

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

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

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

- I. Public Comment  
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location.  
The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- II. Call To Order (Roll Call)  
A Quorum is present for the Regular Board.  
Director John Mullins was present.  
Ella Callicot and Izzabelle Nargon Student Representatives were present
- III. Moment of Silence  
**Ronald Gammons asked the group to observe a moment of silence.**
- IV. Pledge of Allegiance
- V. October 2, 2023 Board Meeting Minutes  
  
Motion to approve.  
Motion made by Doug Lane.  
Motion seconded by Tim Hobbs.  
Motion Result: Passed  
  
Jim  
Hudgins Absent  
:  
  
Sherri  
Baker: Yea  
  
Ronald  
Gammons Yea  
:  
  
Tim  
Hobbs: Yea  
  
Doug  
Lane: Yea  
  
Christy  
Mays: Yea  
  
Vance  
Willis: Yea  
  
Yea: 6, Nay: 0, Absent: 1
- VI. Agenda  
  
Motion to approve.  
Motion made by Ronald Gammons.

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Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim

Hudgins Absent

:

Sherri

Baker: Yea

Ronald

Gammons Yea

:

Tim

Hobbs: Yea

Doug

Lane: Yea

Christy

Mays: Yea

Vance

Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Employee of the Month

Presented by Doug Lane to Vanessa McMullins at CES.

VIII. Consent Agenda Items

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

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim

Hudgins Absent

:

Sherri

Baker: Yea

Ronald

Gammons Yea

:

Tim

Hobbs: Yea

Doug

Lane: Yea

Christy

Mays: Yea

Vance

Willis: Yea

Yea: 6, Nay: 0, Absent: 1

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Motion to accept all the other consent items.  
Motion made by Vance Willis.  
Motion seconded by Sherri Baker.  
Motion Result: Passed

Jim  
Hudgins Absent  
:  
Sherri  
Baker: Yea

Ronald  
Gammons Yea  
:  
Tim  
Hobbs: Yea

Doug Yea  
Lane:  
Christy Yea  
Mays:  
Vance  
Willis: Yea

Yea: 6, Nay: 0, Absent: 1

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

B. Director's Report

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

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

C. Financial Report (September and October)

D. ESSER Updates

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

F. Student Negative Balance for School Nutrition

G. Salary Scales

G. Salary scales. There is not a publication but a change to the salary scale. With that being a financial decision, there should be a roll call vote. Website pay scales - the discussion is from Willis about the footnote on the principal page. The new salary scale appears to just be the years of

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teaching.

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

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

Motion to raise AP salaries.  
Motion made by Christy Mays.  
Motion seconded by Tim Hobbs.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

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Will Abstain (With Conflict)  
is:

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Doug  
Lane Yea  
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Chri  
sty Yea  
Mays  
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Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

Motion to approve pay schedules.

Motion made by Christy Mays.  
Motion seconded by Tim Hobbs.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

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

H. OPEB Quarterly Report

IX. Items Requiring Board Action

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

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

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim  
Hudgens Absent  
ins:

Sher  
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Doug  
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Will Yea  
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Yea: 6, Nay: 0, Absent: 1

B. LEA Compliance Report

Motion to approve LEA Compliance Report.  
Motion made by Ronald Gammons.  
Motion seconded by Vance Willis.  
Motion Result: Passed

Jim  
Hudg  
ins: Absent

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Yea: 6, Nay: 0, Absent: 1

C. Bids for Chromebooks

Brad Gilbert presented

Motion to accept quote and purchase 500 Chromebooks from  
Government Goods with ESSER money at \$245.24 each for a total  
price of \$122,620.

Motion made by Vance Willis.

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Motion seconded by Christy Mays.

Motion Result: Passed

Jim  
Hudg Absent  
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Yea: 6, Nay: 0, Absent: 1

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

Motion to approve Purchase for EHHS - Elevate K-12 Math Instruction for the Remainder of 2023-2024 for a cost of \$44,700.

Motion made by Tim Hobbs.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim  
Hudg Absent  
ins:

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Tim  
Hobb Yea  
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Yea: 6, Nay: 0, Absent: 1

E. TISA Accountability Report

Motion to approve TISA Accountability Report.  
Motion made by Vance Willis.  
Motion seconded by Sherri Baker.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

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Yea: 6, Nay: 0, Absent: 1

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F. Request to Split Supplements 2023-2024.

Motion to approve HCMS Cheerleading, HCHS Football Coach and EHHS Cheerleading split supplements.

Motion made by Sherri Baker.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim

Hudg  
ins: Absent

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Yea: 6, Nay: 0, Absent: 1

G. Shelda Qualls for Student Discipline Hearing Authority.

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

Motion to approve Shelda Qualls for Student Discipline Hearing Authority.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

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Yea: 5, Nay: 1, Absent: 1

H. Budget Amendments 15, 16, 17 and 18.

Motion to approve Budget Amendments 15, 16, 17 and 18.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim  
Hudg  
ins: Absent

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Doug  
Lane Yea  
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Chri  
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Will Yea  
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Yea: 6, Nay: 0, Absent: 1

- I. For Staff Members Serving as TN All Corp -Tutors, Summer School Teachers, Mentor Teachers, English Language Teachers and Homebound Teachers to Increase the Compensation from \$24.00/hr. to \$37.50/hr.

The board chair would like to see a cost analysis to see how much it would cost.

Motion to approve increase compensation from \$24 to \$37.50 For Staff Members Serving as TN All Corp -Tutors, Summer School Teachers, Mentor Teachers, English Language Teachers...

Motion made by Vance Willis.

Motion seconded by Christy Mays.

Motion Result: Passed

Jim  
Hudg  
ins: Absent

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Hobb Yea  
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Doug  
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Yea: 5, Nay: 1, Absent: 1

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

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

Motion made by Christy Mays.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim

Hudg  
ins: Absent

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Bake Yea  
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Hobb Yea  
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Lane Yea  
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Will Yea  
is:

Yea: 6, Nay: 0, Absent: 1

- K. Change Order to Phase 1 Contract

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

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim

Hudg  
ins: Absent

Sher

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Bake Yea  
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Will Yea  
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Yea: 6, Nay: 0, Absent: 1

- L. Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603 (1st Reading)  
4.202, Updating the language for SPED  
6.319, Remove only since it does include 1-12  
4.401, Willis added rows. Textbook purchases should be in compliance (rows 13-17); rows 26-30 certification section, principals provide a signed doc that they are using the books with fidelity - a different policy does state the teacher will use the textbook  
TSBA just sent these - Board has the email. 1.105, 1.701, 2.400, 2.601, 2.8051 (new policy), 4.603 (1st Reading)  
Motion to approve listed policies on Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603 (1st Reading) with the changes that are noted.  
Motion made by Ronald Gammons.  
Motion seconded by Vance Willis.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

Sher  
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Gamm Yea  
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Tim  
Hobb Yea  
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Doug  
Lane Yea  
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Chri  
sty Yea  
Mays  
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Vanc  
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Will Yea  
is:

Yea: 6, Nay: 0, Absent: 1

M. Revised Board Policy 1.301 (2nd Reading)

Motion to approve on second reading.  
Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

Jim  
Hudg  
ins: Absent

Sher  
ri Yea  
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Tim  
Hobb Yea  
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Chri  
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Will Yea  
is:

Yea: 6, Nay: 0, Absent: 1

- N. Board Policy Review 1.400--1.502  
1.404 is a revision. Pull this policy for it to be in the 1st  
reading at the next board meeting.  
Motion for Board Policy Review 1.404 to be pulled from the  
batch of policies. Review this policy at the next board  
meeting. Making changes to be presented at the next meeting.

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Motion made by Vance Willis.  
Motion seconded by Sherri Baker.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

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Tim  
Hobb Yea  
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Doug  
Lane Yea  
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Chri  
sty Yea  
Mays  
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Vanc  
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Will Yea  
is:

Yea: 6, Nay: 0, Absent: 1  
Motion to approve board policy review of 1.400-1.502 with the  
exception of 1.404.

Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Passed

Jim  
Hudg Absent  
ins:

Sher  
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Bake  
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Rona  
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Gamm Yea  
ons:

Tim  
Hobb Yea  
s:

HICKMAN COUNTY BOARD OF EDUCATION  
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Doug  
Lane Yea  
:  
Chri  
sty Yea  
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Vanc  
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Will Yea  
is:

Yea: 6, Nay: 0, Absent: 1

X. Announcements:

Veteran's Day November 11  
November 13 - 17 is National Education Week.  
TSBA Annual Convention from November 16 to November 19.  
Thanksgiving November 23 (all be safe)  
The next Board Meeting will be on December 4, 2023 at 6:30 pm. at  
the Hickman County Board of Education, 115 Murphree Ave.,  
Centerville TN 37033

A. Comments

XI. Adjourn

Moved to adjourn.  
Motion made by Tim Hobbs.  
Motion seconded by Doug Lane.  
Motion Result: Passed

Jim  
Hudgins Absent  
:

Sherri  
Baker: Yea

Ronald  
Gammons Yea  
:

Tim  
Hobbs: Yea

Doug  
Lane: Yea

Christy  
Mays: Yea

Vance  
Willis: Yea

Yea: 6, Nay: 0, Absent: 1

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

The Hickman county Board of Education met on October 2, 2023, at 6:30 PM in East Hickman High School Auditorium.

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

Also in attendance were John Mullins, Superintendent, and Isabella Naragon, Student Representative.

I. Public Comment: Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

There was no public comment.

II. Call To Order (Roll Call)

Ronald Gammons called the meeting to order.

III. Moment of Silence

Ronald Gammons asked for a moment of silence.

IV. Pledge of Allegiance

Vance Willis led the Pledge of Allegiance.

V. Thank You to HC Retired Teachers' Association

Ronald Gammons thanked the Hickman County Retired Teachers for hosting the retirement event and spoke to their contribution that they gave to the county.

VI. Introduce Student Representatives on the Board

Ronald Gammons and Mr Mullins spoke about the addition of student representatives to the board. This is Board Policy 1.206. 2 students join the BOE table. Non-voting members. A leadership opportunity. 1 year term. SCOPE eligible students.

A. EHHS Student Representative Izabelle Naragon  
Assigned Mentor Ronald Gammons

B. HCHS Student Representative Ella Callicott  
Assigned Mentor Sherri Baker

VII. Approval of September 19, 2023 Regular Meeting Minutes

Corrections needed at the end of October meeting is at East Hickman HS. Meetings from September 19 were approved. Minutes approved as corrected Regular Board Meeting Minutes Passed with a motion by Vance Willis and a second by Christy Mays.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

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VIII. Approval of Agenda

The October 2nd agenda was approved.

Cancel. XI C. Agenda was approved with the change.

Motion to approve the agenda Passed with a motion by Vance Willis and a second by Doug Lane.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

IX. Special Recognition

Motion to revise Passed with a motion by Vance Willis and a second by Doug Lane.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

A. Employee of the Month

[October Employee of the Month Letter](#)

Vance Willis recognized Jana Willis as the employee of the month.

B. Recognition of Retiring Employees

Awards are given by the Board members.

1. Elizabeth (Winnie) Cannon - 36 yrs.
2. Becky Coleman - 27 yrs.
3. Stephanie Hastings - 2 yrs.
4. Shirley Krueger - 25 yrs.
5. Melissa Lovell - 24 yrs.
6. Glenda Newsom - 21 yrs.
7. Malinda Parchman - 2 yrs.
8. Mike Plunkett - 18 yrs.
9. Misty Shelton - 30 yrs.
10. Beverly Smith - 11 yrs.
11. Wanda Warren - 39 yrs.

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X. Consent Agenda Items

Strike F and H from the Consent agenda. Discussion will occur on F and H. Motion carried. The agenda was approved with the strikes.  
Motion to move 2 pieces of the consent agenda Passed with a motion by Vance Willis and a second by Tim Hobbs.

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

Yea: 7, Nay: 0

Consent agenda was approved with the exceptions Passed with a motion by Sherri Baker and a second by Jim Hudgins.

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

Yea: 7, Nay: 0

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

B. Director's Report

C. Financial Report

The September report was not available at the time of mail out.

D. ESSER Updates

E. Director's Monthly Attendance Report (as of end of month)

The attendance report is created for the state at the end of each month.

F. Certification of Compliance of Textbooks

Willis asked about what Director Mullins was doing to commit to making sure that all students have books. What actions were taken to confirm that all students have textbooks? Director Mullins stated that the central office and principals had not reported the need for books. Angie Manor stated that she has communicated with all principals since July about the textbooks.

Suggestion to Ms. Angie Manor from Willis was that the principals check and take an active roll that all textbooks are in student's hands. Requesting an active and not a passive role from the school leaders and central office.

'Ronald Gammons explained that the teachers do a book count at the end of the school year, which is given to the principals, which is given to the central office so they know how many books to order.

Motion for certification of compliance of textbooks Passed with a motion by Doug Lane and a second by Tim Hobbs.

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Vance Willis: Nay  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Yea: 6, Nay: 1

G. Student Negative Balance for School Nutrition

H. 2023-2024 Current Salary Scales

Ronad Gammons stated in July we voted for Mr. Mullins to make some changes to salary scales and then bring them back for us to see. They are part of your packet and online.

Willis stated there is not a salary scale for the Deputy Director. The suggestion is to put it on the next agenda for November.  
Where is the change from 10-month to 11-month Assistant Principals? Mike Elkins spoke about the additional month of pay. There is not a pay scale created for them.

Director Mullins asked for a 10-month and then an 11-month contract for assistant principals. This will be presented to the board in November.  
Vance Willis stated that the website does not have access to knowing the salary schedules. The schedules need to be cleaned up. In order for retention and recruitment Hickman County needs to have salaries clear.

XI. Items Requiring Board Action

A. Trip Requests

1. HCMS Beta Club

Asked for permission to go on the BETA trip to Nashville in order to compete.

Trip approved. Passed with a motion by Christy Mays and a second by Tim Hobbs.

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

Yea: 7, Nay: 0

2. EHHS Cheer

Regional competition in Memphis, TN and travel.

Travel to Memphis for competition. Passed with a motion by Sherri Baker and a second by Jim Hudgins.

Sherri Baker: Yea  
Ronald Gammons: Yea

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Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea

Yea: 7, Nay: 0

Motion to approve trip Passed with a motion by Sherri Baker and a second by Jim Hudgins.

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

Yea: 7, Nay: 0

B. Event Request

1. HCHS JROTC

Military ball approved. Passed with a motion by Tim Hobbs and a second by Vance Willis.

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

Yea: 7, Nay: 0

Motion to approve JROTC Military Ball Passed with a motion by Tim Hobbs and a second by Vance Willis.

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

Yea: 7, Nay: 0

C. EHHS Band Presentation  
canceled

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

D. Using the Purchasing Cooperative Sourcewell, Approve the Purchase of 2 -- 2024 77 Passenger Diesel Bluebird Buses and 1 -- 2024 48 Passenger Special Equipped Diesel Bluebird Bus (total cost \$448,658.00)

Motion to approve purchase of 3 busses. Passed with a motion by Jim Hudgins and a second by Vance Willis.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

E. Using the TN SWC Pricing, Approve the Purchase of a 2024 Chevrolet Malibu from Wilson Co. Motors for a total of \$23,074.80

Purchase of a 2024 Malibu for Drivers Education. Passed with a motion by Doug Lane and a second by Sherri Baker.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

F. With Funds from the CTE Innovative Schools Model Grant, Approve the Purchase

of 2 -- 2024 Chrysler Pacifica passenger vans from Columbia Chrysler/Dodge/Jeep/Ram for a total of \$83,396.50

Vans will be used for work-based learning coordinators as well as visiting community employers. Purchased through Innovative School grant that was approved before. The vans came in about \$30,000 over and a budget amendment will need to be made.

2 CTE Vans from Chrysler Pacifica. Passed with a motion by Tim Hobbs and a second by Christy Mays.

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

G. Approve ADT Door Access

ESSER money. All schools have been included. Maps are included for each school and there is a detailed list for the money.

ADT door access approved using ESSER money. Passed with a motion by Ronald Gammons and a second by Jim Hudgins.

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

Yea: 7, Nay: 0

H. Service Contracts

Director Mullins spoke about the need of the service contracts in order to help with data input in Skyward, special education, K-2 schools, and website.

What expenditures does Director Mullins have to bring to the board and what can he just approve? Asked by Vance Willis. Is there a dollar amount?

Vance Willis said that we could get all the consultants we need.

Service contract motion. Passed with a motion by Vance Willis and a second by Sherri Baker.

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

Yea: 6, Nay: 1

1. Becky Coleman
2. Shirley Krueger
3. Kim Scott
4. Todd Lewis

I. Budget Amendments

3 budget amendments. Explanations are out to the side. Mike Elkins went ahead and explained what was written and sent through the agenda. Budget item #12 has information about XI.K. on the agenda and will have to go before the County Commission.

Budget Amendments were approved. Passed with a motion by Doug Lane and a second by Jim Hudgins.

Sherri Baker: Yea  
Ronald Gammons: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

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

J. Using the Purchasing Cooperative BuyBoard, Approve the Purchase of a John Deere Field Mower for EHHS (cost \$11,703.12)  
Athletics need a mower.

Purchase of John Deere Field Mower for EHHS. Passed with a motion by Doug Lane and a second by Jim Hudgins.

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

K. Using ESSER Funding - Approve the Purchase of Mastery Connect  
ESSER Funds to approve Mastery Connect. Passed with a motion by Ronald Gammons and a second by Doug Lane.

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

L. Approve Jana Willis for Student Discipline Hearing Authority  
Ms.Malugin and Director Mullins discussed Mrs. Willis to replace Mrs. Hughes on the DHA for students. Mr. Mullins stated there will be another vacancy when Mr. Cannon leaves and he would appoint a K-2 representative.  
Approve Jana Willis for SDHA. Passed with a motion by Tim Hobbs and a second by Jim Hudgins.

Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Jim Hudgins: Yea  
Doug Lane: Yea  
Christy Mays: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

Vance Willis: Yea  
Yea: 7, Nay: 0

M. Revised Board Policies 4.3011, 4.700, 1.703, 6.206 (2nd Reading)  
4 policies for 2nd Reading. Items were added as needed. The information is highlighted in yellow on the policies.  
2nd reading of 4.3011, 4.700, 1.703, 6.206 approved including the changes provided. Passed with a motion by Ronald Gammons and a second by Vance Willis.

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

N. Board Policy Review 1.201--1.303  
These policies are up for review. All changes were noted in the policies.

1.301 was changed to match the TCA code/law. TSBA was called by Misty Shelton. TSBA stated that it would be legal.  
Approved policy 1.301 with changes as noted on first reading. Passed with a motion by Vance Willis and a second by Sherri Baker.

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

Motion to approve Board Policy Review with the exception of 1.301. Passed with a motion by Vance Willis and a second by Ronald Gammons.

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

XII. Announcements

The conference is coming up in November for TSBA. Reservations need to be made now.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---October 2, 2023

Next meeting will be at the Central Office in Centerville, November 6th at 6:30pm

XIII. Comments

Director Mullins thanked those who made this meeting possible.

XIV. Adjourn

Motion to adjourn. Passed with a motion by Tim Hobbs and a second by Jim Hudgins.

Sherry Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0



**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

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

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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

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

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

- I. Public Comment  
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- II. Call to Order (Roll Call)
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of October 2, 2023 Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
  - A. Employee of the Month — Jim Hudgins
- VIII. Consent Agenda Items
  - A. Board Chair's Report (list of countersigned warrants)
  - B. Director's Report
  - C. Financial Report (September and October)
  - D. ESSER Updates
  - E. Director's Monthly Attendance Report (as of end of month – September and October)
  - F. Student Negative Balance for School Nutrition
  - G. Salary Scales – Assistant Principals and Deputy Director
  - H. OPEB Quarterly Report
- IX. Items Requiring Board Action
  - A. Appoint Board Member Tim Hobbs to TSBA's Delegate Assembly—Board Chair
  - B. LEA Compliance Report—Deputy Director
  - C. Bid for Chromebooks—Technology Coordinator
  - D. Approve the Purchase for EHHS - Elevate K-12 Math Instruction for the Remainder of 2023-2024 for a Cost of \$44,700—Director of Schools/Secondary Curriculum Officer
  - E. TISA Accountability Report—Deputy Director
  - F. Request to Split Supplements 2023-2024—Director of Schools
  - G. Approve Shelda Qualls for Student Discipline Hearing Authority—Director of Schools
  - H. Budget Amendments 15, 16, 17, 18—Business Officer
  - I. For Staff Members Serving as TN ALL Corp Tutors, Summer School Teachers, Mentor Teachers, English Language Teachers and Homebound Teachers – Increase the Compensation from \$24.00/hr. to \$37.50/hr.—Business Officer
  - J. Purchase from Virco – Using ESSER Grant Funds - 15 Science Tables and 32 Chairs for HCMS - Total Cost \$13,859.97—ESSER Grant Manager
  - K. Change Order to Phase 1 Contract—ESSER Grant Manager
  - L. Revised Board Policies 4.202, 6.319, 4.401, 1.105, 1.701, 2.400, 2.601, 2.8051, 4.603 (1<sup>st</sup> Reading) —Misty Shelton
  - M. Revised Board Policy 1.301 (2<sup>nd</sup> Reading)—Misty Shelton

N. Board Policy Review 1.400—1.502—Misty Shelton

X. Announcements

TSBA 2023 Leadership Conference & Annual Convention – November 16-19

November 13-17 is National Education Week

Thanksgiving – November 23 (all be safe)

The next Board Meeting will be on December 4, 2023 at 6:30 p.m.

XI. Comments

XII. Adjourn



**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

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

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

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450 Hwy. 50, Centerville, TN 37033

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

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

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

Memorandum

To: Board Members  
From: John Mullins  
Date: 10/25/2023  
Re: November Director's Report

**Hiring**

Professional

Support Staff

Jason Swaw  
Crystal Adcock  
Halbrooke Warden  
William Gallegos

Part-Time Mechanic and Bus Driver  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher

**Resignation**

Professional

Eric Cannon  
Sylina Cannon

Special Education Director  
RTI Coordinator

Support Staff

Laura Sanders  
Gracie Price

EHIS Sp Ed Assistant  
Food Service

**Retirement**

Professional

**Support Staff**

**Transfers**

**Professional**

**Support Staff**

**Appointment**

**Professional**

**Support Staff**

**Open Positions**

Bus Drivers  
Special Education Teacher Position  
Special Education Teacher Assistant Position  
Secondary Math Position

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

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	2,974,879.00	(368.70)	0.01%	247,906.58	0.00	0.00%
40120	Trustee's Collections - Prior Year	65,000.00	(20,641.21)	31.76%	5,416.67	(4,988.68)	92.10%
40125	Trustee's Collections - Bankruptcy	500.00	(34.80)	6.96%	41.67	(10.94)	26.26%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(8,222.76)	17.50%	3,916.67	(2,840.79)	72.53%
40140	Interest And Penalty	15,000.00	(1,632.21)	10.88%	1,250.00	(792.72)	63.42%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(786.79)	19.67%	333.33	(259.22)	77.77%
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,455,008.00	(748,757.70)	30.50%	204,584.00	(243,077.91)	118.82%
40270	Business Tax	35,000.00	(6,655.54)	19.02%	2,916.67	(1,662.11)	56.99%
41110	Marriage Licenses	1,300.00	(199.50)	15.35%	108.33	(95.00)	87.69%
43517	Tuition - Other	2,000.00	(1,700.00)	85.00%	166.67	(900.00)	540.00%
43570	Receipts From Individual Schools	30,000.00	(875.00)	2.92%	2,500.00	(875.00)	35.00%
43582	Community Service Fees - Adults	200.00	0.00	0.00%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	0.00	0.00%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(2,550.00)	8.50%	2,500.00	(2,550.00)	102.00%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(3,980.84)	132.69%	250.00	(3,980.84)	1,592.34%
44570	Contributions & Gifts	15,000.00	(13,060.00)	87.07%	1,250.00	(5,970.00)	477.60%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(4,855,897.99)	20.33%	1,990,546.83	(2,427,949.00)	121.97%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46515	Early Childhood Education	417,796.00	0.00	0.00%	34,816.33	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	0.00	0.00%	20,000.00	0.00	0.00%
46610	Career Ladder Program	45,000.00	(1,163.40)	2.59%	3,750.00	0.00	0.00%
46790	Other Vocational	2,524,385.00	0.00	0.00%	210,365.42	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	0.00	0.00%	19,166.67	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(3,306.74)	4.72%	5,833.33	(3,306.74)	56.69%
48990	Other	258,804.00	(22,147.07)	8.56%	21,567.00	(14,135.85)	65.54%
49700	Insurance Recovery	10,000.00	(6,112.00)	61.12%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
	<b>Total Revenues</b>	<b>33,478,434.00</b>	<b>(5,698,092.25)</b>	<b>17.02%</b>	<b>2,789,869.50</b>	<b>(2,713,394.80)</b>	<b>97.26%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,377,394.00)	2,681,557.05	16.37%	(1,364,782.83)	1,323,659.97	96.99%
71150	Alternative Instruction Program	(288,810.00)	29,525.23	10.22%	(24,067.50)	14,468.30	60.12%
71200	Special Education Program	(3,720,911.00)	493,899.81	13.27%	(310,075.92)	257,897.92	83.17%

