zero tolerance offenses

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Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA §§ 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

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Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
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



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

To: School Board Members  
From: Misty Shelton  
Date: March 2022

**2nd Reading:**

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

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# Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;"><b>Business Management Goals</b></p>	Descriptor Code: <p style="text-align: center;"><b>3.100</b></p>	Issued Date: <p style="text-align: center;"><b>12/02/19</b></p>
		Rescinds: <p style="text-align: center;"><b>3.100</b></p>	Issued: <p style="text-align: center;"><b>10/02/17</b></p>

- 1 The Board establishes these general goals for the conduct of its management program:
- 2 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,  
3 comfortable, and clean environment for instruction and administration;  
4
  - 5 2. To provide a building maintenance program which protects the taxpayer’s investment in facilities  
6 and ensures their continued use;  
7
  - 8 3. To provide sufficient supplies and equipment for effective teaching and learning;  
9
  - 10 4. To provide a student transportation system which meets state requirements;  
11
  - 12 5. To design and implement a program of food services which emphasizes nutritional needs of  
13 children as the basis of growth and development of bodies and minds;  
14
  - 15 6. To collect and maintain data pertinent to educational planning; and  
16
  - 17 7. To provide a sound program of insurance protection for system employees, students, and  
18 property.

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Cross References

School District Goals 1.700



# Hickman County Board of Education

Descriptor Term: <b>Building and Grounds Management</b>	Descriptor Code: <b>3.200</b>	Issued Date: <b>12/02/19</b>
	Rescinds: <b>3.200</b>	Issued: <b>10/02/17</b>

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as  
2 comfortable and convenient as the facilities will permit or the use requires.

3 The director of schools will develop and implement a continuing program of maintenance of all  
4 district-owned buildings and grounds which shall provide for the following:

- 5 1. Adequate custodial programs for all schools;
- 6
- 7 2. Improvement and maintenance of school buildings and grounds;
- 8
- 9 3. Repairs, including repairs of equipment, and painting; and
- 10
- 11 4. Determination of obsolete equipment.

12 The following are responsibilities of building principals:

- 13 1. To oversee the operation of the school plant and require that personnel assigned to the building  
14 keep it in a clean, healthful, and pleasant condition;
- 15
- 16 2. To make continuing checks for hazardous conditions, including safety and operation of  
17 equipment, and prevention of hazardous situations caused by carelessness; and
- 18
- 19 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

# Hickman County Board of Education

Descriptor Term:  <b>Safety</b>	Descriptor Code: <b>3.201</b>	Issued Date: <b>12/02/19</b>
	Rescinds: <b>3.201</b>	Issued: <b>01/07/19</b>

1 Within board policy, the principal shall develop procedures for keeping school facilities safe and free  
2 from hazards.<sup>1</sup>

3 All staff members shall report current and potential hazards to their immediate supervisors.

4 Each principal is responsible for seeing that the practice of safety is a part of the instructional program  
5 of the school and that it is appropriately geared to students at different grade levels.<sup>1</sup>

6 The program shall include:

- 7 1. Fire prevention
- 8 2. Accident prevention
- 9 3. Warning systems
- 10 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 11 5. Emergency closings
- 12 6. Traffic safety
- 13 7. Traffic and parking controls
- 14 8. Safety inspections
- 15 9. First aid
- 16 10. A disaster preparedness plan for a nuclear or other major emergency.

17 Only students assigned to the school, the staff of the school, parents of students, and other persons with  
18 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of  
19 the schools during the hours of student instruction. All staff members shall report all persons  
20 appearing to be improperly on school premises to the principal.<sup>2</sup>

21 The principal shall secure assistance from law enforcement officials when he deems it necessary in  
22 order to maintain order or security during the school day or during extracurricular activities at school.

23 In addition, the director of schools or designee shall provide the local law enforcement agency with all  
24 safety and security plans.<sup>3</sup>

---

Legal References

1. TCA 49-6-804
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

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Cross References

Visitors to the School 1.501  
Emergency Preparedness Plan 3.202  
Care of School Property 6.311

# Hickman County Board of Education

	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.202</b>	Issued: <b>10/07/19</b>

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval  
2 of the district Emergency Preparedness Plan,<sup>1</sup> 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.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> 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.<sup>3</sup>

## 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.<sup>4</sup>

## 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.<sup>5</sup>

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.<sup>6</sup>

---

Legal References

1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
6. TCA 49-6-3004(a), (e); TCA 49-5-404

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Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Hickman County Board of Education

	Descriptor Term: <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.203</b>	Issued: <b>10/02/17</b>

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and  
2 death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint a  
3 Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event  
4 of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff  
5 members designated by the principal.
  
- 6 The principal of each building shall be responsible for the development of emergency procedures which shall be  
7 distributed to building employees, parents, and members of the Crisis Team. Training for all school employees  
8 in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning  
9 of school.
  
- 10 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he  
11 determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire,  
12 ambulance, etc.).
  
- 13 All media attention shall be directed to the director of schools' office.

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## Cross References

News Releases, News Conferences, and Interviews 1.503

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Risk Management and Threat Assessment Team</b>	<b>3.204</b>	<b>05/04/19</b>
		Rescinds:	Issued:
		<b>3.204</b>	<b>12/02/19</b>

1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the  
2 school system. The Board shall provide sufficient staff and budget for its implementation.

3 The Board shall designate a professional staff person who shall be responsible for the promotion and  
4 development of a prevention and safety education program for students and personnel employed by the  
5 school system. This person shall be given authority and title commensurate with the task and shall  
6 answer directly to the director of schools. The general areas of responsibilities include, **but are not**  
7 **limited to**, in-service training, development of accident prevention procedures, accident record keeping  
8 and facility inspection.

9 *General*<sup>1</sup>

10 A threat assessment team shall be created within the school district to develop intervention-based  
11 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
12 safe, supportive, and effective school environment. The Director of Schools shall appoint the members  
13 of the threat assessment team.

14 The Director of Schools shall develop administrative procedures regarding the training and operations  
15 of the team to comply with state law and State Board of Education rules and regulations.

## 16 **TEAM MEETINGS**

17 All threat assessment team meetings shall be closed to the public.<sup>2</sup>

## 18 **RECORDKEEPING**<sup>3</sup>

19 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that  
20 resulted in intervention and shall provide the information to the Director of Schools.

21 A report of the activities of the threat assessment team will be compiled and shared with the Board  
22 before each regular meeting.

23 Documents produced or obtained regarding these assessment activities will not be open for public  
24 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*
2. TCA 49-6-2701(f)
3. TCA 49-6-2702(g); TCA 49-6-2702

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Cross References

School District Records 1.407  
Safety 3.201  
Security 3.205  
Insurance Management 3.600  
Workers' Compensation 3.602  
Student Records 6.600



# Hickman County Board of Education

Descriptor Term: <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>08/02/21</b>
	Rescinds: <b>3.205</b>	Issued: <b>12/02/19</b>

1 The director of schools shall establish procedures as required to adequately protect school property which  
2 shall include, but not be limited to:<sup>1</sup>

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
6 facilities or equipment without appropriate faculty supervision;
- 7
- 8 3. Controlling the issuance of building keys and master keys;
- 9
- 10 4. Developing programs which contribute to the proper care and use of school facilities and  
11 equipment; and
- 12
- 13 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>2</sup>

14 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,  
16 building damage and illegal entry.

17 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to  
18 press charges against perpetrators of vandalism against school property.