Hickman County Finance  
 Summary Financial Statement  
 September 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(2,769,623.50)	1,063,073.47	38.38%	(230,801.96)	379,590.83	164.47%
72110	Attendance	(189,631.00)	23,061.77	12.16%	(15,802.58)	5,235.13	33.13%
72120	Health Services	(660,690.00)	110,003.68	16.65%	(55,057.50)	46,190.19	83.89%
72130	Other Student Support	(1,153,235.85)	138,019.22	11.97%	(96,102.99)	58,198.63	60.56%
72210	Regular Instruction Program	(1,476,210.00)	232,950.75	15.78%	(123,017.50)	104,634.85	85.06%
72220	Special Education Program	(133,398.00)	23,215.79	17.40%	(11,116.50)	7,984.49	71.83%
72230	Career and Technical Education	(360,950.00)	101,396.47	28.09%	(30,079.17)	24,329.50	80.88%
72250	Technology	(451,592.00)	198,736.47	44.01%	(37,632.67)	16,614.93	44.15%
72290	Other Programs	(35,000.00)	0.00	0.00%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	325,166.61	45.40%	(59,683.58)	11,805.62	19.78%
72320	Director Of Schools	(328,338.00)	76,410.31	23.27%	(27,361.50)	22,612.22	82.64%
72410	Office Of The Principal	(2,014,392.00)	331,627.31	16.46%	(167,866.00)	114,815.98	68.40%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,567,000.00)	812,293.47	31.64%	(213,916.67)	308,213.96	144.08%
72620	Maintenance Of Plant	(1,333,258.00)	468,522.38	35.14%	(111,104.83)	171,540.47	154.40%
72710	Transportation	(2,623,068.50)	401,482.43	15.31%	(218,589.04)	146,838.58	67.18%
72810	Central And Other	(406,863.00)	25,262.73	6.21%	(33,905.25)	2,235.20	6.59%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	19,117.70	15.22%	(10,465.68)	5,321.38	50.85%
73400	Early Childhood Education	(525,088.00)	58,973.04	11.23%	(43,757.33)	28,856.10	65.95%
76100	Regular Capital Outlay	(2,973,000.00)	5,600.00	0.19%	(247,750.00)	(392,059.90)	-158.25%
	<b>Total Expenditures</b>	<b>(41,323,260.00)</b>	<b>7,619,895.69</b>	<b>18.44%</b>	<b>(3,443,605.00)</b>	<b>2,658,984.35</b>	<b>77.22%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(7,844,826.00)</b>	<b>1,921,803.44</b>	<b>24.50%</b>	<b>(653,735.50)</b>	<b>(54,410.45)</b>	<b>-8.32%</b>

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	65,196.32	(17,036.62)	26.13%	5,433.03	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,097,988.39	(156,320.28)	14.24%	91,499.03	(76,888.18)	84.03%
47143	Special Education - Grants To States	1,164,691.24	(218,679.23)	18.78%	97,057.60	(65,542.65)	67.53%
47145	Special Education Preschool Grants	45,797.98	(3,533.33)	7.72%	3,816.50	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(5,954.26)	0.00%	0.00	0.00	0.00%
47147	Safe And Drug-Free Schools-St Grants	217,972.80	0.00	0.00%	18,164.40	0.00	0.00%
47148	Rural Education	219,820.70	(4,749.40)	2.16%	18,318.39	0.00	0.00%
47189	Eisenhower Prof Development State	160,181.05	(12,430.71)	7.76%	13,348.42	0.00	0.00%
47307	COVID-19 Grant B	1,041,785.69	(982,868.52)	94.34%	86,815.47	(170,122.80)	195.96%
47309	COVID-19 Grant D	83,000.00	(36,500.00)	43.98%	6,916.67	0.00	0.00%
47401	American Rescue Plan Act Grant #1	5,875,343.41	(912,934.05)	15.54%	489,611.95	(860,234.83)	175.70%
47402	American Rescue Plan Act Grant #2	15,017.59	0.00	0.00%	1,251.47	0.00	0.00%
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00%	23.03	0.00	0.00%
47404	American Rescue Plan Act Grant #4	18,417.96	(828.00)	4.50%	1,534.83	0.00	0.00%
47590	Other Federal Through State	285,000.00	0.00	0.00%	23,750.00	0.00	0.00%
	<b>Total Revenues</b>	<b>10,290,489.52</b>	<b>(2,351,834.40)</b>	<b>22.85%</b>	<b>857,540.79</b>	<b>(1,172,788.46)</b>	<b>136.76%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(2,721,214.65)	439,287.53	16.14%	(226,767.89)	341,953.50	150.79%
71150	Alternative Instruction Program	(35,524.50)	6,582.88	18.53%	(2,960.38)	4,075.11	137.66%
71200	Special Education Program	(1,003,669.36)	110,801.55	11.04%	(83,639.11)	60,904.45	72.82%
71300	Career and Technical Education	(124,258.10)	17,141.33	13.79%	(10,354.84)	11,698.66	112.98%
72110	Attendance	(18,971.00)	13,997.11	73.78%	(1,580.92)	4,658.33	294.66%
72120	Health Services	(52,841.50)	0.00	0.00%	(4,403.46)	0.00	0.00%
72130	Other Student Support	(466,977.99)	114,726.27	24.57%	(38,914.83)	70,810.30	181.96%
72210	Regular Instruction Program	(1,275,254.66)	241,817.93	18.96%	(106,271.22)	132,449.78	124.63%
72220	Special Education Program	(407,002.73)	56,990.44	14.00%	(33,916.89)	27,329.85	80.58%
72230	Career and Technical Education	(7,550.00)	0.00	0.00%	(629.17)	0.00	0.00%
72250	Technology	(198,090.00)	15,270.28	7.71%	(16,507.50)	5,072.44	30.73%
72610	Operation Of Plant	(355,000.00)	277,059.90	78.05%	(29,583.33)	0.00	0.00%
72710	Transportation	(28,000.00)	1,962.38	7.01%	(2,333.33)	1,962.38	84.10%
76100	Regular Capital Outlay	(3,585,417.74)	1,103,449.76	30.78%	(298,784.81)	550,233.37	184.16%
99100	Transfers Out	(10,717.29)	0.00	0.00%	(893.11)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(10,290,489.52)</b>	<b>2,399,087.36</b>	<b>23.31%</b>	<b>(857,540.79)</b>	<b>1,211,148.17</b>	<b>141.24%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>47,252.96</b>	<b>100.00%</b>	<b>0.00</b>	<b>38,359.71</b>	<b>0.00%</b>

Hickman County Finance  
 Summary Financial Statement  
 September 2023

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	540,000.00	(74,960.33)	13.88%	45,000.00	(31,778.56)	70.62%
43522	Lunch Payments - Adults	75,000.00	(5,105.59)	6.81%	6,250.00	(2,480.28)	39.68%
43523	Income From Breakfast	85,000.00	(21,292.80)	25.05%	7,083.33	(11,437.55)	161.47%
43525	A La Carte Sales	175,000.00	(45,731.34)	26.13%	14,583.33	(24,350.60)	166.98%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(1,208.38)	120.84%	83.33	(110.08)	132.10%
47111	USDA School Lunch Program	1,035,000.00	(232,412.60)	22.46%	86,250.00	(112,519.55)	130.46%
47113	Breakfast	540,000.00	(90,133.05)	16.69%	45,000.00	(45,833.53)	101.85%
47114	USDA - Other	35,970.00	(1,295.19)	3.60%	2,997.50	(1,054.17)	35.17%
	<b>Total Revenues</b>	<b>2,486,970.00</b>	<b>(472,139.28)</b>	<b>18.98%</b>	<b>207,247.50</b>	<b>(229,564.32)</b>	<b>110.77%</b>
<b>Expenditures</b>							
73100	Food Service	(2,899,494.00)	942,529.27	32.51%	(241,624.50)	217,989.76	90.22%
	<b>Total Expenditures</b>	<b>(2,899,494.00)</b>	<b>942,529.27</b>	<b>32.51%</b>	<b>(241,624.50)</b>	<b>217,989.76</b>	<b>90.22%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(412,524.00)</b>	<b>470,389.99</b>	<b>114.03%</b>	<b>(34,377.00)</b>	<b>(11,574.56)</b>	<b>-33.67%</b>

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	2,974,879.00	(368.70)	0.01%	247,906.58	0.00	0.00%
40120	Trustee's Collections - Prior Year	65,000.00	(18,926.47)	29.12%	5,416.67	1,714.74	-31.66%
40125	Trustee's Collections - Bankruptcy	500.00	(34.80)	6.96%	41.67	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(8,222.76)	17.50%	3,916.67	0.00	0.00%
40140	Interest And Penalty	15,000.00	(1,632.21)	10.88%	1,250.00	0.00	0.00%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(786.79)	19.67%	333.33	0.00	0.00%
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,455,008.00	(509,356.89)	20.75%	204,584.00	239,400.81	-117.02%
40270	Business Tax	35,000.00	(3,097.21)	8.85%	2,916.67	3,558.33	-122.00%
41110	Marriage Licenses	1,300.00	(199.50)	15.35%	108.33	0.00	0.00%
43517	Tuition - Other	2,000.00	(1,700.00)	85.00%	166.67	0.00	0.00%
43570	Receipts From Individual Schools	30,000.00	(875.00)	2.92%	2,500.00	0.00	0.00%
43582	Community Service Fees - Adults	200.00	0.00	0.00%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	0.00	0.00%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	44,624.20	-148.75%	2,500.00	47,174.20	-1,886.97%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(3,980.84)	132.69%	250.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	(13,060.00)	87.07%	1,250.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(4,855,897.99)	20.33%	1,990,546.83	0.00	0.00%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46515	Early Childhood Education	417,796.00	0.00	0.00%	34,816.33	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	326,266.91	-135.94%	20,000.00	326,266.91	-1,631.33%
46610	Career Ladder Program	45,000.00	0.00	0.00%	3,750.00	1,163.40	-31.02%
46790	Other Vocational	2,524,385.00	0.00	0.00%	210,365.42	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	0.00	0.00%	19,166.67	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(3,306.74)	4.72%	5,833.33	0.00	0.00%
48990	Other	258,804.00	(22,147.07)	8.56%	21,567.00	0.00	0.00%
49700	Insurance Recovery	10,000.00	(6,112.00)	61.12%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
	<b>Total Revenues</b>	<b>33,478,434.00</b>	<b>(5,078,813.86)</b>	<b>15.17%</b>	<b>2,789,869.50</b>	<b>619,278.39</b>	<b>-22.20%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,377,394.00)	3,922,915.09	23.95%	(1,364,782.83)	1,241,358.04	90.96%
71150	Alternative Instruction Program	(288,810.00)	43,750.63	15.15%	(24,067.50)	14,225.40	59.11%
71200	Special Education Program	(3,720,911.00)	750,383.35	20.17%	(310,075.92)	256,483.54	82.72%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(2,769,623.50)	1,171,925.34	42.31%	(230,801.96)	108,851.87	47.16%
72110	Attendance	(189,631.00)	33,521.67	17.68%	(15,802.58)	10,459.90	66.19%
72120	Health Services	(660,690.00)	157,943.49	23.91%	(55,057.50)	47,939.81	87.07%
72130	Other Student Support	(1,153,235.85)	196,187.38	17.01%	(96,102.99)	58,168.16	60.53%
72210	Regular Instruction Program	(1,476,210.00)	329,426.53	22.32%	(123,017.50)	96,475.78	78.42%
72220	Special Education Program	(133,398.00)	28,623.95	21.46%	(11,116.50)	5,408.16	48.65%
72230	Career and Technical Education	(360,950.00)	135,879.41	37.64%	(30,079.17)	34,482.94	114.64%
72250	Technology	(451,592.00)	220,317.69	48.79%	(37,632.67)	21,581.22	57.35%
72290	Other Programs	(35,000.00)	0.00	0.00%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	328,863.73	45.92%	(59,683.58)	3,697.12	6.19%
72320	Director Of Schools	(328,338.00)	97,165.32	29.59%	(27,361.50)	20,755.01	75.85%
72410	Office Of The Principal	(2,014,392.00)	441,081.92	21.90%	(167,866.00)	109,454.61	65.20%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,567,000.00)	948,604.11	36.95%	(213,916.67)	136,310.64	63.72%
72620	Maintenance Of Plant	(1,333,258.00)	537,187.82	40.29%	(111,104.83)	68,665.44	61.80%
72710	Transportation	(2,623,068.50)	1,042,387.41	39.74%	(218,589.04)	640,904.98	293.20%
72810	Central And Other	(406,863.00)	33,886.39	8.33%	(33,905.25)	8,623.66	25.43%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	24,592.23	19.58%	(10,465.68)	5,474.53	52.31%
73400	Early Childhood Education	(525,088.00)	89,826.28	17.11%	(43,757.33)	30,853.24	70.51%
76100	Regular Capital Outlay	(2,973,000.00)	5,600.00	0.19%	(247,750.00)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(41,323,260.00)</b>	<b>10,540,069.74</b>	<b>25.51%</b>	<b>(3,443,605.00)</b>	<b>2,920,174.05</b>	<b>84.80%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(7,844,826.00)</b>	<b>5,461,255.88</b>	<b>69.62%</b>	<b>(653,735.50)</b>	<b>3,539,452.44</b>	<b>541.42%</b>

Hickman County Finance  
 Summary Financial Statement  
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142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	65,196.32	0.00	0.00%	5,433.03	17,036.62	-313.58%
47141	Title 1 Grants To Local Educ Agencies	1,097,988.39	(141,164.03)	12.86%	91,499.03	15,156.25	-16.56%
47143	Special Education - Grants To States	1,164,691.24	(130,465.08)	11.20%	97,057.60	88,214.15	-90.89%
47145	Special Education Preschool Grants	45,797.98	0.00	0.00%	3,816.50	3,533.33	-92.58%
47146	English Language Acquisition Grants	0.00	(5,954.26)	0.00%	0.00	0.00	0.00%
47147	Safe And Drug-Free Schools-St Grants	217,972.80	599.99	-0.28%	18,164.40	599.99	-3.30%
47148	Rural Education	219,820.70	(4,493.62)	2.04%	18,318.39	255.78	-1.40%
47189	Eisenhower Prof Development State	160,181.05	(11,485.62)	7.17%	13,348.42	945.09	-7.08%
47307	COVID-19 Grant B	1,041,785.69	(855,276.29)	82.10%	86,815.47	127,592.23	-146.97%
47309	COVID-19 Grant D	83,000.00	0.00	0.00%	6,916.67	36,500.00	-527.71%
47401	American Rescue Plan Act Grant #1	6,011,423.41	(859,988.42)	14.31%	500,951.95	52,945.63	-10.57%
47402	American Rescue Plan Act Grant #2	15,017.59	0.00	0.00%	1,251.47	0.00	0.00%
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00%	23.03	0.00	0.00%
47404	American Rescue Plan Act Grant #4	18,417.96	0.00	0.00%	1,534.83	828.00	-53.95%
47590	Other Federal Through State	285,000.00	0.00	0.00%	23,750.00	0.00	0.00%
<b>Total Revenues</b>		<b>10,426,569.52</b>	<b>(2,008,227.33)</b>	<b>19.26%</b>	<b>868,880.79</b>	<b>343,607.07</b>	<b>-39.55%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(2,721,214.65)	533,710.30	19.61%	(226,767.89)	94,422.77	41.64%
71150	Alternative Instruction Program	(35,524.50)	10,344.53	29.12%	(2,960.38)	3,761.65	127.07%
71200	Special Education Program	(1,003,669.36)	158,190.97	15.76%	(83,639.11)	47,389.42	56.66%
71300	Career and Technical Education	(124,258.10)	18,840.01	15.16%	(10,354.84)	1,698.68	16.40%
72110	Attendance	(18,971.00)	13,997.11	73.78%	(1,580.92)	0.00	0.00%
72120	Health Services	(52,841.50)	0.00	0.00%	(4,403.46)	0.00	0.00%
72130	Other Student Support	(466,977.99)	127,142.49	27.23%	(38,914.83)	12,416.22	31.91%
72210	Regular Instruction Program	(1,411,334.66)	299,399.48	21.21%	(117,611.22)	57,581.55	48.96%
72220	Special Education Program	(407,002.73)	81,853.14	20.11%	(33,916.89)	24,862.70	73.30%
72230	Career and Technical Education	(7,550.00)	0.00	0.00%	(629.17)	0.00	0.00%
72250	Technology	(198,090.00)	20,342.73	10.27%	(16,507.50)	5,072.45	30.73%
72610	Operation Of Plant	(355,000.00)	277,059.90	78.05%	(29,583.33)	0.00	0.00%
72710	Transportation	(28,000.00)	3,141.38	11.22%	(2,333.33)	1,179.00	50.53%
73100	Food Service	0.00	4,845.45	0.00%	0.00	4,845.45	0.00%
76100	Regular Capital Outlay	(3,585,417.74)	1,255,367.73	35.01%	(298,784.81)	151,917.97	50.85%
99100	Transfers Out	(10,717.29)	0.00	0.00%	(893.11)	0.00	0.00%
<b>Total Expenditures</b>		<b>(10,426,569.52)</b>	<b>2,804,235.22</b>	<b>26.90%</b>	<b>(868,880.79)</b>	<b>405,147.86</b>	<b>46.63%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>796,007.89</b>	<b>100.00%</b>	<b>0.00</b>	<b>748,754.93</b>	<b>0.00%</b>

Hickman County Finance  
 Summary Financial Statement  
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143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	540,000.00	(74,960.33)	13.88%	45,000.00	0.00	0.00%
43522	Lunch Payments - Adults	75,000.00	(5,105.59)	6.81%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(21,292.80)	25.05%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(45,660.69)	26.09%	14,583.33	70.65	-0.48%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(1,208.38)	120.84%	83.33	0.00	0.00%
47111	USDA School Lunch Program	1,035,000.00	(232,412.60)	22.46%	86,250.00	0.00	0.00%
47113	Breakfast	540,000.00	(90,133.05)	16.69%	45,000.00	0.00	0.00%
47114	USDA - Other	35,970.00	(1,295.19)	3.60%	2,997.50	0.00	0.00%
	<b>Total Revenues</b>	<b>2,486,970.00</b>	<b>(472,068.63)</b>	<b>18.98%</b>	<b>207,247.50</b>	<b>70.65</b>	<b>-0.03%</b>
<b>Expenditures</b>							
73100	Food Service	(2,899,494.00)	1,168,695.84	40.31%	(241,624.50)	226,166.57	93.60%
	<b>Total Expenditures</b>	<b>(2,899,494.00)</b>	<b>1,168,695.84</b>	<b>40.31%</b>	<b>(241,624.50)</b>	<b>226,166.57</b>	<b>93.60%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(412,524.00)</b>	<b>696,627.21</b>	<b>168.87%</b>	<b>(34,377.00)</b>	<b>226,237.22</b>	<b>658.11%</b>

### HCBOE ESSER Report November 2023

#### Allocation Summary

		Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 2.0	All obligated	\$3,497,160.67	September 30, 2023	\$3,381,901.27	\$115,259.40
ESSER 3.0		\$7,854,126.08	September 30, 2024	\$3,034,548.08	\$4,819,578.00
Total:		\$11,351,286.75		\$6,416,449.35	\$4,934,837.40

#### ESSER Recent Developments

Purchase tables and chairs for HCMS

#### ESSER Next Steps

#### ESSER Personnel Funding

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

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: Centerville Elementary School School No. 005 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	55	45	100	102	97.5000	102.8500
01	56	56	112	119	112.3500	118.0500
02	40	55	95	103	96.9500	102.2000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	151	156	307	324	306.8000	323.1000
N	2		2	2	1.9500	2.0000
GRAND TOTAL	153	156	309	326	308.7500	325.1000

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: Centerville Intermediate School No. 007 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	58	44	102	106	102.3500	106.5500
04	53	48	101	110	103.8500	110.8000
05	63	43	106	112	106.4000	111.3500
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	174	135	309	328	312.6000	328.7000
N	5		5	7	6.6500	7.0000
GRAND TOTAL	179	135	314	335	319.2500	335.7000

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: East Hickman Elementary School School No. 015 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	45	43	88	93	86.7000	92.8000
01	47	55	102	108	99.9500	107.2000
02	67	52	119	123	117.0500	123.5500
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	159	150	309	324	303.7000	323.5500
N	2		2	2	1.7500	2.0000
GRAND TOTAL	161	150	311	326	305.4500	325.5500

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: East Hickman Intermediate School No. 016 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	63	61	124	130	122.2500	130.0000
04	63	60	123	128	121.1500	127.0000
05	47	56	103	108	102.1500	108.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	173	177	350	366	345.5500	365.0000
N		1	1	1	.8500	1.0000
GRAND TOTAL	173	178	351	367	346.4000	366.0000

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: East Hickman Middle School School No. 017 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	66	52	118	126	119.1000	125.0500
07	64	55	119	125	118.7000	125.3000
08	61	43	104	110	105.0500	110.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	191	150	341	361	342.8500	360.3500
N		1	1	1	1.0000	1.0000
GRAND TOTAL	191	151	342	362	343.8500	361.3500

Hickman County School District  
Director's Monthly Membership Attendance Report

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: East Hickman High School School No. 018 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	65	48	113	126	115.4500	126.0000
10	50	43	93	105	97.7500	104.0500
11	56	54	110	117	109.0500	118.3000
12	54	48	102	102	95.8000	102.2000
K-12	225	193	418	450	418.0500	450.5500
N	4	1	5	5	4.9500	5.0000
GRAND TOTAL	229	194	423	455	423.0000	455.5500

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: Hickman County Learning Academ School No. 019 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06				1	.1500	.1500
07				2	1.1500	2.0000
08				1	.5000	1.0000
09				3	2.1500	2.8000
10				4	3.2000	4.0000
11				4	3.2000	3.9500
12	1	2	3	9	6.7500	7.5500
K-12	1	2	3	24	17.1000	21.4500
N					.0000	.0000
GRAND TOTAL	1	2	3	24	17.1000	21.4500

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: Hickman County Middle School School No. 020 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	53	57	110	115	110.3000	114.5500
07	63	32	95	100	95.3000	99.8500
08	47	58	105	106	99.5500	106.2500
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	163	147	310	321	305.1500	320.6500
N	4	1	5	5	4.6500	5.0000
GRAND TOTAL	167	148	315	326	309.8000	325.6500

Hickman County School District  
Director's Monthly Membership Attendance Report

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: Hickman County High School School No. 030 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	63	35	98	108	101.7500	105.9500
10	59	58	117	120	113.0000	119.8500
11	56	48	104	106	101.6000	106.8000
12	50	48	98	97	88.3000	98.4000
K-12	228	189	417	431	404.6500	431.0000
N	3		3	3	2.9000	3.0000
GRAND TOTAL	231	189	420	434	407.5500	434.0000

School District: Hickman County District No. 410 Date 10/02/23 Month of School 2  
 School Name: District Summary School No. \_\_\_\_\_ No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 08/30/23 End Date: 09/28/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	100	88	188	195	184.2000	195.6500
01	103	111	214	227	212.3000	225.2500
02	107	107	214	226	214.0000	225.7500
03	121	105	226	236	224.6000	236.5500
04	116	108	224	238	225.0000	237.8000
05	110	99	209	220	208.5500	219.3500
06	119	109	228	242	229.5500	239.7500
07	127	87	214	227	215.1500	227.1500
08	108	101	209	217	205.1000	217.2500
09	128	83	211	237	219.3500	234.7500
10	109	101	210	229	213.9500	227.9000
11	112	102	214	227	213.8500	229.0500
12	105	98	203	208	190.8500	208.1500
K-12	1,465	1,299	2,764	2,929	2756.4500	2924.3500
N	20	4	24	26	24.7000	26.0000
GRAND TOTAL	1,485	1,303	2,788	2,955	2781.1500	2950.3500

\*\*\*\*\* End of report \*\*\*\*\*

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: Centerville Elementary School School No. 005 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	56	43	99	105	97.1000	103.5500
01	56	57	113	120	113.0000	119.6000
02	40	55	95	102	98.8000	102.3000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	152	155	307	327	308.9000	325.4500
N	2		2	2	1.8000	2.0000
GRAND TOTAL	154	155	309	329	310.7000	327.4500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: Centerville Intermediate School No. 007 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	57	44	101	107	101.6500	105.7000
04	53	47	100	110	104.0500	109.7000
05	63	44	107	113	107.6500	112.4500
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	173	135	308	330	313.3500	327.8500
N	4		4	6	5.7000	6.0000
GRAND TOTAL	177	135	312	336	319.0500	333.8500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: East Hickman Elementary School School No. 015 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	47	43	90	99	92.6500	96.9000
01	47	56	103	107	101.3500	107.2500
02	66	50	116	123	116.9500	121.4500
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	160	149	309	329	310.9500	325.6000
N	3	1	4	5	4.7000	5.0000
GRAND TOTAL	163	150	313	334	315.6500	330.6000

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: East Hickman Intermediate School No. 016 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	63	62	125	131	125.1500	130.1500
04	64	60	124	129	122.2500	127.8000
05	47	56	103	108	103.6500	108.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	174	178	352	368	351.0500	365.9500
N	1	1	2	2	2.0000	2.0000
GRAND TOTAL	175	179	354	370	353.0500	367.9500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: East Hickman Middle School School No. 017 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	66	53	119	129	121.4500	127.4500
07	64	55	119	126	119.6000	125.9000
08	61	43	104	110	104.1000	110.1000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	191	151	342	365	345.1500	363.4500
N					.0000	.0000
GRAND TOTAL	191	151	342	365	345.1500	363.4500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: East Hickman High School School No. 018 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	64	48	112	125	117.2000	124.7500
10	51	43	94	105	98.8500	104.7500
11	55	52	107	117	108.5500	117.4500
12	54	47	101	100	94.8000	100.9000
K-12	224	190	414	447	419.4000	447.8500
N	4	1	5	5	4.9000	5.0000
GRAND TOTAL	228	191	419	452	424.3000	452.8500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: Hickman County Learning Academ School No. 019 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06				1	1.0000	1.0000
07				1	.5500	1.0000
08					.0000	.0500
09				2	1.8500	2.0000
10				4	4.2000	4.8000
11				5	3.6500	4.2500
12	1	2	3	9	7.4500	9.0000
K-12	1	2	3	22	18.7000	22.1000
N					.0000	.0000
GRAND TOTAL	1	2	3	22	18.7000	22.1000