## 19 **SCHOOL POLICING<sup>1</sup>**

20 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency  
21 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
22 following issues:

- 23 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance  
24 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at  
25 the time of assignment and remain compliant throughout the tenure of his or her assignment;  
26
- 27 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
28 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall  
29 participate in a minimum of sixteen (16) hours of training specific to school policing. All  
30 training programs shall be approved by the Peace Officers Standards and Training  
31 Commission.<sup>3</sup>

- 1 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
2 agency, subject to that agency's direction, control, supervision and discipline, though the Board  
3 may agree to indemnify and reimburse the law enforcement agency for any part or all of the  
4 increased costs incurred by the law enforcement agency as a result of the assignment of the  
5 SROs.  
6
- 7 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
8 of the Director.  
9
- 10 5. In the event that more than one SRO is assigned to a school system, the law enforcement  
11 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
12 duties of the senior SRO, however designated, shall include, but not be limited to, the  
13 following:  
14 a. To represent and carry out the policies of the law enforcement agency assigning the  
15 SROs.  
16 b. To supervise the SROs in the performance of their duties;  
17 c. To consult with the Director regarding the best use of the available resources for school  
18 policing; and  
19 d. To resolve disputes between the SROs and students or faculty members.  
20
- 21 6. The memorandum may be effective for any length of time, including continuing until  
22 terminated by the parties, and may contain any reasonable notice requirement for the  
23 termination of the memorandum. However, the memorandum shall contain a provision  
24 allowing the Director to suspend the active participation of the SROs in the event that the  
25 Director certifies that the health, safety or wellbeing of the students or faculty members require  
26 the immediate suspension.

## 27 **CYBERSECURITY<sup>4</sup>**

28 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
29 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
30 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

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Cross References

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Hickman County Board of Education

	Descriptor Term: <b>Community Use of School Facilities</b>	Descriptor Code: <b>3.206</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.206</b>	Issued: <b>10/02/17</b>

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for  
 2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the  
 3 Board.<sup>1,2</sup>

- 4 1. Requests for the use of school facilities shall be made at the office of the principal prior to the  
 5 date of use;
- 6
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with  
 8 the schools shall be permitted use of school facilities without charge;
- 9
- 10 3. School facilities may not be used for private profit, except that unused facilities may be leased  
 11 for private day-care centers which provide educational and child care services to the  
 12 community;<sup>3</sup>
- 13
- 14 4. All activities must be under adult supervision and approved by the building principal. In all  
 15 cases, an assigned school employee will be present. The group using the facilities will be  
 16 responsible for any damage to the building or equipment;
- 17
- 18 5. Groups receiving permission for building use are restricted to the dates and hours approved and  
 19 to the building area and facilities specified, unless requested changes are approved by the  
 20 principal;
- 21
- 22 6. Groups receiving permission for building use are responsible for the observance of all fire and  
 23 safety regulations at all times;
- 24
- 25 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is  
 26 not permitted in school buildings;
- 27
- 28 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and  
 29 Civil Defense, and will make suitable facilities available without charge during community  
 30 emergencies;
- 31
- 32 9. When school kitchens are used, at least one member of the cafeteria staff must be present to  
 33 supervise the use of the equipment;
- 34
- 35 10. The Board will approve and periodically review a fee schedule for the use of school facilities  
 36 by community or civic organizations and other non-profit, recreational, religious, political or  
 37 philosophical groups; and

- 1 11. School facilities may be used by the director's employees or invited service providers to  
2 provide student enrichment services and/or community education services, provided the  
3 following requirements are met:
- 4 a. a written detailed description of the service must be provided to the principal of the  
5 school where the service is to be provided;
  - 6 b. the principal must approve the offering of the service along with its date, time and  
7 location;
  - 8 c. the director of schools must approve the principal's recommendation, set the fees to be  
9 charged and the payment to be made to the service provider, and inform the Board of  
10 approved services;
  - 11 d. no products, marketing, sales, offers, trades, and such related activities may be  
12 involved;
  - 13 e. the principal has total oversight authority over the service and service provider once it is  
14 approved; and
  - 15 f. all laws, rules and regulations, and applicable policy will be observed.

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Legal References

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

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Cross References

Tobacco-Free Schools 1.803  
Care of School Property 6.311

# Hickman County Board of Education

Descriptor Term: <b>Facilities Planning</b>	Descriptor Code: <b>3.208</b>	Issued Date: <b>12/02/19</b>
	Rescinds: <b>3.208</b>	Issued: <b>10/02/17</b>

1 The director of schools shall present an annual assessment of facility needs to the Board in October. The  
2 needs assessment shall include a review of each school site. Each principal shall prepare the assessment  
3 for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 5. community needs
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 3. industrial and business forecasts
- 15 4. other information as deemed necessary

## 16 **ASBESTOS<sup>1</sup>**

17 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or  
18 otherwise used as school buildings and maintain and update the plan to keep it current with ongoing  
19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action  
20 activities.

21 The director of schools shall:

- 22 A. annually publish a notification on the Asbestos Management Plan availability and the status of  
23 asbestos activities;
- 24 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in  
25 accordance with state and federal statutes;
- 26 C. notify short-term or temporary workers on the locations of the building materials containing  
27 asbestos;
- 28 D. post warning labels in routine maintenance areas where asbestos was previously identified or  
29 assumed;
- 30
- 31
- 32

- 1 E. follow set plans and procedures designed to minimize the disturbance of building materials  
2 containing asbestos; and  
3  
4 F. survey the condition of these materials every six (6) months to assure that they remain in good  
5 condition.
- 6 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)  
7 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and  
8 asbestos-related issues should be directed to the AHERA Manager.

---

Legal References

- I. 40 CFR § 763.91-93;  
15 USCA § 2641-2656

# Hickman County Board of Education

	Descriptor Term: <b>New Project Planning</b>	Descriptor Code: <b>3.211</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

## 1 SELECTION OF ARCHITECT<sup>1</sup>

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or  
3 maintenance as required by law. The Board shall execute a contract with such architect for each project.

## 4 SELECTION OF ENGINEER<sup>1</sup>

5 Following the execution of a contract for architectural services, the architect or architectural firm shall  
6 select a registered engineer for each project.

## 7 SITE SELECTION

8 The Board shall have sole discretion with choosing sites for construction.<sup>2</sup> When determining where to  
9 begin new projects, the Board shall consider the current and future populations of the area, transportation  
10 routes, and accessibility to utilities.

## 11 BUILDING ACCESSIBILITY<sup>3</sup>

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply  
13 with state and federal requirements regarding building accessibility.

---

### Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)



# Hickman County Board of Education

	Descriptor Term: <b>District Water Testing</b>	Descriptor Code: <b>3.212</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.212</b>	Issued: <b>11/05/18</b>

1 *General*

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

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

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

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

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

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

---

Legal References

1. Public Acts of 2018, Chapter No. 977

# Hickman County Board of Education

	Descriptor Term: <b>Use of Unmanned Aircraft Systems (Drones)</b>	Descriptor Code: <b>3.219</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.219</b>	Issued: <b>10/02/17</b>

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

- 2 1. Does not carry a human operator and is operated without the possibility of direct human  
3 intervention from within or on the aircraft;
- 4
- 5 2. Uses aerodynamic forces to provide vehicle lift;
- 6
- 7 3. Can fly autonomously or be piloted remotely; and
- 8
- 9 4. Can be expendable or recoverable.<sup>1</sup>

## 10 **Appropriate Use**

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

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

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

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

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

#### 14    *Inappropriate Use*

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

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

#### 27    *Violations*

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

---

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112<sup>th</sup> Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112<sup>th</sup> Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

# Hickman County Board of Education

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

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

---

## Legal References

1. Public Acts of 2021, Chapter No. 452



COVID-19 Updated Protocols  
2/28/2022

\*All protocols are subject to change.

**Positive Cases of COVID-19**

Based on the latest guidance from the Tennessee Department of Health, that is linked below, positive cases are required to isolate. Students will continue their school work through remote learning if it is feasible for the student.