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: Hickman County Middle School School No. 020 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	54	57	111	116	111.3000	115.3000
07	63	32	95	101	95.3000	100.9500
08	47	55	102	107	100.1000	106.2000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	164	144	308	324	306.7000	322.4500
N	4	1	5	6	5.5500	6.0000
GRAND TOTAL	168	145	313	330	312.2500	328.4500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: Hickman County High School School No. 030 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09	62	35	97	106	99.1000	105.9500
10	59	56	115	122	112.4000	119.8000
11	56	46	102	104	98.3000	104.3000
12	47	47	94	97	86.7500	95.9000
K-12	224	184	408	429	396.5500	425.9500
N	4		4	4	4.0000	4.0000
GRAND TOTAL	228	184	412	433	400.5500	429.9500

School District: Hickman County District No. 410 Date 10/31/23 Month of School 3  
 School Name: District Summary School No. \_\_\_\_\_ No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 09/29/23 End Date: 11/03/23

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	103	86	189	204	189.7500	200.4500
01	103	113	216	227	214.3500	226.8500
02	106	105	211	225	215.7500	223.7500
03	120	106	226	238	226.8000	235.8500
04	117	107	224	239	226.3000	237.5000
05	110	100	210	221	211.3000	220.4500
06	120	110	230	246	233.7500	243.7500
07	127	87	214	228	215.4500	227.8500
08	108	98	206	217	204.2000	216.3500
09	126	83	209	233	218.1500	232.7000
10	110	99	209	231	215.4500	229.3500
11	111	98	209	226	210.5000	226.0000
12	102	96	198	206	189.0000	205.8000
K-12	1,463	1,288	2,751	2,941	2770.7500	2926.6500
N	22	4	26	30	28.6500	30.0000
GRAND TOTAL	1,485	1,292	2,777	2,971	2799.4000	2956.6500

\*\*\*\*\* End of report \*\*\*\*\*



## Person Data

School	Total Negative Balance
Centerville Elementary School	-\$448.29
Centerville Intermediate	-\$554.89
East Hickman Elementary	-\$1,393.45
East Hickman High School	-\$2,261.15
East Hickman Intermediate	-\$1,030.63
East Hickman Middle	-\$692.44
Hickman County High School	-\$1,581.90
Hickman Middle School	-\$360.90
	<b>-\$8,323.65</b>

Number of Records: 8

FILTERS	
Name(s)	Value(s)
Enrolled On	10/31/2023
Ignore Zero Balances	✓
Only Negative Balances	✓

**Deputy Superintendent  
HICKMAN COUNTY SCHOOLS  
FY 2024**

(Base on Certified Teacher Scale)

YEARS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$71,798	\$73,913	\$75,605	\$78,847
1	\$72,503	\$76,169	\$77,860	\$81,103
2	\$73,772	\$77,437	\$78,706	\$82,654
3	\$74,054	\$77,578	\$78,988	\$82,936
4	\$74,477	\$77,719	\$79,129	\$83,218
5	\$75,182	\$78,706	\$79,693	\$83,500
6	\$77,015	\$79,411	\$80,398	\$83,782
7	\$77,437	\$80,398	\$81,385	\$85,191
8	\$77,719	\$81,244	\$82,231	\$86,742
9	\$78,565	\$81,808	\$83,077	\$88,152
10	\$79,270	\$82,513	\$83,641	\$89,844
11	\$82,654	\$84,627	\$86,178	\$91,535
12	\$83,923	\$85,473	\$87,024	\$92,099
13	\$84,064	\$85,614	\$87,588	\$92,522
14	\$84,205	\$85,896	\$87,870	\$94,214
15	\$84,486	\$86,460	\$88,575	\$94,637
16	\$87,024	\$89,421	\$91,958	\$97,880
17	\$87,870	\$90,267	\$93,227	\$99,571
18	\$88,011	\$90,690	\$94,073	\$100,699
19	\$88,152	\$90,831	\$94,496	\$100,840
20	\$88,293	\$92,099	\$95,201	\$102,109
21	\$90,690	\$94,355	\$97,457	\$104,506
22	\$90,831	\$94,637	\$97,880	\$104,788
23	\$90,972	\$94,778	\$98,021	\$105,070
24	\$91,113	\$94,919	\$98,162	\$105,352
25	\$91,254	\$95,060	\$98,303	\$105,633
26	\$91,535	\$95,201	\$98,443	\$105,915
27	\$91,676	\$95,342	\$98,725	\$106,338
28	\$91,817	\$95,483	\$98,866	\$106,620
29	\$91,958	\$95,624	\$99,007	\$106,902
30	\$92,381	\$96,470	\$99,571	\$109,299

Additional Local Supplement – Supervisor  
\$500 \* 1.2                      Added Per Program Supervised

Academic Responsibility Supplement  
Non-Instructional=\$2,000  
Instructional=\$4,000  
Chief Instructional=\$8,000

Financial Responsibility Supplement  
Budget (Non-Funding)=\$2,000  
Budget(s) and Funding=\$4,000

**10 Month (K - 8) - Assitant Principals - Salary Schedule**  
**HICKMAN COUNTY SCHOOLS**  
**FY 2024**

**Certified Scale + \$5,000**

<b>YEARS</b>	<b>MASTERS</b>	<b>MASTERS + 30/40</b>	<b>Ed.S.</b>	<b>Ed.D/Ph.D.</b>
0	\$51,322	\$52,912	\$54,184	\$56,622
1	\$51,852	\$54,608	\$55,880	\$58,318
2	\$52,806	\$55,562	\$56,516	\$59,484
3	\$53,018	\$55,668	\$56,728	\$59,696
4	\$53,336	\$55,774	\$56,834	\$59,908
5	\$53,866	\$56,516	\$57,258	\$60,120
6	\$55,244	\$57,046	\$57,788	\$60,332
7	\$55,562	\$57,788	\$58,530	\$61,392
8	\$55,774	\$58,424	\$59,166	\$62,558
9	\$56,410	\$58,848	\$59,802	\$63,618
10	\$56,940	\$59,378	\$60,226	\$64,890
11	\$59,484	\$60,968	\$62,134	\$66,162
12	\$60,438	\$61,604	\$62,770	\$66,586
13	\$60,544	\$61,710	\$63,194	\$66,904
14	\$60,650	\$61,922	\$63,406	\$68,176
15	\$60,862	\$62,346	\$63,936	\$68,494
16	\$62,770	\$64,572	\$66,480	\$70,932
17	\$63,406	\$65,208	\$67,434	\$72,204
18	\$63,512	\$65,526	\$68,070	\$73,052
19	\$63,618	\$65,632	\$68,388	\$73,158
20	\$63,724	\$66,586	\$68,918	\$74,112
21	\$65,526	\$68,282	\$70,614	\$75,914
22	\$65,632	\$68,494	\$70,932	\$76,126
23	\$65,738	\$68,600	\$71,038	\$76,338
24	\$65,844	\$68,706	\$71,144	\$76,550
25	\$65,950	\$68,812	\$71,250	\$76,762
26	\$66,162	\$68,918	\$71,356	\$76,974
27	\$66,268	\$69,024	\$71,568	\$77,292
28	\$66,374	\$69,130	\$71,674	\$77,504
29	\$66,480	\$69,236	\$71,780	\$77,716
30	\$66,798	\$69,872	\$72,204	\$79,518

**11 Month (K - 8) - Assitant Principals - Salary Schedule**  
**HICKMAN COUNTY SCHOOLS**  
**FY 2024**

**10 Month Scale \* 1.1**

<b>YEARS</b>	<b>MASTERS</b>	<b>MASTERS + 30/40</b>	<b>Ed.S.</b>	<b>Ed.D/Ph.D.</b>
0	\$56,454	\$58,203	\$59,602	\$62,284
1	\$57,037	\$60,069	\$61,468	\$64,150
2	\$58,087	\$61,118	\$62,168	\$65,432
3	\$58,320	\$61,235	\$62,401	\$65,666
4	\$58,670	\$61,351	\$62,517	\$65,899
5	\$59,253	\$62,168	\$62,984	\$66,132
6	\$60,768	\$62,751	\$63,567	\$66,365
7	\$61,118	\$63,567	\$64,383	\$67,531
8	\$61,351	\$64,266	\$65,083	\$68,814
9	\$62,051	\$64,733	\$65,782	\$69,980
10	\$62,634	\$65,316	\$66,249	\$71,379
11	\$65,432	\$67,065	\$68,347	\$72,778
12	\$66,482	\$67,764	\$69,047	\$73,245
13	\$66,598	\$67,881	\$69,513	\$73,594
14	\$66,715	\$68,114	\$69,747	\$74,994
15	\$66,948	\$68,581	\$70,330	\$75,343
16	\$69,047	\$71,029	\$73,128	\$78,025
17	\$69,747	\$71,729	\$74,177	\$79,424
18	\$69,863	\$72,079	\$74,877	\$80,357
19	\$69,980	\$72,195	\$75,227	\$80,474
20	\$70,096	\$73,245	\$75,810	\$81,523
21	\$72,079	\$75,110	\$77,675	\$83,505
22	\$72,195	\$75,343	\$78,025	\$83,739
23	\$72,312	\$75,460	\$78,142	\$83,972
24	\$72,428	\$75,577	\$78,258	\$84,205
25	\$72,545	\$75,693	\$78,375	\$84,438
26	\$72,778	\$75,810	\$78,492	\$84,671
27	\$72,895	\$75,926	\$78,725	\$85,021
28	\$73,011	\$76,043	\$78,841	\$85,254
29	\$73,128	\$76,160	\$78,958	\$85,488
30	\$73,478	\$76,859	\$79,424	\$87,470

*Account Activity Summary*  
*Hickman*  
07/01/2023 - 09/30/2023

<i>Beginning Value - Investment Account</i>	\$	2,474,603.77
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	217,213.50
<b>Total Beginning Value<sup>1</sup></b>	<b>\$</b>	<b>2,691,817.27</b>
<b>Additions<sup>2</sup></b>		
Contributions <sup>3</sup>	\$	-
Dividends & Interest <sup>4</sup>	\$	14,386.62
<b>Withdrawals<sup>5</sup></b>		
TSBA Fee <sup>6</sup>	\$	(1,682.39)
MS Fees <sup>7</sup>	\$	(1,117.74)
System Distributions <sup>8</sup>	\$	-
<b>Unadjusted Investment Earnings<sup>9</sup></b>	<b>\$</b>	<b>(85,409.13)</b>
<i>Ending Value - Investment Account</i>	\$	2,378,971.25
<i>Ending Value - Alternative Invest. Acct.</i>	\$	239,023.38
<b>Total Ending Value<sup>10</sup></b>	<b>\$</b>	<b>2,617,994.63</b>

**Definitions:**

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

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*Account Contribution Summary*  
*Hickman*  
*07/01/2023 - 09/30/2023*

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

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*Account Dividend & Interest Summary*  
*Hickman*  
07/01/2023 - 09/30/2023

<b>ACTIVITY DATE</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>		<b>TYPE</b>
07/03/2023	Dividend	PGIM SHORT-TERM CORP BOND Z DIV PAYMENT Ref: 18485732 SEC ID: MQR42	1,256.36	Cash
07/03/2023	Dividend	PGIM TOTAL RETURN BOND Z DIV PAYMENT Ref: 18426927 SEC ID: ME894	1,000.66	Cash
07/03/2023	Dividend	BLACKROCK HIGH EQ INCOME INST DIV PAYMENT Ref: 18480006 SEC ID: MD130	1,011.14	Cash
07/17/2023	Dividend	PERFORMANCE TRUST STRAT BD I DIV PAYMENT Ref: 19813821 SEC ID: DT13C	1,558.06	Cash
07/31/2023	Interest Income	MORGAN STANLEY BANK N.A. (Period 07/01-07/31) Ref: 21270139 SEC ID: 00361	1.27	Cash
07/31/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA (Period 07/01-07/31) Ref: 21276994 SEC ID: 00368	4.47	Cash
08/01/2023	Dividend	PGIM SHORT-TERM CORP BOND Z DIV PAYMENT Ref: 21390770 SEC ID: MQR42	722.70	Cash
08/01/2023	Dividend	PGIM TOTAL RETURN BOND Z DIV PAYMENT Ref: 21340417 SEC ID: ME894	1,581.68	Cash
08/01/2023	Dividend	BLACKROCK HIGH EQ INCOME INST DIV PAYMENT Ref: 21311782 SEC ID: MD130	859.12	Cash
08/16/2023	Dividend	PERFORMANCE TRUST STRAT BD I DIV PAYMENT Ref: 22866956 SEC ID: DT13C	1,190.85	Cash
08/18/2023	Dividend	LAZARD EMERG MKTS CORE EQ I DIV PAYMENT Ref: 23037164 SEC ID: BM8H0	21.24	Cash
08/31/2023	Interest Income	MORGAN STANLEY BANK N.A. (Period 08/01-08/31) Ref: 24340180 SEC ID: 00361	0.13	Cash
08/31/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA (Period 08/01-08/31) Ref: 24346959 SEC ID: 00368	2.75	Cash
09/01/2023	Dividend	PGIM SHORT-TERM CORP BOND Z DIV PAYMENT Ref: 24490253 SEC ID: MQR42	763.92	Cash
09/01/2023	Dividend	PGIM TOTAL RETURN BOND Z DIV PAYMENT Ref: 24440999 SEC ID: ME894	1,607.23	Cash
09/01/2023	Dividend	BLACKROCK HIGH EQ INCOME INST DIV PAYMENT Ref: 24411701 SEC ID: MD130	1,137.75	Cash

09/07/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA (Period 09/01-09/06) Ref: 25096702 SEC ID: 00368	0.53	Cash
09/18/2023	Dividend	PERFORMANCE TRUST STRAT BD I DIV PAYMENT Ref: 26188472 SEC ID: DT13C	1,661.07	Cash
09/29/2023	Interest Income	MORGAN STANLEY BANK N.A. (Period 09/01-09/30) Ref: 27276351 SEC ID: 00361	2.44	Cash
09/29/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA (Period 09/07-09/30) Ref: 27283086 SEC ID: 00368	3.25	Cash
		<b>Total Dividends and Interest</b>	<b>14,386.62</b>	

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*Account Fee Summary*  
*Hickman*  
07/01/2023 - 09/30/2023

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
07/10/2023	CASH TRANSFER	FUNDS TRANSFERRED CONFIRMATION # 202084450 TO 471-071947 Ref: 19184450	-1,682.39	Cash
07/10/2023	Service Fee	ADV FEE 07/01-07/31 Ref: 19106040	-373.62	Cash
07/19/2023	Service Fee Adj	NET PLATFORM CREDIT PLATFORM FEE (\$184.62) PLATFORM CREDIT \$184.66 Ref: 20036656	0.04	Cash
08/07/2023	Service Fee	ADV FEE 08/01-08/31 Ref: 21969656	-380.98	Cash
09/08/2023	Service Fee	ADV FEE 09/01-09/30 Ref: 25138853	-363.18	Cash
		<b>Total Withdrawals</b>	<b>-2,800.13</b>	

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

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can choose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested. External Assets - Certain assets listed in this view are based upon information provided by you, your client or other external sources and are not part of accounts that you manage at Morgan Stanley. Assets not held with Morgan Stanley may not be covered by SIPC protection or by additional protection under Morgan Stanley's excess insurance coverage plans. Morgan Stanley may include information about these external assets in this view solely as a service to you, and Morgan Stanley is not responsible for the accuracy of any information provided by external sources, including but not limited to, you, your client or another financial institution. You are responsible for ensuring the accuracy of such information. Generally, any financial institution that holds securities is responsible for year-end reporting (Internal Revenue Service (IRS) Form 1099) and separate periodic statements, which may vary from Morgan Stanley's information due to different tax reporting periods.

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## 2023 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2023**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:** Hickman County School System

**Director of Schools/Superintendent Name:** John Mullins

**Director of Schools/Superintendent Signature:**

**School Board Chair Name:** Ronald Gammons

**School Board Chair Signature:**

**Date of School Board Approval:**

**UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2023**  
(including the corresponding corrective action plan if applicable).  
Upload instructions are accessible [here](#).

Invitation to  
Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Units and Chrome OS Management Service License.

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebooks and Chrome Management Licenses". Bids will be opened on Monday, September 25th, 2023 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.

See attached bids



Present Penny Mayberry  
Nicole Wight

**Virtucom's Proposed  
Solution to:  
Hickman County Schools  
- Chromebooks and  
Chrome Management  
Licenses**

**Due September 25, 2023  
at 10:00AM**



**1 Sun Ct NW  
Peachtree Corners, GA 30092  
Phone: (770) 908-8100  
Toll Free: (800) 890-2611  
Fax: (770) 908-8007**

# Executive Summary



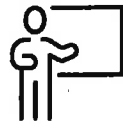
## Why Virtucom?

- Flexible Programs
- Experienced Staff
- In-House Services
- Rapid Implementation
- Ongoing Support

We are committed to providing the best solution for this contract. School Districts have many similar needs, but each District has their own unique challenges, visions for the future, and technology plans. While being an experienced K-12 EdTech provider allows us to address many similar needs between Districts, the main benefits we offer are born through the relationships we form with each **individual** District. To Virtucom, this contract is not merely transactional, but rather an opportunity to become a reliable and understanding EdTech partner for HCS.



**5K+ schools**



**231K+ educators**



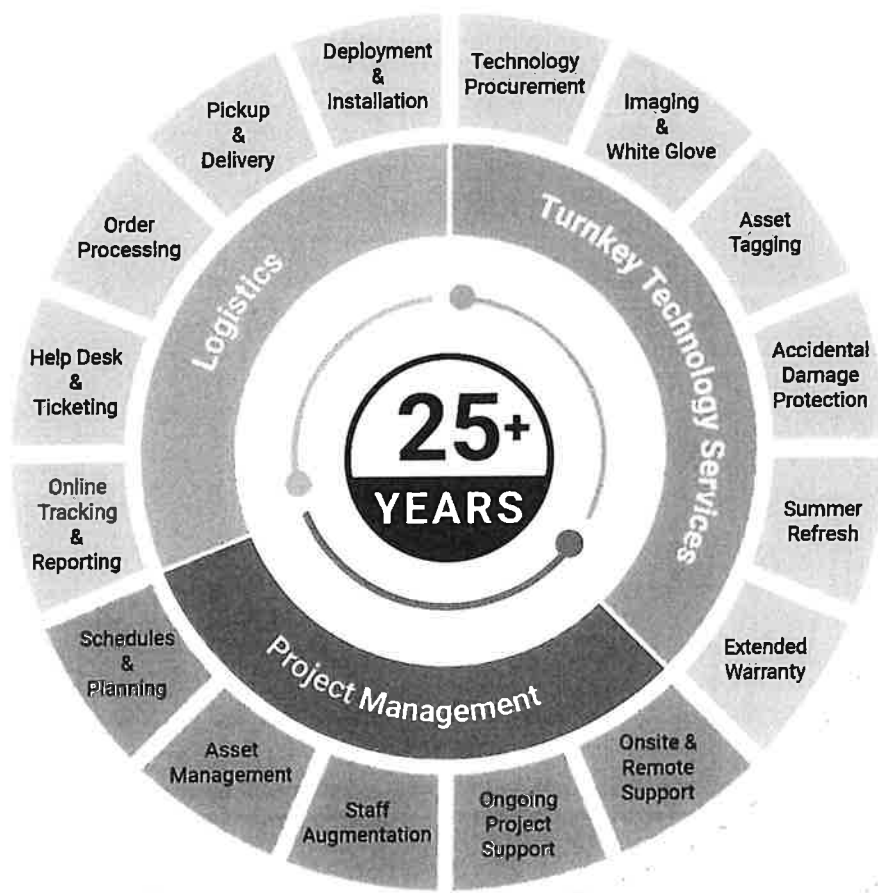
**3.6M+ students**

More than ever, Districts are facing the challenge of integrating new technology with the learning process. This includes purchasing and selecting the right technology to match your needs, maintaining relationships with technology manufacturers, and keeping up with technology trends and advancements as EdTech evolves. In recent years, securing inventory and deploying large volumes of devices has also become an increasingly difficult challenge for K-12, and because your District has different schools, classrooms, and buildings, this challenge is multiplied. Additionally, you may face timelines that seem impossible to meet.

Districts need a solution that extends beyond the scope of a series of a single contract. Different projects and devices require different services, customizable based on your Technology Department plans. We recognize the need for this type of relationship, and we are happy to offer it to HCS. By choosing Virtucom, you receive what you need from this contract, paired with the support of a flexible partner who will work alongside you to help meet your integration goals.

- *Our offer goes beyond technology delivery. Rather, we deliver a relationship-based solution, backed by K-12 EdTech experience, with HCS as the focus.*

Alongside this offer, your District receives options for Turnkey Technology Services, Project Management, and Logistics. While we understand each of the services below are not requested as part of this contract, we want HCS to know they have the dedication of a holistic solution provider with extensive experience.



We recommend HP devices for your Chromebook solution. Virtucom is an Authorized Reseller and Authorized Service Partner (ASP) with HP. We are standing by to service and repair your end user devices.



**K-12 Exclusive**  
 25+ Years of Experience  
 EdTech Provision  
 EdTech Program Support  
 Logistical Familiarity  
 Custom Services

For your services solution, we recommend our in-house white glove services and VirtuCARE Warranty with ADP. We provide project management and logistics support to help overcome your integration challenges, including services like rapid delivery, inventory tracking, reporting, and ongoing warranty support. These services are customizable based on your needs.

**Benefits for your District:**

- Support of a K-12 EdTech exclusive company with over 25 years of experience
- A team that completed over 36,000 warranty repairs in 2022, 30,000 of which were ADP
- A team experienced with volume (500,000+ devices protected/deployed annually)
- Speed and flexibility of a small company experienced in handling volume
- A Relationship with a Certified Minority and Woman Owned Business
- Ongoing Relationships with Major Manufacturers
- Preparation for current, emerging, and evolving technologies

By choosing Virtucom, HCS will receive the support of K-12 experts with flexible EdTech services. Because technology is constantly changing, we help you avoid obstacles before they arrive, all while supporting your technology programs and projects. This proposal includes details of our recommended solution, a cost proposal, an implementation plan, and forms.

We aim to foster a long-term relationship with HCS. For over twenty-five years, we have invested in the communities of K-12 Districts throughout the nation, and we hope you will consider our dedication to this mission when reading our proposal.

## Technical Solution



### Flexible Solutions

Custom Scheduling  
Warranty Options  
Partnered with Major Manufacturers  
In-House Services  
Rapid School Deployments

- *Virtucom's Mission: Our objective is to be recognized as the leading provider of Educational Technology Services, reflecting integrity and professionalism in any activity we undertake.*

While this section is dedicated to detailing our recommendations or a technical response, we want to emphasize our customers receive a complete solution. This solution is grounded in a relationship of expertise, support, going beyond the requested devices with the associated services. HCS will receive a relationship with Virtucom, a company dedicated to providing flexible services, hardware, and technology to K-12.

## Proposed Product

- *In consideration of District requirements, we have consulted with HP in order to offer product that meets your requirements.*

\*We are proposing the following:

- HP Chromebook 14 G7 14- inch 4GB RAM/ 32 PC Memory Intel Cel N4500 Processor

During the selection process, we consider the following aspects of each device:

- **District Requirements**—Your specifications have been reviewed and confirmed
- **Distance Learning Capabilities**—Because remote learning is increasingly important
- **K-12 Testing Standards**—To enable students to run the necessary testing software
- **Purchase Cost**—To match quality with value
- **Durability**—To ensure your long-term investment remains functional
- **Product Life Cycle**—To retain the necessary parts and equipment to perform repairs
- **Product Serviceability**—To rapidly and effectively repair your devices
- **Manufacturer Inventory**—To secure product in time for your technology plans
- **Sustainability**—To ensure your fleet is around for the long term

We prioritize these traits because we want to provide a solution that is both cost effective and meets your requirements completely. One of the main benefits HCS will receive is our network of relationships with major manufacturers. Considering switching your fleet to a different manufacturer completely? We can meet, discuss, and offer insight to help your Technology Department find the best fit. Our expertise is available for HCS.

To give you the best insight into our response, we have produced a side-by-side comparison of your requirements with our proposed specifications in the following section.

## Specifications

- *To meet or exceed your requirements, we have included manufacturer data sheets and components next to your required specifications.*

### HP Chromebook 14 G7

Product Requirement	Recommended Product Specification
Chrome OS	Chrome OS
14 inch screen (non-touch) preferred	14 inch screen non-touch (Anti-glare)
4 GB RAM preferred	4 GB RAM
16 GB Hard Drive Size Preferred	<b>32GB Internal Memory</b>
Wireless Compatible	Wireless Compatible
USB and HDMI ports available	USB and HDMI ports
Headphone Jack	Headphone Jack

# Cost Proposal

Product Description	Part Number	Quantity	Unit Price
HP Chromebook 14 G7 14-inch Screen 4GB Memory/ 32GB Storage Cel N4500 Processor	3V2U9UT	1	\$ 209.00
Google Chrome OS Management Console License	CROSSWDISEDUNEW	1	\$ 30.80
Delivery Asset Tagging, Enrollment	N/A	1	\$ 9.50
			<b>Total Per Unit: \$ 249.30</b>

\*Additional Quantities available at same price.