Parents/Guardians should contact the school within 24 hours from when their student receives a positive test result for COVID-19 or is required to quarantine due to a positive household contact so that arrangements can be made to support the student's learning needs while they are away from school.

[Tennessee Department of Health Guidance](#)

**Contact Tracing at School**

The Tennessee Department of Health has made us aware they will not continue to contact and investigate positive cases for contact tracing. The school will not conduct contact tracing for close contacts at school in the event of a positive case.

**Household Contacts**

Household contacts should follow the guidelines from the Tennessee Department of Health that are linked below for household contacts of a positive case of COVID-19.

[Tennessee Department of Health Guidelines](#)

**Daily Screening**

Parents and guardians are responsible for screening their students each day for symptoms of illness. If students are experiencing symptoms of illness, parents and guardians are encouraged to consult with their medical provider.

\*Please communicate with your student's school if your student needs to be away from school for illness. Thank you for your support and cooperation.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Fundraiser

Proposed fundraising activities: Bunny Hop  
April 2022

Purposed Uses of funds raised Supplemental use.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
School wide

Method by which school will receive profit Students will collect  
Pledges where family & friends pay a flat fee "x" amount of \$1  
per 1a

Requested by Dorena Saleh Bookkeep Date 11/19/21  
Name/Title

Approved by Leisha Coble Date 11/22/21  
Principal

Approved by Michelle Stewart Date 2/16/22  
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 EHS Fundraising

Proposed fundraising activities: Spirit item sell

we will have school spirit item for sell at every  
2021-2022

Purposed Uses of funds raised Instructional materials

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

County wide

Method by which school will receive profit \_\_\_\_\_

Cash or check

Requested by Danemo Doleh/Bookkeeper Date 11/19/21  
Name/Title

Approved by Leigha Coble Date 11/22/21  
Principal

Approved by Michelle Helvert Date 2/16/22  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.



**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Library / Fundraising

Proposed fundraising activities: Read-a-Thon

Purposed Uses of funds raised  
Library Books and other materials to support literacy

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
school-wide

Method by which school will receive profit Check

Requested by Rebekah Sorensen, Librarian Date 11/29/2021  
Name/Title

Approved by Kerisha Coble Date 11/29/21  
Principal

Approved by Michelle Helvert Date 2/16/22  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Library

Proposed fundraising activities: Book Fair

Spring

Purposed Uses of funds raised Raise money for Library

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Students bring money to purchase Book Fair items.

Method by which school will receive profit Purchase books for the Library or receive check from company.

Requested by R. L. H. Smith Librarian Date 11/21/2021  
Name/Title

Approved by Keisha Coble Date 11/22/21  
Principal

Approved by Michelle Helvert Date 2/16/22  
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 CIS Library Book fair

Proposed fundraising activities: Scholastic Bookfair

We will also sell water bottles and vinyl stickers.

Purposed Uses of funds raised update library furniture  
and order newly released books

Expected student involvement (school-wide or specific school organization) ~~The~~  
School - wide

Method by which school will receive profit 25% cash profit  
deposited into the Bookfair account at the end of the fair.

Requested by Bethany Powers/Librarian Date 2/10/22  
Name/Title

Approved by  Date 2/11/22  
Principal

Approved by Michelle Hivert Date 2/18/22  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library

Proposed fundraising activities: Scholastic Book Fair

Purposed Uses of funds raised  
additional funds for library account

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Method by which school will receive profit a percentage of total sales will go to library fund.