## Value Added Services

- *Because truly supporting your District goes beyond the needs of this bid, the list of Value Adds provided below are included in our offer to your District at no additional cost.*

### Safe and Secure

Creating a safe and secure environment for students, teachers, and staff is more important than anything. All Virtucom technicians undergo an extensive background check and are identified by their uniform. Staff members understand and follow all of HCS rules and policies.

### Inventory Tracking and Reporting

Upon completion of each project, we provide asset data. This data is provided in a cvs or xls format with the date, installation status (if applicable), PO#, Facility Name, Site ID, Room#, New Serial Number & Htag, and any other details your District wishes to be included. Inventory data is available within 48 hours of project completion.

Virtucom can provide separate inventory information to District departments upon request. All data can be customized based on District needs.

#### Sample Inventory Spreadsheet:

Facility Documentation, Status, and Purchase Order					Removed Hardware		New Hardware		
Date	Status	PO#	Location	Room	Removed Board	Removed Projector	SN#	MAC Address	Asset Tag
10/5/2022	Installed	--	School Name	15	1212456	V3926463	1234567890	11:22:33:1234	V123456
10/5/2022	Installed	--	School Name	101	1213457	V3926464	1234567891	11:22:33:1235	V123457

### Monthly Summary Reporting

For each month of service to your District, Virtucom compiles data into a monthly report. This data includes the status of deliverables, pending items, completed deliveries/installs/services, and an improvement plan for the following month.

# Scope of Work



**Relationship Focused**  
 Dedicated Relationship Manager  
 Dedicated Services Director  
 SLA Commitments  
 Technology Consultation  
 Ongoing Support

- *Technology projects are multi-staged, so they require an actively managed workflow in order to be successful. Virtucom provides a plan.*

Upon award, we lay the foundations for a successful relationship by establishing the most efficient communication agreements, offering an execution plan, and customizing our solution around HCS needs. Logistical coordination can be difficult, which is why you can rely on our over twenty-five years of expertise deploying and delivering to K-12 campuses.

Once we receive your devices at our facility, we perform all required services, ensure the functionality of the device, and complete production services at our facility before staging for deployment. All services are completed by trained, certified, in-house technicians. This process allows for minimal interruption to campus activities, as well as the rapid distribution of devices to multiple schools.

Each school in your District is unique. Since Virtucom is K-12 exclusive, there are few implementation obstacles we haven't encountered. While all technology projects come to a close, the ongoing support behind them does not. Our primary goal is to form a long-lasting relationship with HCS. Ongoing support includes maintaining SLAs, warranty support, VirtuCARE Center access, and communication.



## Project Implementation

- *Virtucom plans and manages each technology project from the first purchase order to the final phase.*

### Planning

To best assist the HCS integration process, Virtucom recommends:

- Kick-off meetings between Virtucom, HCS, and other stakeholders
- Weekly team meetings for continued coordination
- Fleet surveys to provide recommended warranty support plans and refresh cycles
- Meetings with technical staff to learn your District's preferred ticketing procedures
- Testing of device configurations by Virtucom staff

In the initial phases of the project, we establish processing and deployment schedules, device pickup and return options, confirm service options, and customize services to your needs. Not only does ongoing communication enable your District to communicate your needs to Virtucom, but it also allows us to better understand your District in order to deliver a more personalized solution.

### PDI and DOA Management

Before accepting ownership of HCS devices, our team performs a 100% Pre-Deployment Inspection (PDI). Once Virtucom accepts ownership, the boxes are unpacked, and the devices are inspected for damage. We then compare shipping documents and purchase orders to verify the receipt of the complete and correct shipment. Virtucom then follows up with the manufacturer to resolve any discrepancies, including any devices that are Dead on Arrival (DOA).

### Production

To rapidly deploy your devices, we complete production services in-house at our facility. All District services are completed and supervised by trained and certified Virtucom technicians.

### Delivery and Deployment

The deployment team organizes and provides delivery.

- Project Management and Delivery Schedules: Provided one (1) week in advance
- Contact to Receiving Locations: Contacted two (2) days before delivery

## Requested Services

- *All service options are customizable. Our recommended processes are provided in this section.*

### Google White Glove Service

Google trained service and sales personnel on staff are available to assist HCS. Virtucom is a Google Chrome Management License provider. These customizable procedures are an out-of-the-box solution for Google Chrome OS devices. Recommended Google White Glove process:

- Unboxing each device
- Powering on each Chromebook
- Updating Chrome OS to the latest version
- Enrolling Chrome OS device into Google Apps Domain using an enrollment account
- Replicating HCS wireless network to ensure devices connect instantaneously
- Providing an inventory spreadsheet containing customizable data
- Providing Dead on Arrival (DOA) management

Zero Touch Enrollment Services (ZTE) are also available. We can assist with moving and updating devices within the Google Admin if we are given admin access.

### Asset Tagging

Asset tags are attached to each device and recorded in the deployment records as needed.

Recommended asset tag process:

- We can apply HCS-provided asset tags OR create custom asset tags
- Virtucom provides a "proof" for approval
- Asset tags required for reporting are documented

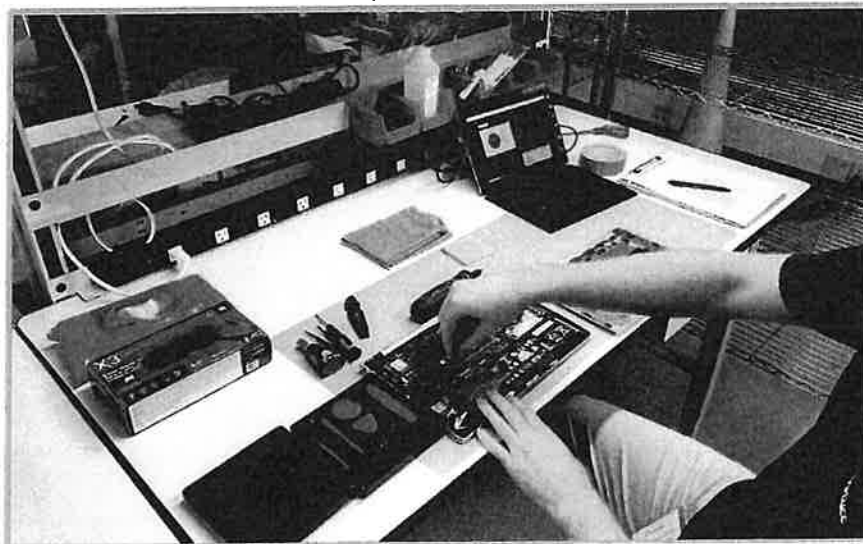
## Repairs

- *Your device repairs will be completed by our team of in-house, certified technicians. Virtucom does not subcontract for repairs.*

When devices arrive at our facility for repairs and servicing, our team reviews the ticket to best understand each issue. Devices submitted without specific instructions undergo a multi-point inspection to diagnose the issue. Diagnoses are completed on a case-by-case basis. During repairs, our technicians:

- Review Ticket
- Diagnose issue(s)
- Repair/Replace parts using Original Equipment Manufacturer approved components
- Attempt to duplicate the original issue(s) to ensure it does not repeat
- Address other issues discovered during multi-point inspections
- Return device(s) to end user via established processes

A Virtucom technician performing repairs at our facility:



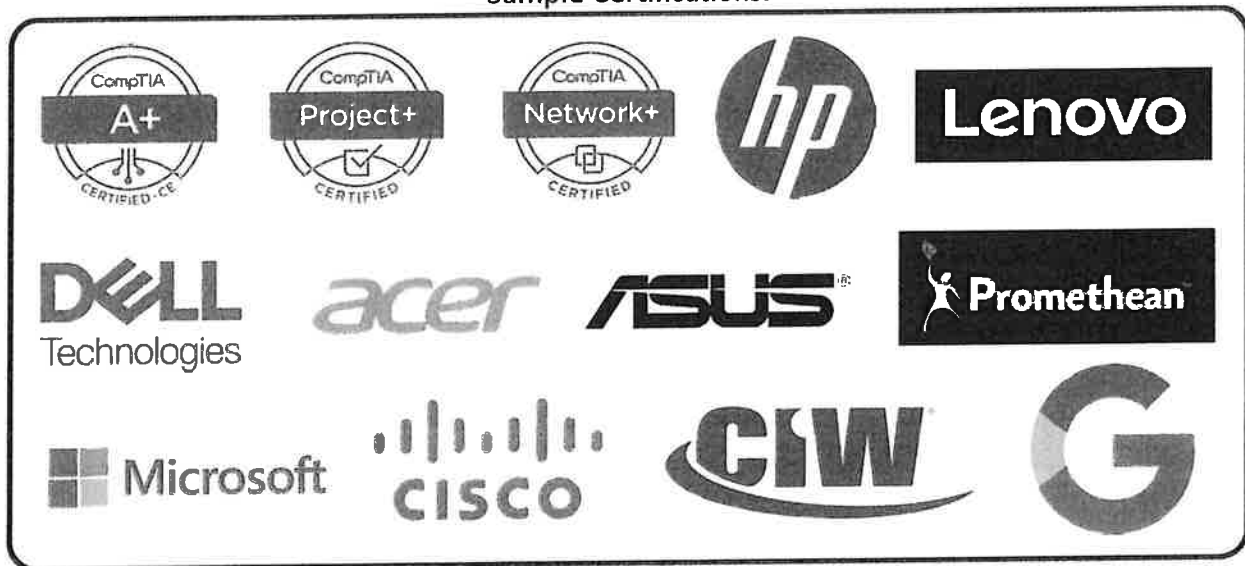
### Depot and Courier Processes

- Ticket Submission—Via phone, email, VirtuCARE Center, or preferred software.
- Response—Same day if submitted by 12:00 PM. Next day if submitted after 12:00 PM.
- Pickup—Virtucom receives device via mail or courier service.
- Repairs—Certified technician performs assessment and completes repairs.
- Return—Device is returned to a District contact via mail or courier service.
- Ticket Resolution—Ticket is closed once issues are resolved.

## HCS Support Team

- *Because your District works with different vendors, departments, and end users, we are providing a single point of contact to simplify communications.*
- *Over 70% of our staff is dedicated to services. To assist with District projects and ongoing support, our team members hold many manufacturer and third party certifications.*

### Sample Certifications:



### Relationship Manager

This contact will be your main source of support throughout the entire procurement, delivery, and post-sale process. They will answer all requests, field questions, handle customer service-related concerns, and all other matters related to this project. The Relationship Manager is supported by our Services Team to cast a wide net of support.

### Services Director





During the kick-off meeting, the Services Director begins communications with your District to finalize the finer details related to deployments, production, delivery, and ongoing support. They work with the Relationship Manager and the rest of the Services Team to customize a solution that is most applicable to your District and Technology program.

## VirtuCARE Center

- *Online support is just as vital as in-person or remote support. The VirtuCARE Center gives your District a portal for day-to-day use.*

Access to our VirtuCARE Center is available to HCS. The VirtuCARE Center is a customer interface tool, giving authorized personnel a login ID and password to directly access each tool. We can provide a demonstration of the VirtuCARE Center's new entries, reviews, reports, and other capabilities upon request. We can also learn and incorporate HCS existing ticketing system if that is a preferred solution.

Web URL: <https://virtucom.com/virtucare/>

	<p><b>Special QuickQuote</b></p> <p>Easy view your acquiring products through our customized web access</p>
	<p><b>Order Status</b></p> <p>To check on the status of an order, please enter your Purchase Order (PO) number and click the "Check" button.</p>
	<p><b>PSA Client Portal Access</b></p> <p>Welcome to Professional Services Automation. Login to track, manage, and generate reports on your work order.</p>
	<p><b>WAP Entitlement Lookup</b></p> <p>Warranty ADP Plan entitlement lookup per device based on Manufacturer Serial Number</p>

## Ongoing Support

- *Because devices and services are a long term investment for Districts, Virtucom provides support beyond the terms of the contract.*

Your devices are truly teaching and learning tools, so it is imperative downtime is at a minimum. Business reviews, technology consultation, manufacturer meetings, delivery support, and other continued communications are also available. For these reasons, we are providing HCS with our minimum response times and service availability windows as seen below.

### Minimum Service Level Availability (SLA)

Phone: (800) 890-2611	Monday—Friday 8:00 AM—5:00 PM ET
Email: <a href="mailto:tprince@virtucom.com">tprince@virtucom.com</a>	Monday—Friday 8:00 AM—5:00 PM ET
VirtuCARE Center: <a href="https://virtucom.com/virtucare/">https://virtucom.com/virtucare/</a>	24/7
Business Reviews	Quarterly or as needed
Vendor Partner Meetings	TBD with manufacturers or as needed

### Service Timeframes

Response Time	Within 24 hours
Warranty Repair Resolution	5-7 Days
ADP Warranty Repair Resolution	5-7 Days

# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: 9/25/2023 Name: Timothy Prince

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

I have no conflict of interest to report.

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

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

Date: 9/25/2023 Signature: 



# HP Chromebook 14 G7

An essential Chromebook for education and frontline work

Power through the day with the durable HP Chromebook 14 G7 and its manageable, secure, and intuitive Chrome OS. The latest Intel® Celeron® processor<sup>1</sup>, large 14" diagonal screen, long battery life, and HP docking support<sup>2</sup> enhance productivity.



\*Product image may differ from actual product

## Designed for maximum productivity

- Combine dynamic features driving this 14" Chromebook with Chrome apps and easily execute tasks and workflows. Powered by the latest Intel® Celeron® processor<sup>1</sup>, up to 8 GB memory<sup>8</sup>, 128 GB storage<sup>4</sup>, and a fast-charge battery for mastering through long days.

## Ultralight and durable for long-lasting mobility

- Get a hard-wearing Chromebook at less than 19 mm (.748 in) thin. Feel confident carrying a device that undergoes MIL-STD 810H testing<sup>6</sup>, has reinforced USB-C® ports, and features a wipeable keyboard<sup>7</sup> that withstands spills up to 350 ml (11.8 oz).

## Designed for easy collaboration

- Collaborate with a narrow bezel display, optional wide-viewing angle IPS touchscreen<sup>8</sup>, wide-angle HD webcam, and dual mics for a better video conferencing experience. Add your display, projector, or accessories with HDMI and USB-C®.<sup>9</sup>
- Breathe easy with the low-maintenance, highly manageable, and secured Chrome OS. With automatic software updates through June 2029 and built-in anti-virus protection, your device is protected and up to date.<sup>16</sup>
- The perfect combination of performance, power consumption, and value handles multiple assignments smoothly and reliably with up to four processing cores to divide up the work.<sup>1</sup>
- Undergoes MIL-STD 810H combined with HP Total Test Process to ensure this Chromebook exceeds HP durability and reliability standards—helping reduce total cost of ownership.<sup>6,11</sup>
- Increase productivity without hassle. Connect to additional displays and projectors with an HDMI port that helps reduce dongle and cable clutter.
- Work from almost anywhere with a fast, reliable wireless connection. Get enhanced connectivity even on crowded wireless networks at a long range with Wi-Fi 6 WLAN module, supporting MU-MIMO and HP Extended Range Wireless LAN.<sup>12,13,14</sup>
- Enjoy the freedom to unplug and work at different sites throughout the day with a long-running battery. Charge to 90% battery life in 90 minutes with HP Fast Charge.<sup>5</sup>
- Immerse yourself in on-screen visuals with a narrow border design that maximizes the screen's view within a smaller chassis.
- Tested for 1000 cleanings, the keyboard of this Chromebook can be wiped down using commonly available household disinfecting and cleaning wipes.<sup>7</sup>
- Up to 8 GB RAM and 128 GB eMMC storage options allow staff, teachers, and students to access thousands of Android applications, complete tasks, and collaborate with others.<sup>4,8,15</sup>
- Keep going even in dimly lit rooms or aboard red-eye flights. With an optional illuminated keyboard, you can type comfortably in more environments.<sup>8</sup>

# HP Chromebook 14 G7 Specifications Table



\*Product image may differ from actual product

<b>Available Operating Systems</b>	Chrome OS™
<b>Processor family</b>	Intel® Celeron® processor
<b>Available Processors<sup>2,3</sup></b>	Intel® Celeron® N4500 (up to 2.8 GHz burst frequency, 4 MB L3 cache, 2 cores); Intel® Celeron® N5100 (up to 2.80 GHz burst frequency, 4 MB L3 cache, 4 cores)
<b>Maximum memory</b>	8 GB LPDDR4X-4266 SDRAM Memory soldered down.
<b>Internal storage</b>	32 GB up to 64 GB eMMC 5.0 <sup>4</sup>
<b>Display size (diagonal, metric)</b>	35.6 cm (14")
<b>Display</b>	14" diagonal, FHD (1920 x 1080), touch, IPS, anti-glare, 250 nits, 45% NTSC; 14" diagonal, HD (1366 x 768), touch, narrow bezel, anti-glare, 250 nits, 45% NTSC; 14" diagonal, HD (1366 x 768), narrow bezel, anti-glare, 250 nits, 45% NTSC; 14" diagonal, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC <sup>6,7</sup>  35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, HD (1366 x 768), touch, narrow bezel, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, HD (1366 x 768), narrow bezel, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, FHD (1920 x 1080), touch, IPS, anti-glare, 250 nits, 45% NTSC <sup>6,7</sup>
<b>Available Graphics</b>	Integrated: Intel® UHD Graphics <sup>6</sup>
<b>Audio</b>	HD audio, dual speakers, dual array microphones
<b>Wireless technologies</b>	(HP Extended Range Wireless LAN, MU-MIMO and Chromecast support)
<b>Expansion slots</b>	1 microSD (Supports SD, SDHC, SDXC.)
<b>Ports and Connectors</b>	2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 SuperSpeed USB Type-C® 5Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 1 headphone/microphone combo; 1 HDMI 1.4
<b>Input devices</b>	Spill-resistant, full-size, optional backlit, textured, flint silver Chrome keyboard <sup>15</sup> ; Clickpad with multi-touch gesture support, taps enabled as default;
<b>Communications</b>	Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo, non-vPro® <sup>5,8,20</sup> ;
<b>Camera</b>	720p HD privacy camera <sup>6,16</sup>
<b>Software</b>	Chrome Education Upgrade (Sold separately); HP Classroom Manager (Sold separately); <sup>9,10</sup>
<b>Security management</b>	Nano Security lock slot; Google Titan C; <sup>11</sup>
<b>Fingerprint reader</b>	Fingerprint reader not available
<b>Power</b>	HP Smart 45 W USB Type-C® adapter
<b>Battery type</b>	HP Long Life 2-cell, 47 Wh Li-ion polymer <sup>12,17</sup>
<b>Dimensions</b>	12.85 x 8.93 x 0.72 in; 32.65 x 22.7 x 1.83 cm
<b>Weight</b>	Starting at 3.38 lb; Starting at 1.54 kg; (Weight will vary by configuration.)
<b>Ecolabels</b>	ENERGY STAR® certified; EPEAT® 2019 registered where applicable. EPEAT® registration varies by country. See <a href="http://www.epeat.net">www.epeat.net</a> for registration status by country. <sup>14</sup>
<b>Sustainable impact specifications</b>	Low Halogen; Outside box and corrugated cushions are 100% sustainably sourced and recyclable <sup>18,19</sup>
<b>Warranty</b>	HP Services offers 1-year limited warranties and 90 day software limited warranty options depending on country. Batteries have a default one year limited warranty except for Long Life batteries which will have same 1-year or 3-year limited warranty as the platform. Refer to <a href="http://www.hp.com/support/batterywarranty/">http://www.hp.com/support/batterywarranty/</a> for additional battery information. On-site service and extended coverage is also available. HP Care Pack Services are optional extended service contracts that go beyond the standard limited warranties. To choose the right level of service for your HP product, use the HP Care Pack Services Lookup Tool at: <a href="http://www.hp.com/go/cpc">http://www.hp.com/go/cpc</a> .

# HP Chromebook 14 G7

## Messaging Footnotes

- <sup>1</sup> Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- <sup>2</sup> HP docks sold separately.
- <sup>3</sup> Up to 128GB is an optional feature that must be configured at purchase. For storage drives, GB = 1 billion bytes. Actual formatted capacity is less. Up to 8.1 GB is not user accessible.
- <sup>4</sup> Recharges the battery up to 90% within 90 minutes when the system is off or in standby mode, when used with the power adapter provided with the mobile thin client, and no external devices are connected. After charging has reached 90% capacity, charging speed will return to normal. Charging time may vary +/-10% due to system tolerance.
- <sup>5</sup> MIL-STD testing is not intended to demonstrate fitness for U.S. Department of Defense contract requirements or for military use. Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- <sup>6</sup> The keyboards of the HP Education portfolio, including the HP Chromebook 14 G7, have been tested to 1,000 wipes to be cleaned with Windex® Original Glass & Surface Wipes and Clorox® Disinfecting Wipes with EPA Registration Number 5813-79. Do not use wipes on other surfaces of the product. See user guide for cleaning instructions.
- <sup>7</sup> Optional feature that must be configured at purchase.
- <sup>8</sup> HDMI and USB-C® cables sold separately.
- <sup>9</sup> Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- <sup>10</sup> Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 (802.11ax) is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 are draft specifications and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the notebook to communicate with other 802.11ax WLAN devices. Only available in countries where 802.11ax is supported.
- <sup>11</sup> Multiple-Input Multiple-Output (MU-MIMO) is a wireless technology that uses multiple transmitters and receivers to enhance data transfer. MIMO requires a MU-MIMO router, sold separately.
- <sup>12</sup> Based on internal testing vs. previous generation product with 802.11ac wireless LAN module.
- <sup>13</sup> Internet access required and sold separately. Some apps may require purchase.
- <sup>14</sup> See <https://support.google.com/chrome/a/answer/6220366?hl=en> for more information.

## Technical Specifications Footnotes

- <sup>2</sup> Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- <sup>3</sup> Processor speed denotes maximum performance mode; processors will run at lower speeds in battery optimization mode.
- <sup>4</sup> For storage drives, GB = 1 billion bytes. TB = 1 trillion bytes. Actual formatted capacity is less. Up to 30 GB (for Windows 10) is reserved for system recovery software.
- <sup>5</sup> Chromecast must be purchased separately.
- <sup>6</sup> HD content required to view HD images.
- <sup>7</sup> Resolutions are dependent upon monitor capability, and resolution and color depth settings.
- <sup>8</sup> Based on internal testing vs. previous generation product with 802.11ac wireless LAN module.
- <sup>9</sup> HP Classroom Manager is sold separately. Control and device locking from the teacher's desktop requires purchase of HP Classroom Manager.
- <sup>10</sup> Chrome Education Upgrade requires one-time setup, subscription, Google Admin Console, and your organization's domain. Please see <https://support.google.com/a/answer/60216>.
- <sup>11</sup> Lock is sold separately.
- <sup>12</sup> Recharges up to 90% within 90 minutes when the system is off or in standby mode when used with the power adapter provided with the notebook. After charging has reached 90% capacity, charging will return to normal. Charging time may vary +/-10% due to system tolerance.
- <sup>13</sup> HP Care Packs are sold separately. Service levels and response times for HP Care Packs may vary depending on your geographic location. Service starts on date of hardware purchase. Restrictions and limitations apply. For details, visit [www.hp.com/go/cpc](http://www.hp.com/go/cpc). HP services are governed by the applicable HP terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP Limited Warranty provided with your HP Product.
- <sup>14</sup> Based on US EPEAT® registration according to IEEE 1680.1-2018 EPEAT®. Status varies by country. Visit [www.epeat.net](http://www.epeat.net) for more information.
- <sup>15</sup> Backlit keyboard is an optional feature.
- <sup>16</sup> 720p HD Privacy camera is optional and must be configured at purchase.
- <sup>17</sup> Actual battery Watt-hours (Wh) will vary from design capacity. Battery capacity will naturally decrease with shelf life, time, usage, environment, temperature, system configuration, loaded apps, features, power management settings and other factors.
- <sup>18</sup> External power supplies, power cords, cables and peripherals are not Low Halogen. Service parts obtained after purchase may not be Low Halogen.
- <sup>19</sup> 100% outer box packaging and conformed cushions made from sustainably sourced certified and recycled fibers.
- <sup>20</sup> Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 (802.11ax) are draft and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the notebook to communicate with other 802.11ax devices.

Sign up for updates [hp.com/go/getupdated](https://hp.com/go/getupdated)

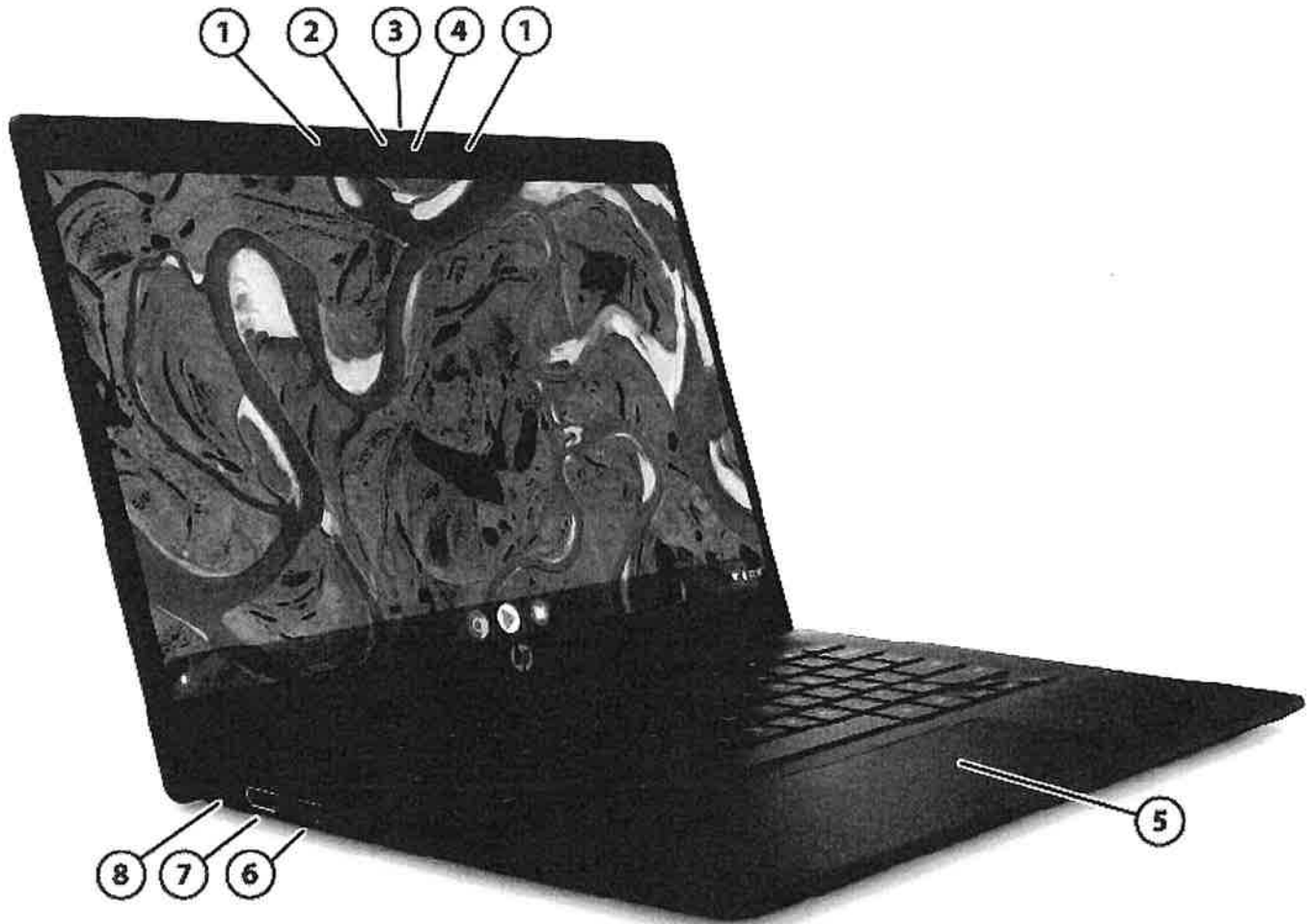
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### Overview

#### HP Chromebook 14 G7



#### Left

- |                              |   |
|------------------------------|---|
| 1. Microphones (2)           | 5. Touch Pad  |
| 2. Webcam                    | 6. SuperSpeed USB Type-A 5Gbps signaling rate (USB 3.2 Gen 1) |
| 3. Privacy Camera (Optional) | 7. HDMI v1.4  |
| 4. Webcam LED                | 8. Nano Lock Slot (Lock sold separately.)                     |

### Overview



#### Right

1. Power Button
2. SuperSpeed USB Type-C® 5Gbps signaling rate (Power Delivery, video, data)
3. SuperSpeed USB Type-A 5Gbps signaling rate (USB 3.2 Gen 1)
4. MicroSD Memory Card Reader
5. Stereo Headphone / Microphone Combo Jack



## Hickman County Board of Education

Chromebook Units and Chrome OS Management Service License.

Due: Monday, September 25, 2023 @ 10:00 AM



**SUBMITTED BY** Bluum USA, Inc.

**Nicole Sirianni, Account Executive**

Phone Number: 226-771-9370

Email Address: [Nicole.sirianni@bluum.com](mailto:Nicole.sirianni@bluum.com)

**bluum**™



September 22, 2023

Hickman County Board of Education  
Hickman County Finance Office  
114 North Central Ave., Suite 203  
Centerville, TN 37033

**Dear Hickman County Board of Education,**

With the hyper-accelerated transition to technology-based education over the last year, educators are seeking deeper partnerships with solutions providers who can deliver more than a sale or a product. They are looking for a true partner who is vested in helping broaden access and improve learning outcomes. Bluum is that partner.

Selling technology is no longer enough. It must be accompanied by services, training, and support to empower educators and students to meet their goals. For nearly 40 years, Bluum has been a vital part of the education ecosystem. *Our vision: A future where everyone has access to a great education.*

The Bluum affiliate entities create one of the largest privately held education technology solutions providers in the U.S. We fill customer needs by providing services associated with distributors, dealers, resellers, and system integrators. Bluum's comprehensive portfolio contains over 1 million products and services, many provided by industry-leading and niche manufacturers. Bluum primarily serves the education market, ranging from public pre-schools to colleges and universities, to private and charter schools and organizations. Bluum is the only technology solutions provider with a clear focus on a higher calling to spark the next generation of learning. Our market leadership position and reputation have earned numerous awards and accolades from our customers, vendors, and industry.

As a true partner, we commit to being with you every step of the way – from planning and design to purchasing, integration, and installation – and throughout the entire technology lifecycle, providing services like professional development, classroom management, and technology buyback. We help you derive the greatest benefits and maximize the overall value of your technology investments.

**WHAT SETS BLUUM APART?**

Our deep experience in understanding how technology is used to manage, teach, and learn helps us create differentiated solutions that are purpose-built to improve the learning landscape. Our clients benefit from:

- **Experience** – With technology and education in our DNA, our 900+ employees are committed to helping educators improve learning outcomes. Nearly 40 years of providing technology and services to educators and students have helped us master services requiring higher and more specialized skills at the level of experience unmatched by other companies.
- **Portfolio** – Bluum offers one of the largest and most comprehensive technology portfolios available – more than one million products from over 800 industry-leading manufacturers and service providers.
- **Scale & Agility** - We have made significant investments in our business to scale our customers' needs. This includes creating more exclusive and innovative solutions, increasing our coverage model across North America, and improving our negotiating ability with vendors. All enable us to have more meaningful discussions with customers about how to solve their challenges.
- **Integration Capabilities** – Our pedigree contains deep technical knowledge and expert-level collaborative technology design and integration services. This gives us the ability to plan and execute on high-end, complex technology projects and offer integration services anywhere in the U.S.



- **Services** – Bluum provides a complete suite of education-specific services ranging from product screening and professional development to IT asset disposition (ITAD) and product lifecycle management.
- **Coverage** – Bluum has coverage in every state in the U.S. and a large portion of Canada. Our ed-tech experts live and work in the areas where our clients are located and are invested in the schools they serve.
- **Results** - Over 20 million students use Bluum-provided technology and solutions every day.

Bluum has completed over 1,300 IFP installs over the past year and half for Hickman County Board of Education. Given our expertise in how the district operates as well as their expectations, we feel we are a great fit to continue serving the district. We look forward to providing the same great service and timely execution on the next phase of the districts IFP initiative. If you need more information, please contact me directly at [Nicole.sirianni@bluum.com](mailto:Nicole.sirianni@bluum.com).

Sincerely,

**Nicole Sirianni**  
Account Executive  
P: 226-771-9370  
E: [Nicole.sirianni@bluum.com](mailto:Nicole.sirianni@bluum.com)

Invitation to  
Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Units and Chrome OS Management Service License.

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebooks and Chrome Management Licenses". Bids will be opened on Monday, September 25th, 2023 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.



# Quote

#293036

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)  
 4675 E. Cotton Center Blvd  
 Suite 155  
 Phoenix AZ 85040  
 www.bluum.com

09/14/2023

**Bill To**  
 Hickman Co School District  
 115 Murphree Ave  
 Centerville TN 37033

**Ship To**  
 Hickman Co School District  
 115 Murphree Ave  
 Centerville TN 37033

Memo:  
 Brad Gilbert

Expires	Sales Rep	Contract	Terms
12/13/2023	965 NICOLE SIRIANNI		NEW

Qty	Item	MFG	Price	Ext. Price
500	<b>Product Required</b> LATI3445153KF Dell Latitude 3445 Chromebook - 3445 CS AMD7120C 4G 32G 14 COS	Dell	\$481.75	\$240,875.00
500	<b>Product Required</b> C922K06Y Acer Chromebook 314 C922 14' MT8183 4G 32G Chrome	Acer	\$203.55	\$101,775.00
500	<b>Product Required</b> C934C4GM Acer Chromebook 14' Celeron 4G 32G Chrome	Acer	\$223.25	\$111,625.00
500	<b>Product Required</b> CX1400CKADB44 ASUS Chromebook CX1 CX1400CKA-DB44 14" Celeron N4500 4G 64G CRM	Asus	\$299.99	\$149,995.00
500	<b>Product Required</b> 82W7S0G300 Lenovo 14e Chromebook Gen 3 MC00053789 14e G3	Lenovo	\$344.99	\$172,495.00
500	<b>Product Required</b> 06P7488 Enhanced Asset Tag Quote	Bluum	\$6.75	\$3,375.00
500	<b>CROSSWDISEDUNEW</b> Google Chrome OS Management Console License, Education	Google	\$38.00	\$19,000.00

**\*\*Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**





# Quote

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)  
4675 E. Cotton Center Blvd  
Suite 155  
Phoenix AZ 85040  
www.bluum.com

#293036

09/14/2023

<b>Subtotal</b>	\$799,140.00
<b>Tax Total (9.75%)</b>	\$77,916.14
<b>Shipping Cost</b>	\$0.00
<b>Total</b>	\$877,056.14

To accept this quotation, sign here : \_\_\_\_\_

Printed Name/Title/Date : \_\_\_\_\_

Shipping and Billing Address listed on quote are accurate : Yes No

This document is subject to the terms and conditions found here: [www.bluum.com/terms-conditions](http://www.bluum.com/terms-conditions). For quotes over \$25,000 a Purchase Order is required, please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



293036

**Bid Specifications for Chromebooks:**

Chrome OS

14 inch screen (non-touch) preferred

4 GB RAM preferred

16 GB Hard Drive Size Preferred

Wireless Compatible

USB and HDMI ports available

Headphone Jack

Lenovo brand preferred but other brands will be considered.

Prices are to include shipping and handling charges for Google EDU license, delivery, asset tagging/configuration. Chromebooks should be named and enterprise enrolled to the proper school in Google Admin Console as determined by Hickman County Schools.

Any color choice is determined by Hickman County Schools.

12 month support warranty for Chromebook

Questions should be directed to Brad Gilbert, Technology Coordinator, via e-mail at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

No exact number of chromebooks being ordered is available at this time. Initial order will be for over 200 but less than 500. A price breakout dependent on quantity purchased will be accepted. Bid prices are expected to be good until June 30, 2023.

# 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: 9/22/2023 Name: Melissa Curtis, Vice President of Sales Administration

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

I have no conflict of interest to report.

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

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

Date: 9/22/2023 Signature: Melissa Curtis



## Corporate Resolution of Signing Authority

RESOLVED, that Erez Pikar, President and Chief Executive Officer; Naipaul Sheosankar, Treasurer; Sarah Kydd, Chief Operating Officer; Craig Schramm, Vice President of Business Systems; Michael Tierney, Chief Solutions Officer; Irving Lopez Virgen, Vice President of Operations; Sarah Brown, Vice President of Finance; and Melissa Curtis, Vice President of Sales Administration are hereby authorized to sign contracts of Bluum USA, Inc. (the "Corporation") in the Corporation's name and behalf.

The undersigned hereby certifies that she is the duly elected and qualified Vice President of Sales Administration of the Corporation which is duly formed pursuant to the laws of the state of Delaware and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the Corporation on the 10<sup>th</sup> day of October, 2022, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Vice President of Sales Administration and have hereunto affixed the corporate seal of the above-named Corporation this 10<sup>th</sup> day of October, 2022.

*Melissa Curtis*

---

Melissa Curtis, Vice President of Sales Administration

BEST PARTNER

TECHNOLOGY WITH  
SOUL



**PROPOSAL FOR**  
**Hickman County Finance Office**  
**Invitation For Bid (IFB) - Chromebooks**

Presented by Archangel Education & Technology  
15421 W Dixie Highway Unit #11, N Miami Beach, FL 33162  
Josh Weinberg, President & CEO  
T: 1 (866) 747-4486 ext. 2323 | E: [jweinberg@arch-te.com](mailto:jweinberg@arch-te.com)

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# I. Cover Letter

Hickman County Finance Office  
114 North Central Avenue, Suite 203  
Centerville, TN 37033  
Invitation For Bids (IFB) - Chromebooks

Dear Mr. Gilbert,

Archangel Education + Technology (“Archangel”) is excited for this opportunity to work with the Hickman County Finance Office. We are proud to say that Archangel is the premier computer technology company in education and has set the industry’s gold standard by always finding a way to provide schools with the latest technology.

Archangel is committed to not only providing computers and services to the Hickman County Finance Office, but our goal is to unite administrators, teachers, and students with an enriched learning experience. Technology for the classroom or the home should perform effortlessly so we will be by your side for the life of the contract to ensure the Hickman County Finance Office doesn’t miss a beat. Whether the Hickman County Finance Office is looking for additional products or services or simply has a question regarding existing technology, we will be there for you. We pride ourselves on being more than a supplier but being your trusted partner.

We are fully capable of adhering to all the RFP requirements, and we are committed to ensuring that all our partners’ needs are met. Archangel is ISO 9001:2015 certified. ISO 9001:2015 is a globally recognized standard for Quality Management Systems (QMS) that outlines a systematic approach for organizations to ensure consistent delivery of products and services that meet customer and regulatory requirements; including leadership commitment, process management, resource allocation, performance evaluation, and customer relationship management. Please note that Archangel maintains a standard of supplying only the newest, up-to-date technology.

Regards,



Josh Weinberg, President & CEO  
T: 1 (866) 747-4486 ext. 2323 | E: [jweinberg@arch-te.com](mailto:jweinberg@arch-te.com)

## II. ISO Certification

# Verisys Registrars®

*Helpful Auditing*

## Certificate of Registration

*The Management System of*

# Archangel Tablets, LLC

15421 West Dixie Highway Unit 11 North Miami Beach, Florida 33162 USA

has been assessed and certified by Verisys Registrars as meeting the requirements of

## **ISO 9001:2015**

for the following scope of registration:

**Information Technology Solutions Provider**

**Certificate  
Number**

**A011823**

IAF Code(s): 29



Original Approval 1/20/2023  
Certificate Issued 1/20/2023  
Certificate Expires 1/19/2026

The use of this certification mark  
indicates certification in respect to those  
activities covered by registration  
Certificate Number: A011823

A handwritten signature in black ink that reads "Rick Breden".

On behalf of Verisys Registrars – Rick Breden, President

Verisys Registrars LLC 200 South Executive Drive Suite 101, Brookfield, Wisconsin 53005 USA

This certificate is valid only if the company maintains its management system to the required standard and to conditions and schedules established by Verisys Registrars. In issuing this certificate Verisys Registrars assumes no liability to any party.

### III. Scope of Services

Archangel Education & Technology has read, understand, and complies with the Invitation for Bid (IFB) conditions and requirements and will deliver any or all items set forth if we are awarded.

#### **Bid Specifications for Chromebooks:**

- Chrome OS
- 14-inch screen (non-touch) preferred
- 4 GB RAM preferred.
- 16 GB Hard Drive Size Preferred (No longer in production) - 32GB and Higher is the Standard.
- Wireless Compatible
- USB and HDMI ports available
- Headphone Jack
- Lenovo brand preferred but other brands will be considered.
- Prices are to include shipping and handling charges for Google EDU license, delivery, asset tagging/configuration.
- Chromebooks should be named, and enterprise enrolled to the proper school in Google Admin Console as determined by Hickman County Schools.
- Any color choice is determined by Hickman County Schools.
- 12-month support warranty for Chromebook

Questions should be directed to Brad Gilbert, Technology Coordinator, via e-mail at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

No exact number of Chromebooks being ordered is available at this time. The initial order will be for over 200 but less than 500. A price breakout dependent on quantity purchased will be accepted. Bid prices are expected to be good until June 30, 2023.

**PERFORMANCE**

Processor  
Intel N100 (4C / 4T, up to 3.4GHz, 6MB)  
Graphics  
Integrated Intel UHD Graphics  
Chipset  
Intel Soc Platform

Memory  
4GB Soldered LPDDR5-4800

Memory Slots  
Memory soldered to systemboard, no slots

Max Memory  
4GB soldered memory, not upgradeable

Storage  
32GB eMMC 5.1

Storage Support  
32GB eMMC 5.1 on systemboard

Storage Slot  
eMMC on systemboard, no slots

Card Reader  
No card reader

Audio Chip  
High Definition (HD) Audio, Realtek® ALC5692I codec

Speakers

Stereo Speakers, 2W x2, optimized with Waves MaxxAudio™

Cameras  
HD 720p with Privacy Shutter

Microphone  
2x, Array

Battery  
Integrated 57Wh

Max Battery Life  
N100 / N200 models:  
Google Power Load Test: 14 hr

Power Adapter  
65W USB-C® (2-pin)

**DESIGN**

Display  
14" HD (1366x768) TN 250nits Anti-Glare, 45% NTSC

Touchscreen  
None

Keyboard  
Non-backlit, English

Case Color  
Storm Grey

Surface Treatment  
Anodizing

Case Material  
Aluminum (Top), PC-ABS (Bottom)

Pen  
No Support

Dimensions (WxDxH)  
324.4 x 216.2 x 16.9 mm (12.77 x 8.51 x 0.67 inches)

Weight  
Around 1.45 kg (3.2 lb)

**SOFTWARE**

Operating System  
ChromeOS

Bundled Software  
None

**CONNECTIVITY**

Ethernet  
No Onboard Ethernet

WLAN • Bluetooth  
Intel Wi-Fi 6E AX211, Max 2x2 + BT5.1

WWAN  
None

SIM Card  
None

Standard Ports  
• 2x USB 3.2 Gen 1  
• 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery and DisplayPort™)

• 1x HDMI™ 1.4  
• 1x Headphone / microphone combo jack (3.5mm)

**SECURITY & PRIVACY**

Security Chip  
Google Security Chip H1

Fingerprint Reader  
None

Physical Locks  
 Kensington™ Nano Security Slot™

Other Security  
Camera privacy shutter

**MANAGEABILITY**

**SERVICE**

Base Warranty  
1-year, Mail-in

Included Upgrade  
None

**ACCESSORIES**

**CERTIFICATIONS**

Green Certifications  
• ENERGY STAR® Registered  
• EPEAT™ Gold Registered

• EPL Lot 6  
• EPL Lot 26

• TCO Certified 9.0  
• RoHS compliant

MIL-Spec Test  
MIL-STD-883C military test passed

**MODEL**

Top/Seller : Yes  
EAN / UPC / JAN : 195804099399

Announce Date : 2023-03-17  
End of Support : N/A



# IV. Product Offering

Lenovo reserves the right to change specifications or other product information without notice.  
Battery life is an estimated maximum. Actual battery life may vary by hardware or system settings, active applications, battery conditioning, etc.  
California Electronic Waste Recycling Fee in California, per state law. Lenovo charges an electronic waste recycling fee on this covered device at the time of sale of the product. For more information, go to: <https://www.calrecycle.ca.gov/Electronics/Consumer>

## V. Archangel Extended Warranty + ADP

- 3 Years Warranty ADP plan
- Priority Service - same day or 24-hour repair guarantee from the time we receive the device
- Free shipping both ways when there is an incident. (Onsite Services where it is possible)
- Unlimited Accidental Damage Protection (ADP) for the devices
  - Drops and Falls
  - Cracked Screens
  - Liquid Damage
  - Port Failures
  - Power Surge
- Custom online portal created the for-School District for warranty claim submissions. (Allows the School District to Track the Repair)
- No deductible
- Hardware failure
- Send parts for repair – if desired
- 3-Year battery warranty (1 replacement) per school term
- Power Adapter 1 ADP Incident
- Administered by Archangel Education + Technology, an HP, Asus, Acer, Samsung, and Lenovo Authorized Service Provider

## VI. Archangel Optional In-House Services

### White Glove Service

- Upgrade each device to the latest version of Chrome OS
- Quality assurance of each new device for appearance and operation
- Provide a spreadsheet with the corresponding serial numbers.
- Power on and test devices and adapters prior to shipping
- Enrollment of your school's entire fleet of devices with Google Management
- Assign and affix asset codes and tags
- "Green" packaging shipping
- Add school's Wi-Fi during Enrollment
- Filling the spreadsheet with additional data (school location, warranty, device model, etc)
- Asset tags for accessories (charger, etc.)
- Remote Enrollment ZTE (if school providing a Google Admin Console token)
- In-House Archangel service with quick and easy updates on progress

### Laser Etching (Optional)

- Engraving made on the device
- School Logo and Asset Tagging
- In-House Archangel service with quick and easy updates on progress


**\*\*\* In-House Archangel service with quick and easy updates on progress**



## Archangel Always-On Carrying Case

- Fits Chromebooks with 11.6" and 14" Screens
- **Free school logo impression**
- Work directly from the case with **fully accessible ports and viewing angles**
- **Non-slip rubber feet deliver super stable typing**
- **One-piece design makes installation fast & easy**
- **Carry handle, padded shoulder strap & zip around enclosure.**
- Color: **Black**

Contact ARCHANGEL to learn more!

 (866) 747-4486

 [info@arch-te.com](mailto:info@arch-te.com)



# VII. Client References

**1**

<b>SCHOOL NAME</b>	Dodge County Schools
<b>LOCATION</b>	720 College St, Eastman, GA 31023, USA
<b>CONTACT INFO</b>	Jennifer Lee, Ed. S.   jtlee@dodge.k12.ga.us
<b>PRODUCTS</b>	Notebooks, Chromebooks, Charging Carts, Monitors, etc.

**2**

<b>SCHOOL NAME</b>	Archdiocese of New York
<b>LOCATION</b>	1011 1st Ave., New York, NY 10022, USA
<b>CONTACT INFO</b>	Michael Coppotelli   Michael.Coppotelli@archny.org
<b>PRODUCTS</b>	Chromebooks, Charging Carts, Licensing, and White-Glove Services

**3**

<b>SCHOOL NAME</b>	Lafayette County Schools
<b>LOCATION</b>	100 Commodore Dr, Oxford, MS 38655, USA
<b>CONTACT INFO</b>	McNeil Stanford   mcneil.stanford@gocommodores.org   (662) 234-3271
<b>PRODUCTS</b>	Panels, Warranties, tablets, Chromebooks, etc.

# VIII. Proposal Forms

# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: 9/21/2023 Name: Archangel Education + Technology

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

I have no conflict of interest to report.


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

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

Date: 9/21/2023 Signature: 

# IX. Archangel Quote



## Archangel Education & Technology

15421 West Dixie Hwy #11  
 N Miami Beach, FL 33162  
 United States

## Quote

Valid Till: 10/5/2023  
 Quote Number: 5173

**Bill To**  
 United States

**Ship To**  
 Suite 203  
 Centerville TN 37033  
 United States

**Account Name** Hickman County Finance Office  
**Contact Name** Brad Gilbert

#	SKU	Product Details	Qty	Price	Total
1	82W60000US	Lenovo   Lenovo 14e G3 N100 4G 32G CRM Lenovo 14e Chromebook Gen 3 82W60000US 14" Notebook - HD - 1366 x 768 - Intel N100 Quad-core (4 Core) - 4 GB Total RAM - 4 GB On-board Memory - 32 GB Flash Memory - Storm Gray Intel Chip - ChromeOS - Intel UHD Graphics - Twisted nematic (TN) - English Keyboard - Front Camera/Webcam - 14 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard	200	279.00	55,800.00
2	AAT-WG	Archangel Education and Technology   White Glove Services Enroll Chromebooks into the Google Admin Console DOA check Battery Check Cosmetic Check Function Check	200	4.90	980.00
3	CROS-SW-DIS-EDU	Google   Google License Google Chrome OS Management Console License, Education	200	29.79	5,958.00

Sub Total	62,738.00
Tax (%)	0
Adjustment (%)	0
Adjustment Description	
Shipping Cost	0
<b>Grand Total</b>	<b>\$62,738.00</b>

### Return Policy

You have 14 days from the date of delivery to return the products.

For returns, you are required to submit the reason for return via email to [classroomsolutions@arch-te.com](mailto:classroomsolutions@arch-te.com). The items must still be in 'new' condition.

If the error is due to our services, a prepaid shipping label(s) will be provided to return the products. If the return is discretionary or due to customer error, shipping expense is the responsibility of the customer. Archangel makes every effort to deliver our orders accurately and on time. We thank you for your cooperation and acknowledgement.

---

Signature Section

Approved By (print name) \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

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

Hello Mr. Gilbert,

As the need for on-going computer replacement and adoption of new devices increases to meet the needs of 21<sup>st</sup> Century users, we at Government Goods, a Microsoft Gold Partner and Lenovo & HP Silver Partner look forward to creating the ultimate OOBE- Out of Box Experience for you with the acquisition of your devices.