Requested by Derek P. Hill Date 2/8/22  
Name/Title

Approved by Marcus Adamec Date 2-8-22  
Principal

Approved by Michelle Hebert Date 2/8/22  
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 year books

Proposed fundraising activities: 2021-2022 school yearbook sales

Purposed Uses of funds raised to build General Fund

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Method by which school will receive profit cash/check

Requested by Chenille Bonin  
Name/Title

Date 2-8-22

Approved by Mary Adwell  
Principal

Date 2-8-22

Approved by Michelle Rivera  
Director of Schools\*

Date 2/8/22

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHMS Softball

Proposed fundraising activities: Car Wash Money

Purposed Uses of funds raised Uniform / equipment

Expected student involvement (school-wide or specific school organization) Softball team

Method by which school will receive profit cash / check

Requested by Bryan Atkins / EHMS Softball coach Date 2/14/21 - 2/14/22  
Name/Title MG

Approved by Bryan Atkins Date \_\_\_\_\_  
Principal

Approved by Michelle Hwert Date 2/16/22  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name EHMS Boys Soccer

Proposed fundraising activities: Donut Sell

Purposed Uses of funds raised Refs field paint

Expected student involvement (school-wide or specific school organization) Boys Soccer

Method by which school will receive profit \_\_\_\_\_

Requested by Seh Christy Date 2/9/22  
Name/Title

Approved by Bryce Ainsworth Date 2/10/22  
Principal

Approved by Michelle Thibert Date 2/14/22  
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 37096

RONALD GAMMONS  
6419 Rice Ln., Lyles, TN 37096

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

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

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

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

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

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

### School Support Organization Request For Fundraising Activities

Organization East Hickman K14 Goal Football Booster

Proposed Fundraising Activity Calendars, Merch @ games, turkey

Date(s) June, July, November

Location(s) EHHS and LVP

Requested By Tonya Richardson / Treasurer 2.22.22  
President/Chair of Organization Date

Recommended By Kimberly Williams 2.22.22  
Principal Date

Approved Michelle Gilbert 2/23/22  
Director of Schools or Designee Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee Date

**\*\* A signed copy will be mailed to the organization and forwarded to the school\*\***

please remember numbered receipts must be provided for all collections for all fundraisers, through cash or check.



East Hickman 1<sup>st</sup> and Goal Booster Club

2.17.22

Permission request

The Booster club had a meeting on February 16th and one of the main subjects was fundraising. The club voted on three separate ideas for raising money for the East Hickman football team for the 2022 season. The three fundraisers that were voted through are as the following.

1. Calendar Fundraiser

- a. This is a fundraiser based on players having people sponsor a day or days on the calendar. For example, the 3<sup>rd</sup> of June is \$3 the 27<sup>th</sup> of June is \$27 and so on. The object is for the player to fill the entire month with sponsors. Payments will be either cash/check or ~~venmo~~.

2. Apparel

- a. Shirts, sweatshirts, hats, cowbells etc. These apparel items will have a form of the team logo or initials. Apparel to be sold at home events and online.

3. Cookouts

- a. We would like to do three cookout fundraisers. One on the 4<sup>th</sup> of July. Another needs to be at the beginning of the football season. The final fundraiser at Thanksgiving. The first two cookouts will be smoked pork butts and the Thanksgiving one a turkey.

We are requesting permission to move forward with these fundraisers.

Sincerely,

Paul Wann

President of the East Hickman 1<sup>st</sup> and Goal Booster Club

## PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
 7700 Hwy 7, Lyles, TN 37098  
 Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name **FACS**

Account Number **820**

Proposed fundraising activities: **DonorsChoose**

Purposed Uses of funds raised: **DonorsChoose donors will purchase a printer, ink, disposable gloves, and a What do you Meme: Teacher Edition game to be utilized with the education classes.**

Expected Student involvement (school-wide or specific school organization):

**Students will write thank you letters to donors once project is funded.**

Method by which school will receive profit: **DonorsChoose makes the purchase. No money is collected.**

Requested by: **Charlotte Boehms**

Name/Title

**2/9/2022**

Date

Approved by:

*Kimberly Williams*  
Principal

**2/11/2022**

Date

Approved by:

*Michelle Hivert*  
Director of Schools\*

**2/22/22**

Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name

East Hickman FFA

Account Number

Proposed fundraising activities:

Sale of Popcorn

Purposed Uses of funds raised:

and shop.

to support FFA Activities, Greenhouse,

Expected Student involvement (school-wide or specific school organization):

will sale of popcorn

Students of FFA

Method by which school will receive profit:

school wide

sale of popcorn in CTE and

Requested by:

Myles Williams EHHS AS

Name/Title

2-9-2022

Date

Approved by:

Kimberly Williams

Principal

2-9-2022

Date

Approved by:

Michelle Hebert

Director of Schools\*

2/10/22

Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.