Established in 1982, Government Goods has been supplying the needs of educational needs of our K-12, and Higher Education clients throughout the United States. We have also provided for the Technology needs of hundreds of Governmental agencies across the country.


Government Goods, looks forward to supporting you in the supply of Chromebooks as well assisting you with the imaging and Cloud Deployment of your devices - to ensure that as soon as they are in the hands of your end users, the devices are functional at optimum performance. We have provided this service to Educational Clients as well as Governmental Agencies such as your own across the United States.

For this solicitation Government has chosen an HP chromebook device that fully and comprehensively meets and exceeds your technical requirements. We have added the requested licenses, and white glove service into the quoted cost. Since the exact quantity is not determined we have quoted for the single unit and for 500 units.

Note please that all specifications are called out on the attached spec sheet.-

Our enclosed references are testament to the excellent service we provide and is but a small sampling of the level of work with which we pride ourselves.

Thank you for the opportunity –



Raquel Goldstein

Sales Director SLED

# Sales Quote

S-QUOT10093



**Hickman County Finance Office**  
**Brad Gilbert**  
**114 N. Central Avenue**  
**Suite 203**  
**Centerville , TN 37033**

Ship-to Address  
Hickman County Finance Office  
Brad Gilbert  
114 N. Central Avenue  
Suite 203  
Centerville , TN 37033

**Government Goods**  
1040 East 17th Street  
Brooklyn, NY 11230

Document Date  
September 21, 2023

Salesperson  
Amy Berger

Payment Terms

Shipment Method

No.	Description	Quantity	Unit	Unit Price	Line Amount
HP- 1710123	HP CHROMEBOOK 14 G7 - 14" - CELERON N4500 - 4 GB RAM - 32 GB 3V2U9UT#ABA	1	Piece	206.00	206.00
G00- 1234	Google Chrome Education License	1	Each	29.99	29.99
INT- 100011	Integration Services Asset Tagging 2501-5000 AT- 5000	1	Piece	3.25	3.25
INT- 100004	Integration Services Chromebook Enrollment, OS update,> 500 units 80008452	1	Each	6.00	6.00
Subtotal					245.24
Total Tax					0.00
<b>Total \$</b>					<b>245.24</b>

Home Page  
[www.govgoods.com](http://www.govgoods.com)

Phone No.  
718 768 8800 ext. 223

Email  
[ab@govgoods.com](mailto:ab@govgoods.com)

# Sales Quote

S-QUOT10093



**Hickman County Finance Office**  
**Brad Gilbert**  
**114 N. Central Avenue**  
**Suite 203**  
**Centerville , TN 37033**

Ship-to Address  
Hickman County Finance Office  
Brad Gilbert  
114 N. Central Avenue  
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Brooklyn, NY 11230

Document Date  
September 21, 2023

Salesperson  
Amy Berger

Payment Terms

Shipment Method

No.	Description	Quantity	Unit	Unit Price	Line Amount
HP- 1710123	HP CHROMEBOOK 14 G7 - 14" - CELERON N4500 - 4 GB RAM - 32 GB 3V2U9UT#ABA	500	Piece	206.00	103,000.00
G00- 1234	Google Chrome Education License	500	Each	29.99	14,995.00
INT- 100011	Integration Services Asset Tagging 2501-5000 AT- 5000	500	Piece	3.25	1,625.00
INT- 100004	Integration Services Chromebook Enrollment, OS update,> 500 units 80008452	500	Each	6.00	3,000.00
Subtotal					122,620.00
Total Tax					0.00
<b>Total \$</b>					<b>122,620.00</b>

# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: 9/21/2023 Name: 

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

I have no conflict of interest to report.

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

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

Date: 9/26/2023 Signature: 



LID:10338976

Company Name	Contact Person and Work Scope	Telephone Number	Contract Value	Completion Date
St. Lawrence Metropolitan Schools, Indiana	<p>Kim Wiggins 6501 Sunnyside Road Indianapolis, IN 46236 <a href="mailto:kimwiggins@msdl.k12.in.us">kimwiggins@msdl.k12.in.us</a></p> <p>Supplied 3405 chromebooks to this school district – as well as extended warranty service for both the device and the battery. Although parts were on back order we fulfilled within a month</p>	317-423-8340	1.5M	March 2022
Pitt County Schools, NC	<p>Summer Foster 1717 W 5<sup>th</sup> St Greenville, NC 27834 <a href="mailto:Fosters@pitt.k12.nc.us">Fosters@pitt.k12.nc.us</a></p> <p>We supplied 7500 chromebooks to this school district, and deployed all devices as well.</p>	252-830-4248	\$2.5M	July 2022
Greater Nanticoke Area School District Nanticoke, PA	<p>Justin Gabel   Director of Technology 427 Kosciuszko St., Nanticoke, PA 18634</p>	570-735-7783 ext 5533	\$175,000	April 2023
Southeaster Pennsylvania Transportation Agency	<p>Sean Kardon IT Manager 124 Market St Philadelphia, PA 19107 <a href="mailto:skardon@septa.org">skardon@septa.org</a></p>	215-863-1177 cell	\$4.5 M	July 2022
Newmarket Schools Newmarket, NH	<p>Jason Carey IT manager <a href="mailto:careyj@newmarket.k12.nh.us">careyj@newmarket.k12.nh.us</a> 243 S. Main Newmarket, NH 03857</p> <p>Supply of 400+ HP Devices for device refresh at multiple time periods.</p>	603-659-5020	\$1,45M	October 2019-2023
Mexico School District Mexico Missouri	<p>Dana Hunt IT Director</p> <p>Supply of 200 HP devices for device refresh <a href="mailto:ddhunt@mexico.k12.mo.us">ddhunt@mexico.k12.mo.us</a></p> <p>Supplied 300+ desktops and laptops for device refresh. Devices were delivered within 2 weeks of order placement</p>	573-581-3773xt 2706	\$200,000	Dec 2021

## MAIN SPECIFICATIONS – 3V2U9UT#ABA

<b>Product Description</b>	HP Chromebook 14 G7 - 14" - Celeron N4500 - 4 GB RAM - 32 GB eMMC - US
<b>Product Type</b>	Chromebook
<b>Operating System</b>	Chrome OS - English
<b>Processor</b>	Intel Celeron N4500 / 1.1 GHz (2.8 GHz) / 4 MB Cache
<b>Memory</b>	4 GB LPDDR4X (provided memory is soldered)
<b>Storage</b>	32 GB eMMC
<b>Display</b>	14" WLED 1366 x 768 / HD @ 60 Hz
<b>Graphics</b>	Intel UHD Graphics
<b>Keyboard</b>	US
<b>Integrated Webcam</b>	Yes
<b>Networking</b>	Bluetooth 5.0, 802.11 a/b/g/n/ac/ax
<b>Battery</b>	2-cell
<b>Security</b>	Titan-C Security Chip
<b>Color</b>	Jet black
<b>Dimensions (WxDxH)</b>	12.9 in x 8.9 in x 0.7 in
<b>Weight</b>	3.4 lbs
<b>Localization</b>	Language: English / region: United States

**Manufacturer Selling Program**

HP Smart Buy

**Environmental Standards**

TCO Certified Notebooks 8, ENERGY STAR Qualified EPEAT Silver

**Manufacturer Warranty**

Limited warranty - parts and labor - 1 year



0188632630

**PACKING SLIP**



**Order ID:** 00-0004-00390-31774



**From:**  
 David Turner  
 david.turner@cdwg.com  
 708-707-1175

Submitted: 9/21/2023 10:39:41 AM CST  
 Deliver: 9/22/2023 5:00:00 PM

**Deliver To:**

Brad Gilbert  
 Hickman County Finance Office  
 114 N CENTRAL AVE STE 203  
 CENTERVILLE, TN 37033-1432  
 United States  
 708-707-1175  
 david.turner@cdwg.com



Contents:

Document	Description	Quantity
CDWG Response Hickman County	21 Page Color 1 Staple - Portrait Bound Document	1
HickmanEnvelopeLabel	Warehouse Item	1
		2

**Order may be shipped in multiple packages.**

**Please check the quantity and content of your package carefully, and notify us of any issues within 5 working days.**

For more information visit, [www.mimeo.com](http://www.mimeo.com),  
 or call Customer Care at **1.800.GoMimeo** (1 800 466 4636).

# The Hickman County Finance Office Chromebook Units and Chrome OS Management Service License |

Digital Copy

9/22/2023



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One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Toll-free: 800.808.4239  
F: 847.465.6800  
cdwg.com/PeopleWhoGetIT

9/22/2023

The Hickman County Finance Office  
115 Murphree Avenue  
Centerville, TN, 37033

**RE: CDW Government LLC's Response to The Hickman County Finance Office's Chromebook Units and Chrome OS Management Service License**

Dear Brad Gilbert,

CDW•G understands the objective of the RFP is for The Hickman County Finance Office to identify a reliable and experienced supplier partner capable of managing your [state type of solution]. Our response demonstrates CDW•G's ability to contribute to the overall success of this initiative. Specific advantages of partnering with us include:

- **Benefit 1.** CDW•G's Premier Certified Partnership status with Google facilitates timely road mapping and other requests for information.
- **Benefit 2.** Extensive customized configuration services ensures products arrive at your locations ready to plug and play, maximizing your staff's productivity.
- **Benefit 3.** Highly trained and experienced account team, including a dedicated account manager is responsible for coordinating all of your needs and ensuring customer satisfaction.
- **Benefit 4.** Valuable presales consulting expertise assists with developing solutions that provide robust functionality, efficiencies, and cost savings.

As always, we consistently strive to exceed your expectations. Should you have any questions regarding our response, please contact your account manager, Sophia Gurera, at (847) 371-5552, or via email at [sophia.gurera@cdwg.com](mailto:sophia.gurera@cdwg.com). We thank you for the opportunity to participate in this RFP process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

Cassandra Hansen  
Manager, Proposals  
CDW Government LLC

\*CDW Government ("CDW•G") submits this bid response subject only to the terms and conditions contained in the current Sourcewell# 081419 Tech Catalog Contract agreement. Any terms and conditions in the bid or elsewhere that are additional to or different from the terms and conditions of that agreement shall not apply to any transaction(s) that results from CDW•G's submission of its bid response.

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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 otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 9/22/23 Name: Cassandra Hansen

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

I have no conflict of interest to report.

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

N/A

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

Date: 9/22/23 Signature: Cassandra Hansen

Invitation to  
Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Units and Chrome OS Management Service License.

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebooks and Chrome Management Licenses". Bids will be opened on Monday, September 25th, 2023 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.

**Bid Specifications for Chromebooks:**

Chrome OS

14 inch screen (non-touch) preferred

4 GB RAM preferred

16 GB Hard Drive Size Preferred

Wireless Compatible

USB and HDMI ports available

Headphone Jack

Lenovo brand preferred but other brands will be considered.

Prices are to include shipping and handling charges for Google EDU license, delivery, asset tagging/configuration. Chromebooks should be named and enterprise enrolled to the proper school in Google Admin Console as determined by Hickman County Schools.

Any color choice is determined by Hickman County Schools.

12 month support warranty for Chromebook

Questions should be directed to Brad Gilbert, Technology Coordinator, via e-mail at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

No exact number of chromebooks being ordered is available at this time. Initial order will be for over 200 but less than 500. A price breakout dependent on quantity purchased will be accepted. Bid prices are expected to be good until June 30, 2023.

## CDW Government Overview

CDW•G understands that the objective of this RFP is for The Hickman County Finance Office to identify the most reliable and experienced provider for Chromebooks. Whatever the driving force behind your technology needs, we can support you where you are and help you achieve your goals—present and future—with the right solutions, precisely implemented, which can evolve with your organization.

We get how technology has evolved as a business driver to solve your most critical organizations challenges, understand your business, optimize technology and build unique IT solutions, and prepare for future evolution. We have been helping organizations of every type and size optimize efficiency, productivity, and performance for over thirty years. CDW•G stands behind you to maximize your IT investment, connect you with top industry vendors, solve your business problems, and meet your unique IT needs.

## How We Can Help The Hickman County Finance Office Achieve Your Goals

As The Hickman County Finance Office evaluates its options for this RFP, CDW•G would like to call out several benefits of partnering with us:



**Technical Resources:**  
Access to hundreds of CDW Solution Architects in multiple disciplines.



**Post-Sales Services:**  
Access to more than 300 technicians, engineers, and support staff who perform desktop imaging, network configuration, server builds, and full rack buildouts.



**Redundancy and Speed:** Store products in one of our two US CDW-owned, ISO 9001:2015-certified distribution facilities. CDW can assist with equipment schedules and logistics.



**Financial Strength:** Our financial stability stems from our vendor-neutral solutions and multiple dedicated customer channels. Multiple avenues for growth and a balanced customer base allow us to weather economic and technology cycles.



**Tracking and Visibility:** Online procurement capabilities streamline and standardize purchasing, support flexible reporting, and improve decision making.



**Turnkey with Breadth of Solutions:**  
We are technology

neutral with 100,000+ products and services from 1,000+ leading and emerging brands. We continually update these partners and products, allowing you access to industry-leading solutions.



**Scalability:** A team of CDW IT professionals will be dedicated to The Hickman County Finance Office. Those resources will continue to grow as business grows. CDW is committed to making sure you receive the highest level of service and have the right team engaged.



**Economies of Scale:** Customer Name gains the advantage of CDW's size in the marketplace. As a top partner (often the No. 1 partner worldwide) to such manufacturers as Cisco, Dell EMC, HPE, and Lenovo, CDW can provide you with insight into new technology.

**Table 1 Customer Name and CDW•G**







Many respected vendors have well-established procurement/delivery and installation procedures but no plan or personnel in place to ensure their company remains compliant with the contract once signed.

The Hickman County Finance Office will benefit from partnering with a vendor who not only offers a diverse breadth of technology solutions but also has proven dexterity in the intricacies of state and local government contracts. In addition to our customer-centric account management teams, we have a program management (PM) department singularly devoted to managing contracts. CDW•G’s experienced PM team manages nearly 1,000 active state, local, and education contracts. When The Hickman County Finance Office signs a contract with CDW•G, you also save time you might otherwise spend tracking data on the contract, advertising your contract to potential end users, and ensuring proper pricing and discounts are applied to every purchase.

Along with unwavering customer focus, we are committed to technology solutions delivering the best possible service and support with one-stop shopping for customized solutions. No matter where you are on your technology journey, The Hickman County Finance Office gets more from your IT investment through CDW•G’s Technology Services, from roadmaps and adoption to project deployment and lifecycle management. Some benefits The Hickman County Finance Office will realize when partnering with CDW•G are:

- Accessibility, reliability, and consistency for a smoother experience
- Greater efficiencies through automated operations, agility, and scalability
- Increased infrastructure security with preventative and proactive protection and remediation
- Robust solution development for your unique challenges by experienced and knowledgeable engineers.
- Integrated technology solutions designed, implemented, and managed by highly specialized solution architects who can help you capitalize on new opportunities
- Management of your technology environment today and into the future with lifecycle technical and customer support, from presales consultations to post-implementation issue resolution
- Savings of time money by supplementing your IT staff quickly with award-winning staff augmentation
- A strong partnership with individuals The Hickman County Finance Office knows and trusts due to high retention of quality coworkers motivated to maximize performance and productivity.

**CDW  
Amplified™ Services**

	<b>Security</b>
	<b>Infrastructure</b>
	<b>Workspace</b>
	<b>Support</b>
	<b>Data</b>
	<b>Development</b>

**Table 2 CDW Amplified™ Services**

## WE GET Reliable Distribution

Unlike many solutions integrators, CDW•G operates physical warehouses as opposed to the virtual warehouse methodology. CDW has two large, strategically located distribution centers controlled by a state-of-the-art Warehouse Management System (WMS) that ensures speed and accuracy throughout the order fulfillment and distribution processes. CDW has a 450,000-square-foot distribution center located at our headquarters in Vernon Hills, IL and a 513,000-square-foot distribution center located in North Las Vegas, NV. These locations facilitate quick distribution of products to our growing customer base throughout the country. The Vernon Hills (VH) distribution center focuses on distributing products to customers east of the Mississippi River while the Las Vegas (LV) distribution center primarily serves the western part of the United States.

CDW holds more than \$300M of available inventory in our two CDW-owned distribution centers that total almost 1M square feet. Our ISO 9001, 14001 and 28000 certified strategically located distribution centers provide speed, accuracy, and excellent geographic coverage across the United States. We have access to more than 100,000 top brand-name products from more than 1,000 leading manufacturers.

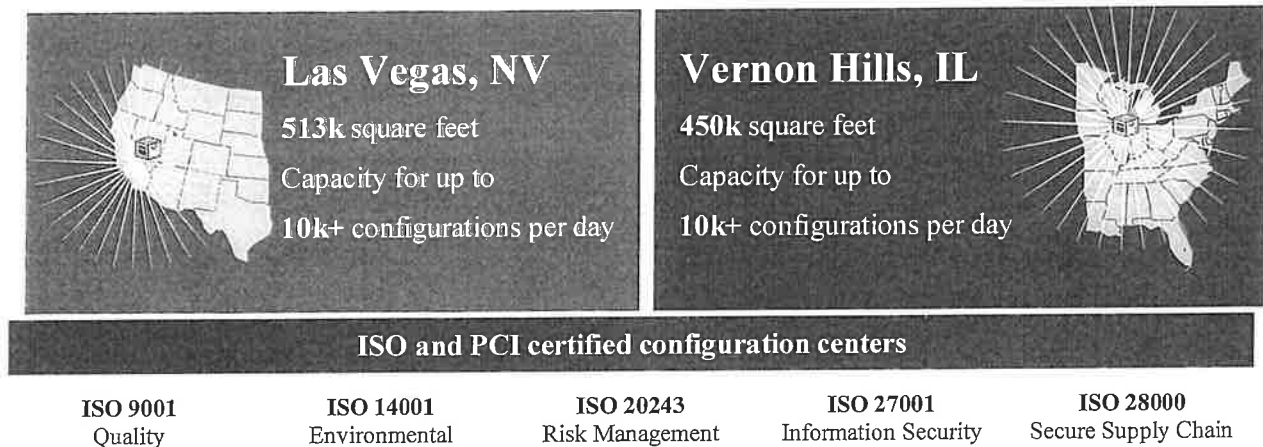


Figure 1 CDW•G Distribution Center Facts

Due to the size of our facilities that span four levels of storage and three level picking modules, forklifts are required to stock and pick products as needed. Our product lineup includes desktops, notebooks, servers, peripherals, networking and communications equipment, software, accessories, plotters, network printers, desktop printers, and print supplies. CDW offers everything your IT operation could possibly need – from enterprise solutions to mouse pads.

## WE GET Strong Manufacturer and Distribution Partnerships

A significant advantage CDW•G offers Customer is our ability to deliver the right products, at the right value, right when you need them. As one of the largest direct market resellers, CDW has established exceptional working relationships with the major manufacturers in the technology industry. Our buying power attracts the industry's top manufacturers – and their best prices. To supplement our direct purchasing model, CDW has developed strong affiliations with principal channel distributors. Our distribution centers are located in close proximity to principal distributors; this enables us to quickly obtain competitively priced, non-stocked items.

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CDW’s 2022 Environmental, Social, and Governance Report demonstrates our commitment to operating responsibly and creating value for our coworkers, customers, communities, and investors. CDW’s ESG report is built on our Circle of Service approach and on the CDW Way, the values we live by that keep us focused on what matters, ensuring consideration of our stakeholders and societal impacts.

## WE GET Secure Supply Chain

## WE GET National and International Reach

# Comprehensive IT Solutions for The Hickman County Finance Office

The Hickman County Finance Office can develop the best total solution while attaining the most value with CDW•G’s full range of products and services, from discrete hardware and software products to integrated IT solutions. We are technology “agnostic,” focused on finding the right solution for you rather than pushing a particular brand, and our sales and service delivery teams consist of nearly 6,000 customer-facing coworkers, including more than 2,000 field sellers, highly skilled technology specialists and advanced service delivery engineers. Our offerings are comprehensive, including expert consulting, design, configuration, installation, and lifecycle management services.

We have services dedicated to each stage of your solution rollout and IT journey, with technical support and professional services experts, architects and engineers that give your IT team the time they need to turn IT into a competitive advantage.

## Full-Stack Expertise

Products and Partnerships	Technology Services	Total Solutions
<p><b>100,000+ products from more than 1,000 vendors including Acer, Adobe, Cisco, Dell EMC, HP, IBM, Lenovo, Microsoft, NetApp, and VMware!</b></p>	<ul style="list-style-type: none"> <li>▪ eProcurement integration</li> <li>▪ Leasing services</li> <li>▪ Managed services</li> <li>▪ Pre-shipment configuration</li> <li>▪ Professional services</li> <li>▪ Warranty and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cloud</li> <li>▪ Collaboration</li> <li>▪ Data center and networking</li> <li>▪ Managed Print Services</li> <li>▪ Point of Sale</li> <li>▪ Security</li> <li>▪ Software management</li> <li>▪ Total Mobility Management</li> </ul>

**Table 3 Full-Stack Expertise**

## CDW Configuration Services Overview

IT teams face constant pressure to increase productivity while keeping costs low. That's why CDW is with you every step of the way, from assessing your environment and long-term objectives to designing and implementing a custom solution to meet your needs. We offer a wide variety of configuration services to make IT implementations easier and help you meet the demands of your business, including project management oversight — a vital service for large deployments.

### Hardware Configuration

CDW's highly trained and certified technicians can configure your hardware before it ships. There's no downtime, wasted resources or need to hire outside consultants. We'll help you save time and money with the configuration solution that meets your needs, including:

- End-user hardware installations, including desktops, laptops and printers
- Pre-shipment configuration for server and storage equipment
- Remote configuration for networking and storage equipment

### Software Configuration Management and Computer Imaging

We can configure your operating system, custom BIOS and/or software settings to any piece of equipment before shipment. By letting us handle repetitive software configurations before your order ships, you'll save time with new system rollouts. We offer:

- Computer imaging services: We can preload your custom images onto systems before they ship.
- VPN configuration services: With a static IP address and proprietary VPN connection, you can update images on the fly.
- iOS and Android configuration: We'll customize your iPad or Android deployments by loading apps, settings or customized content.

### Custom Turnkey Solutions

We'll ensure your new technology is ready to go when it arrives to help you save time and money. You can feel confident that your new technology is properly customized, integrated, tested and ready to deploy "out of the box" as soon as it's delivered. We can help with:

- Joining client systems to your domain over VPN
- Custom BIOS and firmware upgrades
- Data capture for pre-staging on your network
- Custom inserts with clear instructions for users

## **IT Asset Management**

Keeping track of your IT infrastructure can be difficult, but our customized asset tagging makes it simple. We can label every piece of hardware with a unique asset number, which can be easily tracked online in your Account Center. This not only standardizes your physical inventory, but also enhances tracking capabilities, along with reducing the possibility of theft or loss. We offer:

- Custom asset tagging based on your current system or one we help you devise
- Enhanced barcode tracking for easy inventory management
- Custom engraving and laser etching for laptops, tablets and more

## **Custom Packaging and Simplified Distribution**

With our custom packaging and distribution services, you can eliminate the clutter of extra boxes and receive your new IT equipment packaged, labeled and consolidated for ease of delivery at your dock. We can simplify delivery with:

- Palletization: Allows you to receive your entire order in one shipment
- Kitting: We'll bundle your items together and ship kitted boxes to multiple destinations
- Labeling: We'll label packages with vital information for easy routing and tracking

## **Remote Configuration Services**

CDW's highly skilled and certified engineers can remotely deploy multivendor firewall, router and switch configurations. We'll configure this hardware from one of our two state-of-the-art Configuration Centers before shipment and complete final settings and hardening after delivery via a secure connection. Services include customized installations for:

- HP, Cisco, Dell and Aruba switches
- Cisco wireless LAN controllers
- Cisco IronPort web and email security
- Cisco ASA with FirePOWER® and F5 BIG-IP® LTM configurations
- Citrix XenApp®, Xen Desktop® and NetScaler® Gateway™ solutions
- FortiGate, SonicWall and Palo Alto appliances

## CDW Amplified™ Services Overview

*For continuous support meeting your organization's goals, you need IT Orchestration by CDW®.*

### Technology Drives Organizational Outcomes

**Full Stack. Full Lifecycle. Full Outcomes.**

In today's competitive market, the speed of digital priorities is critical to success. Yet, technical complexities can slow progress. CDW's full-stack engineering services team focuses on digital transformation – from code and applications to cloud, data, and security – to help you accelerate innovation, enhance customer experiences, and optimize collaboration, all while delivering agility and cost efficiencies to your business.