# PROPOSED FUNDRAISING ACTIVITIES

East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name East Hickman Football

Account Number 601

Proposed fundraising activities: Alumni Football game @ Fairview High  
scheduled for April 9th

Purposed Uses of funds raised: Shoulder Pads + equipment update

Expected Student involvement (school-wide or specific school organization): Football Players  
will help organize equipment hand-out Pick-up.  
Sideline duties

Method by which school will receive profit: \$50 per Alumni playing.  
50/50 at the gate, split with Fairview.

Requested by: Chris [Signature] / Head Football Coach 2/8/22  
Name/Title Date

Approved by: Kimberly Williams 2/8/22  
Principal Date

Approved by: Michelle Hebert 2/10/22  
Director of Schools\* Date

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# PROPOSED FUNDRAISING ACTIVITIES

East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name East Hickman Football

Account Number 601

Proposed fundraising activities: Discount Card Fundraiser  
Sale is open April 4 - March 7

Purposed Uses of funds raised: Field maintenance, 2022 player apparel,  
& equipment update.

Expected Student involvement (school-wide or specific school organization): Players will be  
selling \$20 discount cards and turning money into  
their coach.

Method by which school will receive profit: by selling \$20 discount cards.  
a target of 11 cards per athlete.

Requested by: Chi QF / Head Football Coach  
Name/Title

2/8/22  
Date

Approved by: Kimberly Williams  
Principal

2/8/22  
Date

Approved by: Michelle Hebert  
Director of Schools\*

2/10/22  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name FFA

Account Number 831

Proposed fundraising activities: 1st Annual East Hickman "Battle of the BBQ" Cook competition

Purposed Uses of funds raised: To raise money for FFA competition, green house, and other FFA activities

Expected Student involvement (school-wide or specific school organization): FFA and CTE department students

Method by which school will receive profit: The sale of admission to cook competition to public

Requested by: Myles Williams, Ag EHHS  
Name/Title

2/9/2022  
Date

Approved by: Kimberly Williams  
Principal

2/12/2022  
Date

Approved by: Michelle Helvert  
Director of Schools\*

2/10/22  
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.

May 11<sup>th</sup>

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General Fund

Proposed fundraising activities: Lona Ice

Purposed Uses of funds raised \* SMART snack approved!

to fund the general account

Expected student involvement (school-wide or specific school organization) NONE

Method by which school will receive profit Percentage of Sales

Requested by Julie Rice Name/Title Date 3/1/22

Approved by Julie Rice Principal Date 3/1/22

Approved by Michelle Stewart Director of Schools\* Date 3/1/22

\* 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.

March 18<sup>th</sup>

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General Fund

Proposed fundraising activities: Kona Ice

Purposed Uses of funds raised \* Smart snack approved

to fund the general account

Expected student involvement (school-wide or specific school organization) NONE

Method by which school will receive profit Percentage of sales

Requested by Julie Rice Name/Title Date 3/1/22

Approved by Julie Rice Principal Date 3/1/22

Approved by Michelle Stewart Director of Schools\* Date 3/1/22

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name HCHS Softball

Proposed fundraising activities: "Pick a day" Calendar fundraiser  
-Donors choose day on calendar and donate that amount.

Purposed Uses of funds raised  
upgrade/replace equipment, compensation  
for umpires/officials

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

Method by which school will receive profit Money collected will be  
given directly to appropriate steward (C.O.).

Requested by Brian Smith Softball Coach Date 2-22-22  
Name/Title

Approved by [Signature] Date 2-22-22  
Principal

Approved by Michelle Stewart Date 2/24/22  
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.