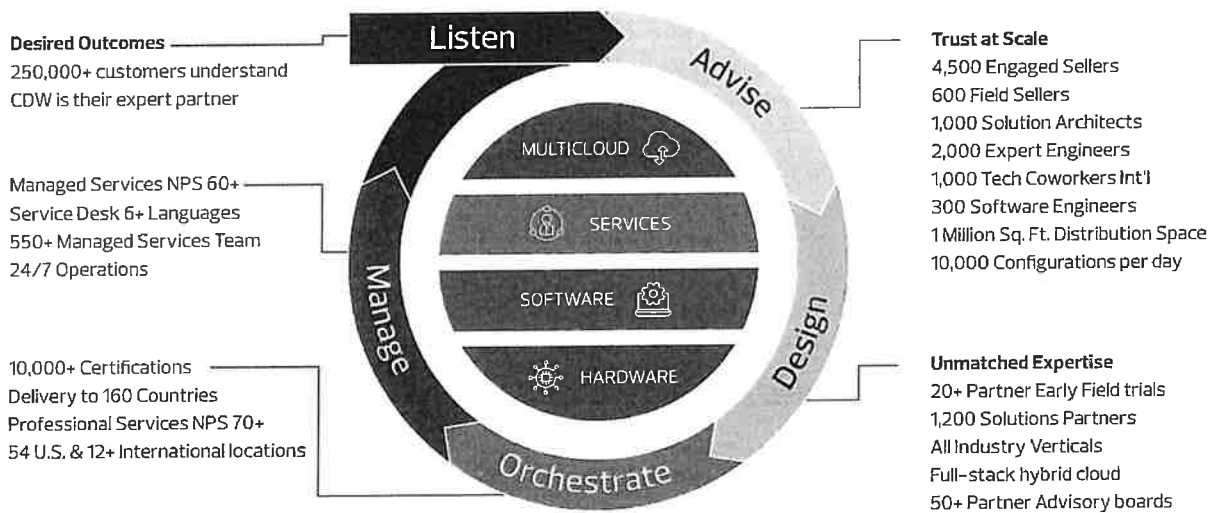


Figure 2 Full Stack Technology with CDW Amplified Services

## CDW Amplified™ Services

*Get More from Your Technology*

We know IT. That's our business. When you partner with us, we take the extra load off your IT Team. That way, they can focus on initiatives that turn IT into a competitive advantage while we help you maximize your IT investments and deliver real value for your customers. Our experts help you design, orchestrate, and manage your technology environment.



### DESIGN

#### Advisory & Assessment

Using a wide breadth of tools, data, and years of expertise, we offer strategic advisory services, workshops, and assessment, planning, and design engagements with CDW engineers that consider your specific needs and make recommendations to address gaps and optimize growth. This includes documentation, analysis, and creation of materials that detail the bridge between your current and future state.

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## ORCHESTRATE

### Building, Implementation & Deployment

Our expert engineers configure and deploy your solutions to help you implement technology according to your organization's unique needs and ensure it works from day one. We can build, create, and analyze software or services, as well as test and release into a defined environment and implement changes outlined in the design phase. We implement technology adoption and organizational change management plans to ensure you're fully utilizing your technology solutions and deriving the value you expect.

## MANAGE

### Continuous Support & Operations

Save time and money, and augment internal IT team bandwidth, with 24/7/265 support and expert management of any aspect of your technology solution.

- **Managed services:** With proactive monitoring, automation, alerting, analysis, maintenance, and performance of operational functions of an organization's contracted technology environment, CDW can provide end-to-end support of your complex environments.
- **Technical support and continuous improvement engagements:** CDW experts provide technical support for complex technology solutions when your IT, development, and business teams need it. Our experts work with you to continuously optimize your technology environment.

## CDW Amplified™ Infrastructure Services

CDW Amplified™ Infrastructure Services provide expertise, tools, and resources to scale and future-proof your infrastructure. We help you upgrade existing architecture and prepare for what's to come, whether you're on-premises, migrating to the cloud, or already there.



Brocade®, Cisco Meraki™, Commvault®, Cradlepoint®, Dell EMC™, F5®, HP, Hewlett Packard Enterprise, IBM®, NetApp®, Nutanix®, Pure Storage®, Red Hat®, Rubrik®, Veeam®, Veritas™, VMware®

## CDW Amplified™ Development Services

Growing technical debt in your application stacks and software delivery processes can bring your organization to a halt. Modern, cloud-native technologies and industry-leading best practices allow you to develop applications that revolutionize your infrastructure and solve business issues. CDW Amplified™ Development Services can modernize your applications, streamline delivery through DevOps, and write custom, cutting-edge apps that drive your business.



## CDW Amplified™ Workspace Services

CDW Amplified™ Workspace Services provide a comprehensive approach that allows employees to work from anywhere, on any device. We enable you to build a communications platform that grows with you, is rapidly adopted by end users, and helps you improve business outcomes through seamless collaboration.



AudioCodes™, Bucher + Suter, Calabrio, eGain Analytics™, Google, Jabra®, Logitech®, Nice Incontact™, Poly, Singlewire, Verint®, Vyopta®, Yealink®, Zoom™

## CDW Amplified™ Security Services

CDW Amplified™ Security Services provide independent evaluations of your security posture and help you fortify your weaknesses. Our certified experts design comprehensive strategies and solutions for protection and response.



## CDW Amplified™ Support Services

IT teams are busier than ever – they aren't just keeping the lights on for everyday technology needs, they're driving innovation across organizations. IT Teams no longer have time to drop everything for every broken laptop or lost password. CDW Amplified™ Support Services deliver custom warranty, maintenance, and support services that augment your IT staff so they can focus on maximizing business outcomes.



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## CDW Amplified™ Data Services

Making data-driven decisions in a competitive market takes a comprehensive data strategy and a modernized data warehouse. CDW Amplified™ Data Services, including artificial intelligence (AI) and machine learning (ML) services, offer actionable insights that give you a stark competitive advantage. Design, build, and deploy modern data analytics and AI/ML solutions for storing, transforming, discovering, and operationalizing your data.



## Expertise

CDW offers you an unusual combination: the close relationship and easy access of a local provider who understands your IT environment inside and out, and the scale, efficiency, and resources of a multinational provider. We are ranked No. 4 on CRN's 2023 Solution Provider 500 list, a ranking of the largest IT solution providers in North America by revenue. Our deep expertise across a full range of integrated technology solutions backed by deep industry specialization allows us to provide flexible, end-to-end services to our customers. Our on-demand resources provide the assistance and scale your IT team needs — freeing them up to focus on delivering bottom-line value and innovation.

We offer the close relationship and easy access of a local provider who understands your IT environment inside and out, and the scale, efficiency, and resources of a multinational provider.

- **250,000+ customers globally**
- **3700+ worldwide coworkers in CDW Integrated Technology Solutions**
- **10,000+ technology certifications**



Figure 3 CDW Certifications

Across the U.S. alone, we have over 1,100 services professionals and a fast-growing network of trusted service and solutions partners. And, we are expanding our unique expertise around the world, with offices in the Asia-Pacific region, the U.K. and Ireland, the Middle East and Africa.

We get that every IT solution is unique, and that its delivery must be customized to meet your specific needs. In tandem with industry-leading partners, our highly experienced architects, engineers, and project managers will work with you to design, orchestrate and manage solutions that meet your needs and help you reach your IT goals. From configuration and maintenance to advanced engagements across infrastructure, workspace, security, and support, CDW has the expertise you need to help with everything. Our technical support and professional services experts, architects and engineers give your IT team the time and focus they need to turn IT into a competitive advantage.

## **Local Attention**

CDW is headquartered just outside of Chicago, Ill., and we have 53-plus offices throughout the United States and Canada. So, chances are, we're within driving distance of your office. And even if you're located in an area without a local CDW branch, our network of trusted service providers — all trained to follow the same consistent approach, processes, methodologies, and professional manner of CDW-badged engineers — ensure that your organization will still get the full attention and resources it deserves.

## **National Scale**

For U.S. customers, our operational footprint is abundantly national, with offices located in every region and two state-of-the-art distribution centers strategically located for the fastest possible service. We have full redundancy, eProcurement integration and provider consolidation available to further increase our cost and service efficiencies. In addition to our local branches, we have over 1,100 services professionals and a fast-growing network of trusted service and solutions partners. In fact, because of our national scale, CDW is able to identify areas of emerging need for our customers and then ramp up our expertise and resourcing in those areas.

## Pricing Offer

**Tax exemption will be  
honored upon award**



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

**BRAD GILBERT,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNTT081	9/20/2023	HICKMAN RFP	1700994	\$206,648.28

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>LVO 14E N100 CHROME MC00053789</u> Mfg. Part#: 82W750G300-MC00053789 Contract: Sourcewell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	500	7604978	\$325.58	\$162,790.00
<u>Google Chrome Education Upgrade</u> Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: Sourcewell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	500	5988499	\$32.00	\$16,000.00
<u>CDW•G EDU White Glove Service for Chromebooks and Chrome OS Devices Tier 2</u> Mfg. Part#: CDWCHROMEOSVVC2 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	500	3254475	\$14.00	\$7,000.00
<u>Customer Provided Asset Tag Label applied to a device (CDW Configurations)</u> Mfg. Part#: CUSTASSETTAGW UNSPSC: 55121502 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	500	338521	\$5.00	\$2,500.00

<b>SUBTOTAL</b>	\$188,290.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$18,358.28
<b>GRAND TOTAL</b>	<b>\$206,648.28</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> HICKMAN COUNTY BOARD OF EDUCATION ACCTS PAYABLE 115 MURPHREE AVE CENTERVILLE, TN 37033-1443 <b>Phone:</b> (931) 729-3391 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>Shipping Address:</b> HICKMAN COUNTY BOARD OF EDUCATION BRAD GILBERT 115 MURPHREE AVE CENTERVILLE, TN 37033-1443 <b>Phone:</b> (931) 729-3391 <b>Shipping Method:</b> DROP SHIP-GROUND

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Sophia Gurera** | 800.808.4239 | [sophia.gurera@cdwg.com](mailto:sophia.gurera@cdwg.com)

**LEASE OPTIONS**

<b>FMV TOTAL</b>	<b>FMV LEASE OPTION</b>	<b>BO TOTAL</b>	<b>BO LEASE OPTION</b>
<b>\$188,290.00</b>	<b>\$4,997.22/Month</b>	<b>\$188,290.00</b>	<b>\$5,786.15/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

**Need Help?**

■ [My Account](#)

■ [Support](#)

■ [Call 800.808.4239](tel:800.808.4239)

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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## CDW•G Terms of Offer

All information and documents hereby submitted in response to the Request for Proposal (“RFP”) furnished by The Hickman County Finance Office are the property of and are proprietary to CDW Government, LLC (“CDW•G”).

Notwithstanding anything to the contrary contained in the Proposal, CDW•G declares its understanding that CDW•G’s Terms and Conditions of Product Sales and Service Projects (“T&C”), as updated from time to time and provided on CDW•G’s website at <https://www.cdw.com/content/terms-conditions/product-sales.aspx>, constitute the terms and conditions controlling the transaction contemplated by the RFP, except as otherwise agreed upon in writing by the parties. CDW•G requests that Customer review and confirm acceptance of the T&C or, if necessary, negotiate with CDW a mutually agreeable final contract. CDW•G shall not be bound to any term(s) of the RFP or the Proposal or to any contract related to the RFP until or unless: (i) Customer confirms in writing its acceptance of the T&C; or (ii) authorized representatives of CDW•G and Customer execute a written contract that is separate from the Proposal.

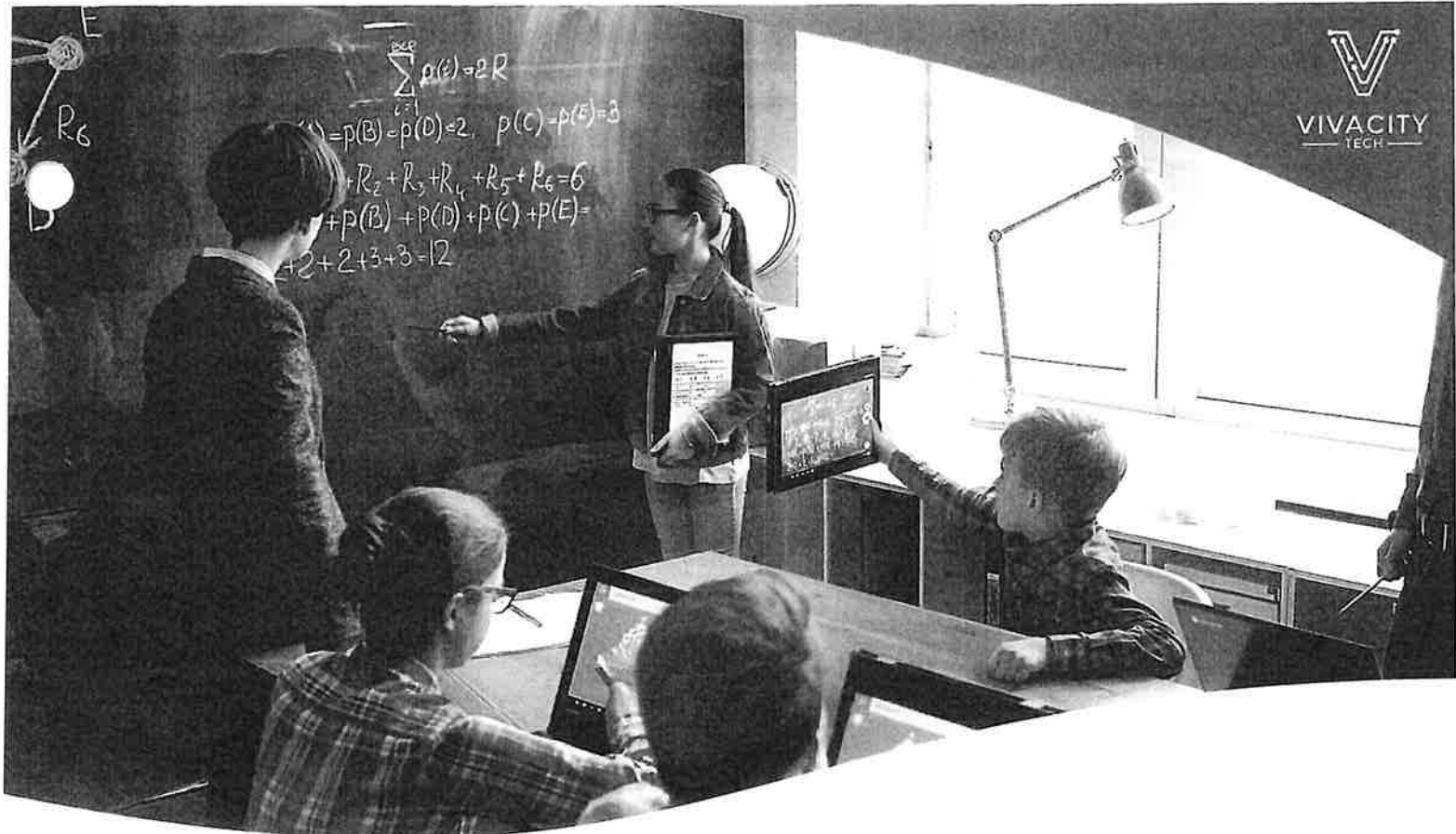
Except as otherwise set forth above, CDW•G agrees to maintain the validity of the Proposal for a period of thirty (30) days from the RFP-established due date (“Validity Period”), provided that there are no extraordinary changes in pricing due to unique market conditions, product discontinuation, manufacturer price changes, or other extenuating circumstances. In order to ensure CDW•G’s commitment to the pricing levels and other proposed offerings contained in the Proposal, Customer may notify CDW•G via mail or e-mail that either: (i) Customer accepts CDW•G’s Proposal and agrees to be bound by the T&C, or (ii) Customer intends to negotiate with CDW•G a separate agreement during the Validity Period.

CDW•G will conduct any negotiation of a final agreement with Customer in good faith. Notwithstanding the foregoing, any prices or other privileges contemplated in the Proposal shall commence on the effective date of agreement between the parties or the date of agreement or amendment to an existing agreement between the parties.



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To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal furnished by The Hickman County Finance Office are the Proprietary and Confidential property of CDW Government LLC ("CDW·G").



 **BUY BETTER.**

Providing Mobile Device Deployment Solutions to  
Schools Everywhere

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Prepared For:

**Hickman County Schools**

**Bids for Chromebook Units and Chrome OS Management Service License**



HELLO FROM

# VIVACITY TECH PBC!

Thank you for considering Vivacity Tech PBC as your new partner. We are confident that our team and award-winning products cannot only help you achieve your one-to-one deployment goals, but also get you the lowest cost Chromebook bundle on the market.

We've worked hard to align our products and services with our customer's needs to ensure that our solutions have a real impact on their bottom line, without compromise.

With only five years in the industry, we've made an impact in thousands of school districts across the country – ranging from 500 students to 23,000. We've built a team of problem-solvers, passionate about students' success and driven to help with all of our customers' technology needs. We look forward to doing the same for you.

# 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: 9-20-2023 Name: Ben Erickson, EVP of Customer Experience

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

I have no conflict of interest to report.

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


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

Date: 9-20-2023

Signature: 



**VIVACITY**  
TECH

Vivacity Tech PBC  
641 Fairview Ave N  
Suite #150  
Saint Paul MN 55104

**QUOTE INFO**

**Quote#** QUO3001891  
Expires: 10/12/2023

**Project Name**  
(500) HP 14 G7+ GCL+ WG+ AT

**ACCOUNT INFO**

**Account#**

**Account Name**  
72417 Hickman County Schools

**PREPARED FOR**

**Brad Gilbert**  
[brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

**SALES REPRESENTATIVE**

**Joe Palony**  
[jpalony@vivacitytech.com](mailto:jpalony@vivacitytech.com)

SKU	PRODUCT	QTY	PRICE	TOTAL
3V2U9UT	HP Chromebook 14 G7 - Intel/4GB/32GB - Non-Touch - New	500	\$255.00	<b>\$127,500.00</b>
CROSSWDISEDUNEW	Chrome OS Education License	500	\$0.00	<b>\$0.00</b>
SVC-WG	Vivacity Tech White Glove Service	500	\$0.00	<b>\$0.00</b>
SVC-VT-ATAG	Vivacity Tech Asset Tagging Service - VT Provided	500	\$0.00	<b>\$0.00</b>
FEE-GRNSH	Vivacity Tech Green Shipping Service	1	\$0.00	<b>\$0.00</b>

**Notes:** Price includes green packing and delivery to one location. Lift gate, inside delivery, or delivery to multiple locations available at an additional cost. Contact Joe Palony with questions.

**Contract:**

**Subtotal:** \$127,500.00

**Tax Total:** \$0.00

**Grand Total:** \$127,500.00

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate to education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow-up further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote. We're excited about this opportunity to work with you and your school district. If you have questions or concerns, please check with your dedicated Account Manager listed on this quote, or contact our Sales Team at (877) 731-2069 option 1 or [sales@vivacitytech.com](mailto:sales@vivacitytech.com). Vivacity Tech is the first Public Benefit Corporation to provide hardware technology to schools, as such we are required to give back a portion of our profits to schools for technology purposes. We believe we have a responsibility to ensure our nation's students succeed. Our efforts go far beyond selling products and begin with our team forming long-lasting partnerships focused on school districts' success.



# HP Chromebook 14 G7

An essential Chromebook for education and frontline work

Power through the day with the durable HP Chromebook 14 G7 and its manageable, secure, and intuitive Chrome OS. The latest Intel® Celeron® processor<sup>1</sup>, large 14" diagonal screen, long battery life, and HP docking support<sup>2</sup> enhance productivity.



## Designed for maximum productivity

- Combine dynamic features driving this 14" Chromebook with Chrome apps and easily execute tasks and workflows. Powered by the latest Intel® Celeron® processor<sup>1</sup>, up to 8 GB memory<sup>8</sup>, 128 GB storage<sup>4</sup>, and a fast-charge battery for mastering through long days.

## Ultralight and durable for long-lasting mobility

- Get a hard-wearing Chromebook at less than 19 mm (.748 in) thin. Feel confident carrying a device that undergoes MIL-STD 810H testing<sup>6</sup>, has reinforced USB-C® ports, and features a wipeable keyboard<sup>7</sup> that withstands spills up to 350 ml (11.8 oz).

## Designed for easy collaboration

- Collaborate with a narrow bezel display, optional wide-viewing angle IPS touchscreen<sup>8</sup>, wide-angle HD webcam, and dual mics for a better video conferencing experience. Add your display, projector, or accessories with HDMI and USB-C®.<sup>9</sup>
- Breathe easy with the low-maintenance, highly manageable, and secured Chrome OS. With automatic software updates through June 2029 and built-in anti-virus protection, your device is protected and up to date.<sup>16</sup>
- The perfect combination of performance, power consumption, and value handles multiple assignments smoothly and reliably with up to four processing cores to divide up the work.<sup>1</sup>
- Undergoes MIL-STD 810H combined with HP Total Test Process to ensure this Chromebook exceeds HP durability and reliability standards—helping reduce total cost of ownership.<sup>6,11</sup>
- Increase productivity without hassle. Connect to additional displays and projectors with an HDMI port that helps reduce dongle and cable clutter.
- Work from almost anywhere with a fast, reliable wireless connection. Get enhanced connectivity even on crowded wireless networks at a long range with Wi-Fi 6 WLAN module, supporting MU-MIMO and HP Extended Range Wireless LAN.<sup>12,13,14</sup>
- Enjoy the freedom to unplug and work at different sites throughout the day with a long-running battery. Charge to 90% battery life in 90 minutes with HP Fast Charge.<sup>5</sup>
- Immerse yourself in on-screen visuals with a narrow border design that maximizes the screen's view within a smaller chassis.
- Tested for 1000 cleanings, the keyboard of this Chromebook can be wiped down using commonly available household disinfecting and cleaning wipes.<sup>7</sup>
- Up to 8 GB RAM and 128 GB eMMC storage options allow staff, teachers, and students to access thousands of Android applications, complete tasks, and collaborate with others.<sup>4,8,15</sup>
- Keep going even in dimly lit rooms or aboard red-eye flights. With an optional illuminated keyboard, you can type comfortably in more environments.<sup>8</sup>

## HP Chromebook 14 G7 Specifications Table



Available Operating Systems	Chrome OS™
Processor family	Intel® Celeron® processor
Available Processors <sup>1,2</sup>	Intel® Celeron® N4500 (up to 2.8 GHz burst frequency, 4 MB L3 cache, 2 cores); Intel® Celeron® N5100 (up to 2.80 GHz burst frequency, 4 MB L3 cache, 4 cores)
Maximum memory	8 GB LPDDR4X-4266 SDRAM Memory soldered down.
Internal storage	32 GB up to 64 GB eMMC 5.0 <sup>3</sup>
Display size (diagonal, metric)	35.6 cm (14")
Display	35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, HD (1366 x 768), narrow bezel, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, FHD (1920 x 1080), touch, IPS, anti-glare, 250 nits, 45% NTSC <sup>6,7</sup>
Available Graphics	Integrated: Intel® UHD Graphics <sup>8</sup>
Audio	HD audio, dual speakers, dual array microphones
Wireless technologies	(HP Extended Range Wireless LAN, MU-MIMO and Chromecast support)
Expansion slots	1 microSD (Supports SD, SDHC, SDXC.)
Ports and Connectors	2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 SuperSpeed USB Type-C® 5Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 1 headphone/microphone combo; 1 HDMI 1.4
Input devices	Spill-resistant, full-size, optional backlit, textured, flint silver Chrome keyboard <sup>15</sup> ; Clickpad with multi-touch gesture support, taps enabled as default;
Communications	Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo, non-vPro®;
Camera	720p HD privacy camera <sup>6,16</sup>
Software	Chrome Education Upgrade (Sold separately); HP Classroom Manager (Sold separately) <sup>9,10</sup>
Security management	Nano Security lock slot; Google Titan C <sup>17</sup>
Fingerprint reader	Fingerprint reader not available
Power	HP Smart 45 W USB Type-C® adapter
Battery type	HP Long Life 2-cell, 47 Wh Li-ion polymer <sup>12,17</sup>
Dimensions	32.65 x 22.7 x 1.83 cm
Weight	Starting at 1.54 kg (Weight will vary by configuration.)
Energy efficiency compliance	ENERGY STAR® certified; EPEAT® 2019 registered where applicable. EPEAT® registration varies by country. See <a href="http://www.epeat.net">www.epeat.net</a> for registration status by country. <sup>14</sup>
Sustainable Impact specifications	Low Halogen; Outside box and corrugated cushions are 100% sustainably sourced and recyclable <sup>18,19</sup>
Warranty	1 year (1-1-0) limited warranty and service offering includes 1 year of parts and labor. Terms and conditions vary by country. Certain restrictions and exclusions apply.