\* no money to personal electronic accounts

\* receipts for all monies



AMY BRYANT  
8589 S Lick Creek Rd., Lyles, TN 37088

RONALD GAMMONS  
8419 Rice Ln., Lyles, TN 37088

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

JIM HUGGINS  
1247 E. Grinders Switch Rd., Centerville, TN 37033

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

JANE HERRON  
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS  
9762 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS  
2858 Hwy 48 N., Nunnely, TN 37137

### School Support Organization Request For Fundraising Activities

Organization HCHS Quarterback Club

Proposed Fundraising Activity Flag Football League

Date(s) March 26 - May 7

Location(s) HCHS Football Facilities

Requested By [Signature]  
President/Chair of Organization

2/3/22  
Date

Recommended By [Signature]  
Principal

2/15/22  
Date

Approved [Signature]  
Director of Schools or Designee

2/15/22  
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 [602] Hickman Co. Football

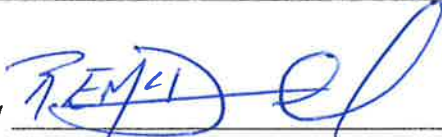
Proposed fundraising activities: card sale (Leading Edge Fundraising)


www.leadingedgefundraising.com


Purposed Uses of funds raised  
Paint, Field supplies, Field House upkeep,  
player packs, practice field upgrade.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
40 students, middle school 8<sup>th</sup> graders

Method by which school will receive profit Check mailed  
Steve Underwood - (615) 653-2748

Requested by  Date 2-14-22  
Name/Title

Approved by  Date 2/14/22  
Principal

Approved by  Date 2/16/22  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Boys / Girls Track

Proposed fundraising activities: Sponsorship T-Shirts  
Corporate Sponsors & Individual Sponsors will

Purposed Uses of funds raised  
To help benefit the track team  
for meets, traveling, and additional needs

Expected student involvement (school-wide or specific school organization) Students  
will reach out to the community to donate and ask  
for support

Method by which school will receive profit Sponsors & sales  
of the shirts

Requested by D.J. Key <sup>Coach</sup> (A.D) Date 2/7/22  
Name/Title

Approved by [Signature] Date 2/8/22  
Principal

Approved by Michelle Stewart Date 2/14/22  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Yearbook 816


Proposed fundraising activities: Taking formal pictures at the Military Ball March 26<sup>th</sup>

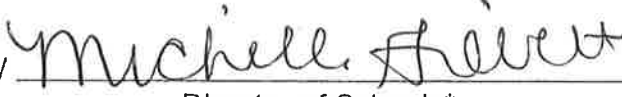
Purposed Uses of funds raised  
To pay balance owed to general fund for paying off Balfour

Expected student involvement (school-wide or specific school organization) 3 students

Method by which school will receive profit Students will pay 5<sup>00</sup> cash for a <sup>formal</sup> digital image that they can share as much as they want

Requested by Jennifer Lynn, Yearbook sponsor Date 02-07-22  
Name/Title

Approved by  Date 2-8-22  
Principal

Approved by  Date 2/14/22  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Yearbook 816

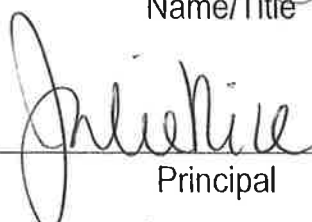
Proposed fundraising activities: Taking formal pictures for the HCHS from April 30<sup>th</sup>


Purposed Uses of funds raised To pay balance owed to general fund for paying off Balfour

Expected student involvement (school-wide or specific school organization) 3 students

Method by which school will receive profit Students will pay 5<sup>00</sup> cash for a digital image that they can share as much as they want

Requested by Jennifer Lynn, Yearbook sponsor Date Feb. 7<sup>th</sup>, 2022  
Name/Title

Approved by  Date 2-8-22  
Principal

Approved by  Date 2/14/22  
Director of Schools\*

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