## HP Chromebook 14 G7

### Accessories and services (not included)

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#### HP Prelude Backpack 15.6



Help keep your notebook safe and your hands free while you're on the move with the durable HP 15.6 Prelude Backpack, now with a pop of color from the stylish blue interior.  
Product number: 1E7D6AA

---

#### HP Wireless Premium Mouse



Create a sleek, professional, clutter-free workspace and give yourself room to move around with the HP Wireless Premium Mouse, which integrates seamlessly with your HP notebook.  
Product number: 1JR31AA

---

#### HP HDMI to VGA Adapter



The HP HDMI to VGA Adapter maximizes the display functionality of your HP Ultrabook™ or Notebook PC by converting the HDMI output signal to an analog VGA input for easy connecting to an external VGA display for dual-display productivity.  
Product number: H4F02AA

---

#### HP 3 year Next Business Day Onsite Hardware Support for Notebooks



Receive 3 years of next business day onsite HW support from an HP-qualified technician for your computing device, if the issue cannot be solved remotely.  
Product number: UQ992E

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# HP Chromebook 14 G7

## Messaging Footnotes

- <sup>1</sup> Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- <sup>2</sup> HP docks sold separately.
- <sup>4</sup> Up to 128GB is an optional feature that must be configured at purchase. For storage drives, GB = 1 billion bytes. Actual formatted capacity is less. Up to 8.1 GB is not user accessible.
- <sup>5</sup> Recharges the battery up to 90% within 90 minutes when the system is off or in standby mode, when used with the power adapter provided with the mobile thin client, and no external devices are connected. After charging has reached 90% capacity, charging speed will return to normal. Charging time may vary +/-10% due to System Tolerance.
- <sup>6</sup> MIL-STD testing is not intended to demonstrate fitness for U.S. Department of Defense contract requirements or for military use. Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- <sup>7</sup> The keyboards of the HP Education portfolio, including the HP Chromebook 14 G7, have been tested to 1,000 wipes to be cleaned with Windex® Original Glass & Surface Wipes and Clorox® Disinfecting Wipes with EPA Registration Number SB13-79. Do not use wipes on other surfaces of the product. See user guide for cleaning instructions.
- <sup>8</sup> Optional feature that must be configured at purchase.
- <sup>9</sup> HDMI and USB-C® cables sold separately.
- <sup>11</sup> Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- <sup>12</sup> Wireless access point and Internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 (802.11ax) is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 are draft specifications and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the notebook to communicate with other 802.11ax WLAN devices. Only available in countries where 802.11ax is supported.
- <sup>13</sup> Multiple-Input Multiple-Output (MU-MIMO) is a wireless technology that uses multiple transmitters and receivers to enhance data transfer. MIMO requires a MU-MIMO router, sold separately.
- <sup>14</sup> Based on internal testing vs. previous generation product with 802.11ac wireless LAN module.
- <sup>15</sup> Internet access required and sold separately. Some apps may require purchase.
- <sup>16</sup> See <https://support.google.com/chrome/a/answer/6220366?hl=en> for more information.

## Technical Specifications Footnotes

- <sup>1</sup> Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- <sup>2</sup> Processor speed denotes maximum performance mode; processors will run at lower speeds in battery optimization mode.
- <sup>3</sup> For storage drives, GB = 1 billion bytes. TB = 1 trillion bytes. Actual formatted capacity is less. Up to 30 GB (for Windows 10) is reserved for system recovery software.
- <sup>4</sup> Wireless access point and Internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 (802.11ax) are draft and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the notebook to communicate with other 802.11ax devices.
- <sup>5</sup> Chromecast must be purchased separately.
- <sup>6</sup> HD content required to view HD images.
- <sup>7</sup> Resolutions are dependent upon monitor capability, and resolution and color depth settings.
- <sup>8</sup> Based on internal testing vs. previous generation product with 802.11ac wireless LAN module.
- <sup>9</sup> HP Classroom Manager is sold separately. Control and device locking from the teacher's desktop requires purchase of HP Classroom Manager.
- <sup>10</sup> Chrome Education Upgrade requires one-time setup, subscription, Google Admin Console, and your organization's domain. Please see <https://support.google.com/a/answer/60216>.
- <sup>11</sup> Lock is sold separately.
- <sup>12</sup> Recharges up to 90% within 90 minutes when the system is off or in standby mode when used with the power adapter provided with the notebook. After charging has reached 90% capacity, charging will return to normal. Charging time may vary +/-10% due to System tolerance.
- <sup>13</sup> HP Care Packs are sold separately. Service levels and response times for HP Care Packs may vary depending on your geographic location. Service starts on date of hardware purchase. Restrictions and limitations apply. For details, visit [www.hp.com/go/tpc](http://www.hp.com/go/tpc). HP services are governed by the applicable HP terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP Limited Warranty provided with your HP Product.
- <sup>14</sup> Based on US EPEAT® registration according to IEEE 1680.1-2018 EPEAT®. Status varies by country. Visit [www.epeat.net](http://www.epeat.net) for more information.
- <sup>15</sup> Backlit keyboard is an optional feature.
- <sup>16</sup> 720p HD Privacy camera is optional and must be configured at purchase.
- <sup>17</sup> Actual battery Watt-hours (Wh) will vary from design capacity. Battery capacity will naturally decrease with shelf life, time, usage, environment, temperature, system configuration, loaded apps, features, power management settings and other factors.
- <sup>18</sup> External power supplies, power cords, cables and peripherals are not Low Halogen. Service parts obtained after purchase may not be Low Halogen.
- <sup>19</sup> 100% outer box packaging and corrugated cushions made from sustainably sourced certified and recycled fibers.

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March 2021





**VIVACITY**  
TECH

Vivacity Tech PBC  
641 Fairview Ave N  
Suite #150  
Saint Paul MN 55104

QUOTE INFO

Quote# QUO3001862  
Expires: 10/11/2023

ACCOUNT INFO

Account#  
Account Name  
72417 Hickman County Schools

Project Name  
(500) Lenovo 13e+ GCL+ WG+ AT

PREPARED FOR

SALES REPRESENTATIVE

Brad Gilbert  
[brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

Joe Palony  
[jpалony@vivacitytech.com](mailto:jpалony@vivacitytech.com)

SKU	PRODUCT	QTY	PRICE	TOTAL
82W60000US	Lenovo 14e Chromebook G3 - Intel/4GB/32GB - Non-Touch - New	500	\$368.00	\$184,000.00
CROSSWDISEDUNEW	Chrome OS Education License	500	\$0.00	\$0.00
SVC-WG	Vivacity Tech White Glove Service	500	\$0.00	\$0.00
SVC-VT-ATAG	Vivacity Tech Asset Tagging Service - VT Provided	500	\$0.00	\$0.00
FEE-GRNSH	Vivacity Tech Green Shipping Service	1	\$0.00	\$0.00

**Notes:** Price includes green packing and delivery to one location. Lift gate, inside delivery, or delivery to multiple locations available at an additional cost. Contact Joe Palony with questions.

**Contract:**

**Subtotal:** \$184,000.00  
**Tax Total:** \$0.00  
**Grand Total:** \$184,000.00

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate to education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow-up further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote. We're excited about this opportunity to work with you and your school district. If you have questions or concerns, please check with your dedicated Account Manager listed on this quote, or contact our Sales Team at (877) 731-2069 option 1 or [sales@vivacitytech.com](mailto:sales@vivacitytech.com). Vivacity Tech is the first Public Benefit Corporation to provide hardware technology to schools, as such we are required to give back a portion of our profits to schools for technology purposes. We believe we have a responsibility to ensure our nation's students succeed. Our efforts go far beyond selling products and begin with our team forming long-lasting partnerships focused on school districts' success.

# Lenovo 14e Chromebook Gen 3

# Lenovo

**PSREF**  
Product Specifications  
Reference

82W60000US

## PERFORMANCE

**Processor**  
Intel® N100 (4C / 4T, up to 3.4GHz, 6MB)

**Graphics**  
Integrated Intel UHD Graphics

**Chipset**  
Intel SoC Platform

**Memory**  
4GB Soldered LPDDR5-4800

**Memory Slots**  
Memory soldered to systemboard, no slots

**Max Memory**  
4GB soldered memory, not upgradable

**Storage**  
32GB eMMC 5.1

**Storage Support**  
32GB eMMC 5.1 on systemboard

**Storage Slot**  
eMMC on systemboard, no slots

**Card Reader**  
No card reader

**Audio Chip**  
High Definition (HD) Audio, Realtek® ALC5682I codec

**Speakers**  
Stereo speakers, 2W x2, optimized with Waves MaxxAudio®

**Camera**  
HD 720p with Privacy Shutter

**Microphone**  
2x, Array

**Battery**  
Integrated 57Wh

**Max Battery Life**  
N100 / N200 models:

Google power load test: 14 hr

**Power Adapter**  
65W USB-C\* (2-pin)

## DESIGN

**Display**  
14" HD (1366x768) TN 250nits Anti-glare, 45% NTSC

**Touchscreen**  
None

**Keyboard**  
Non-backlit, English

**Case Color**  
Storm Grey

**Surface Treatment**  
Anodizing

**Case Material**  
Aluminium (Top), PC-ABS (Bottom)

**Pen**  
No Support

**Dimensions (WxDxH)**  
324.4 x 216.2 x 16.9 mm (12.77 x 8.51 x 0.67 inches)

**Weight**  
Around 1.45 kg (3.2 lb)

## SOFTWARE

**Operating System**  
ChromeOS

**Bundled Software**  
None

## CONNECTIVITY

**Ethernet**  
No Onboard Ethernet

**WLAN + Bluetooth®**  
Intel Wi-Fi® 6E AX211, 11ax 2x2 + BT5.1

**WWAN**  
None

**SIM Card**  
None

**Standard Ports**

- 2x USB 3.2 Gen 1
- 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery and DisplayPort™)
- 1x HDMI® 1.4
- 1x Headphone / microphone combo jack (3.5mm)

## SECURITY & PRIVACY

**Security Chip**  
Google Security Chip H1

**Fingerprint Reader**  
None

**Physical Locks**  
Kensington® Nano Security Slot™

**Other Security**  
Camera privacy shutter

## MANAGEABILITY

## SERVICE

**Base Warranty**  
1-year, Mail-In

**Included Upgrade**  
None

## ACCESSORIES

## CERTIFICATIONS

- Green Certifications**
- EPEAT™ Gold Registered
  - ENERGY STAR® 8.0
  - ErP Lot 6
  - ErP Lot 26
  - TCO Certified 9.0
  - RoHS compliant

## Mil-Spec Test

MIL-STD-810H military test passed

## MODEL

**Top Seller** : Yes      **Announce Date** : 2023-03-17  
**EAN / UPC / JAN** : 196804098388      **End of Support** : N/A



\* Lenovo reserves the right to change specifications or other product information without notice.  
\* Battery life is an estimated maximum. Actual battery life may vary by hardware or system settings, active applications, battery conditioning, etc.  
\* California Electronic Waste Recycling Fee in California, per state law, Lenovo charges an electronic waste recycling fee on this covered device at the time of sale of the product. For more information, go to: <https://www.calrecycle.ca.gov/Electronics/Consumer>

## Premium Care - Advanced Support from Real People. Real Fast.

### REAL PERSON

Choose how you want to reach us - through the phone, chat or email - our expert technicians will take care of you.



### REAL FAST

Highly trained technicians will provide you real-time solutions, whatever the issue, on your first contact. If needed, our team will schedule an onsite visit for the next business day.

### HASSLE FREE

'Getting started' and 'how-to' assistance for hardware and software. Easy solutions that are simple to reach - that's how Premium Care delivers you the ideal support experience.



### PC HEALTH CHECK

Free annual PC Health Check that allows our experts to spot issues before you do so they can resolve them quickly and help you avoid PC problems.

## Accidental Damage Protection - Protection of your PC from the unexpected.

Experience shows that a significant portion of devices may be damaged (and not covered under warranty) in the first three years. Lenovo's Accidental Damage Protection service covers accidents beyond the system warranty such as drops, spills, bumps and even electrical surges. Make sure your new device has maximum protection, avoid unplanned costs and get peace of mind.

## Base Warranty – Included with the systems you purchase, default 1- or 3-year coverage window.

## Warranty Extensions & Upgrades – Service and protection that's right for your circumstances.

- Pick Up & Return Courier
- Onsite Support
- Technician Installed Customer
- Replaceable Unit Service
- International Warranty Upgrade

Lenovo may not offer the products, services or features discussed in this document in all regions. Lenovo may withdraw an offering at any time. Consult your local representative for information on offerings available in your area. Lenovo reserves the right to change specifications or other product information without notice. Lenovo is not responsible for photographic or typographical errors. Lenovo provides this publication "as is" without warranty of any kind, either express or implied, including the implied warranties of merchantability or fitness for a particular purpose.

## Recommended Accessories



### ThinkPad Hybrid USB-C with USB-A Dock (American Standard Plug Type B)

The ThinkPad Hybrid USB-C with USB-A Dock expands the capabilities of most any laptop, new or old, making it perfect for enterprise customers with mixed-PC or shared-desk environments. Featuring enterprise-class manag...

## Recommended Services

GOOD

3Y Courier/Carry-in upgrade from 1Y Courier/Carry-in (5W50Q81869)

For a full list of accessories and services, please visit: <https://smartfind.lenovo.com>

Lenovo

PSREF  
Product Specifications  
Reference

## Product Description: Google Chrome - License - 1 License

Categories: Software > Software Licensing > Licensing - Applications

**Manufacturer:** Google Inc  
**Mfr #:** CROSSWDISEDUNEW

Google Chrome - License - 1 License  
Academic



---

**UPC Code:** 000000000000

**Return Period (Days):** 0  
**Manufacturer Warranty:** None  
**Add'l Return Info:** NO RETURNS  
**Weight:** 0.0  
**Shipping Depth:** 15.1  
**Shipping Height:** 4.4  
**Shipping Width:** 8.7  
**Master Pack Qty:** 1  
**Country of Origin:** UNITED STATES

### General Information

**Manufacturer:** Google, Inc  
**Manufacturer Part Number:** CROS-SW-DIS-EDU-NEW  
**Manufacturer Website Address:** [www.google.com](http://www.google.com)  
**Brand Name:** Google  
**Product Name:** Chrome  
**Product Type:** Software Licensing

### Product Information

**Software Name:** Chrome

### License Information

**License Type:** License  
**License Pricing:** Academic  
**License Quantity:** 1 License



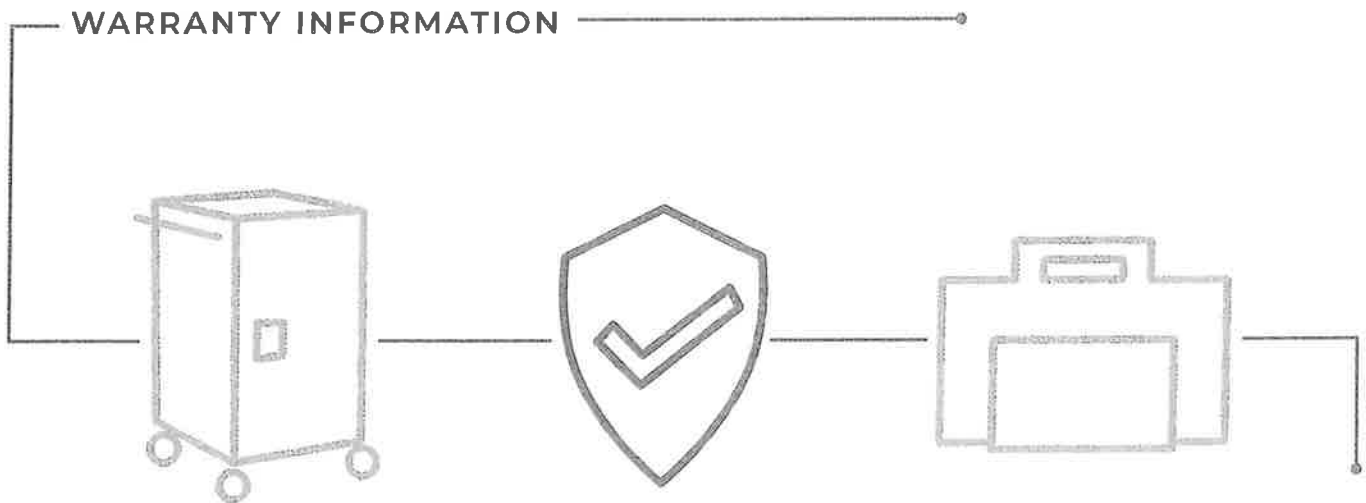
VIVACITY TECH

# EMPOWER+ WARRANTY

WARRANTY INFORMATION

## EMPOWER+ DETAILS

The Empower+ Warranty offers an extension to the manufacturer's warranty coverage on mechanical breakdowns of the device in addition to Accidental Damage Protection of the device. There are zero deductibles to meet, zero shipping costs of replacement devices/parts to and from the customer site, and an **option for a self-maintainer program**. There is no limit to the number of repairs completed per device. However, if the device is destroyed, lost, etc., the warranty will not transfer to the replacement device. Theft and loss of device covered up to 2% by Vivacity Tech with a valid police report. Devices covered under the Empower+ Warranty come with a choice of Vivacity case, excluding backpacks, and a pre-installed blue light blocking screen protector. Customers have the option to get a shell in place of a Vivacity case, however, there will be an additional cost of \$10.



## SELF MAINTAINER PROGRAM

Organizations can choose to be self-maintainers, meaning they can perform their repairs themselves. This can be on some or all the repairs. If the organization decides to self maintain some or all of the repairs, reporting the repair is the same process. However, once a repair ticket is received, our support team will provide the replacement part, along with a shipping label for the defective part. Additionally, our support team will provide repair information on the given repair if available. Self Maintainer reimbursements of \$10 will be made available as discussed with your Account Manager.

## REPAIR TURNAROUND TIMES

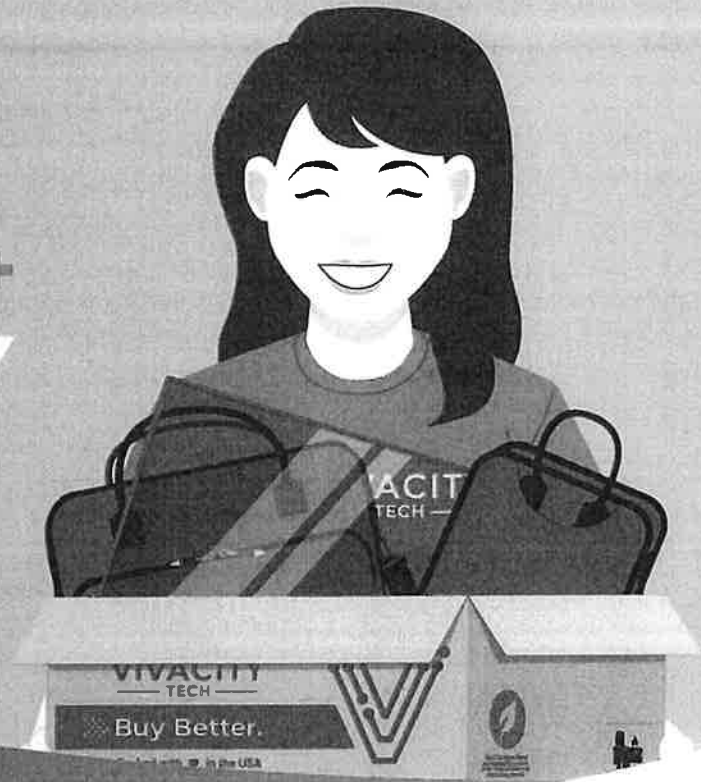
Vivacity strives to have devices received, repaired and ready for return shipping within one business day, assuming parts are available to perform the appropriate service. Current repair times will be displayed with the Customer Central portal for full transparency.

## SERVICE AUTHORIZATION PROCEDURE

Each district can designate one person or multiple people who are authorized to submit repair tickets. Support requests can be submitted via the Customer Central Portal, via email to Success or to your dedicated Account Manager, by phone calls into our general Support line or to your dedicated Account Manager, or via Chat hosted on Vivacity Tech's website.

VIVACITY TECH

# EMPOWER+ WARRANTY



## HOW IT WORKS

The Empower+ Warranty is managed by Vivacity Tech PBC. Every device comes with a customer's choice of Vivacity Tech brand case, excluding backpacks, as well as a pre-installed blue light blocking screen protector. Every customer will receive a dedicated account manager and support portal account (DREAM) where they will be able to request support and submit tickets for service requests. Once a ticket is submitted real-time status updates will also be available through the portal. Devices are expected to be repaired within 4 (four) business days upon receipt of the device. All warranties begin at the ship date.

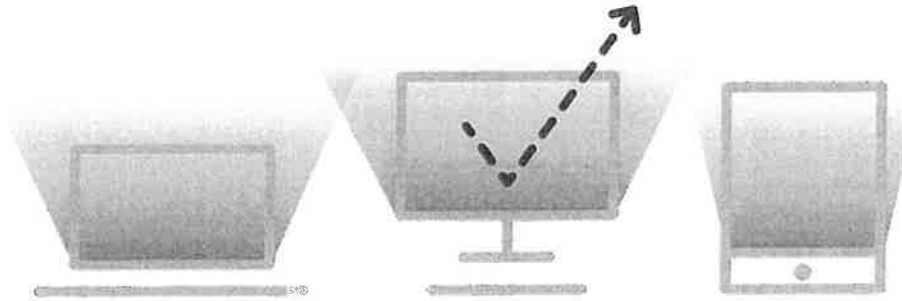
## YEARS OF COVERAGE

Customers can choose the length of coverage that is best suited for their needs. Vivacity offers plans between 1-4 years with a scale of pricing options.

Please direct any questions about what is or is not covered, length of coverage, pricing, or specific coverage needs to our Customer Success team at [success@vivacitytech.com](mailto:success@vivacitytech.com) and we will do our best to find the right solution.

**THE PLAN INCLUDES:**

- Available for certain Education-Grade Chromebooks (please ask your Account Manager for details)
- Choice of Vivacity case (excluding backpacks) and blue light screen protector



**Blue Light Blocking Screen Protector**

- Screen protector is able to be cleaned with normal cleaners, no need for specialty cloths/solutions
- Screen protector doesn't change the color of the screen itself

**COVERED UNDER THE PLAN**



**Mechanical Failure**



**Accidental Damage**



**Pet Damages**  
Damage resulting from bites, pet knocking over, etc.



**Vehicle Damages**  
Device being run over by a vehicle, etc.

- Goal of 4 business day repair turnaround
- Receive repair priority
- No deductibles, No claim limits, No shipping charges
- Unlimited licenses to DREAM Repair Portal included

WARRANTY INFORMATION



	<b>EMPOWER</b> Through Vivacity	<b>OTHER</b> Warranty Providers
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WARRANTY INFORMATION

Mechanical Failures	✓	✓
Accidental Damage	✓	?
No Deductibles	✓	?
No Claim Limit	✓	?
Batteries and Power Adapters <sup>1</sup>	✓	?
Free Shipping & Packing Material	✓	?
Self-Maintainer Available	✓	?
Case and Blue Light Blocking Screen Protector	✓	✗
Pet Damages	✓	✗
Vehicle Damages	✓	✗
4 Day Repairs	✓	✗
Vivacity Repair Priority	✓	✗
Access to Customer Central	✓	✗
Theft and Loss <sup>2</sup>	✓	✗
Flexible Start Date	✓	✗
Mass Failure and Intentional Damage	✗	✗
Cosmetic Damages	✗	✗
Scratched Screen <sup>3</sup>	✗	✗
Biohazard Damages	✗	✗
Force Majeure	✗	✗

<p><b>KEY</b></p> <p>✓ = Has it</p> <p>? = Check with your provider</p> <p>✗ = Doesn't have it</p>
--

<sup>1</sup>Up to 10% of the covered fleet

<sup>2</sup>Available up to 2% with a valid police report

<sup>3</sup>A scratched screen with serious impairment to the visual quality of the device is covered only in the event of accidental damage or failure of the device resulting in accidental damage through Vivacity Tech's Empower+ Warranty

Introducing

# DREAM

Vivacity Tech's New Customizable  
Asset Management Software

## KEY FEATURES



### STREAMLINED PROCESS

Easy Tracking of Device Repair and Parts Closet Inventory



### RESOURCE LIBRARY

Full Access to Part Specific Repair Videos and Product Databases



### CUSTOMIZATION

From Page Theme Colors to Reports on Repairs and Ticket History / Device History



### FEATURE VOTING

Share Your Ideas, See, Vote and Request New Features



### GOOGLE ADMIN CONSOLE INTEGRATIONS

Manage Chrome Devices, Users and OUs



### USER UPDATES

Custom Roles and Permissions with Unlimited Seats and Option to Bulk Update

## UPCOMING FEATURES



### DEVICE TELEMETRY INTEGRATION FLEET REPORTS



### INDUSTRY FIRST DEVICE TELEMETRY INTEGRATION

### SCHEDULE A WALK-THROUGH

Meet with a Vivacity Rep to learn more about how Dream can help you and your school/district.



## **OUR STORY**

Our story began in the Spring of 2018 with a single device case and a vision to be an all-inclusive K-12 EdTech solutions provider. Today, we are privileged to serve over 2,000 school districts nationwide ranging in all sizes. How did we achieve this growth in a few short years? By doing business better. When industry veteran and CEO, Eli Maloley, brought Vivacity Tech to life he did so by setting the foundation of the company on one solid principle: Be Better. Provide better service, better products, and better solutions at a better value; all while bettering society.

Since our inception, we've worked tirelessly to achieve this goal. We've brought all services under one roof, keeping costs low and streamlining the buyer's journey in the process. We've opened two full Chromebook repair centers, cultivated top-tier partnerships with leading Chromebook manufacturers and recently increased our customer reach with a second office in Greenville, South Carolina.

We've hired a slew of product engineers and designers to manufacture a full suite of storage solutions including smart charging carts, cabinets and device cases along with Chromebook accessories. We've added curriculum developers to our team and offer a Student Repair Academy giving students hands-on training and certifications to repair broken mobile devices. Finally, to round out the total one-to-one deployment package, we developed our very own award-winning asset management software, DREAM.

We stand out for bringing unrivaled energy and innovation to the EdTech industry, giving back along the way, all for the sake of education and our customers.

## **MISSION**

At Vivacity Tech our mission is to provide 1:1 mobile device deployment solutions with the most value. We want to be a single source EdTech solutions provider, streamlining the deployment process. It is absolutely important to us that we make the buying experience for schools everywhere vivacious.

To do this we took our first step forward by becoming a manufacturer/Value Added Reseller hybrid. Vivacity combined manufacturing, distribution, and services under one roof. This cuts the middleman out at every step bringing the lowest cost products to the customer in the most efficient way.

## **VALUES**

1

### **BE BETTER**

Vivacity was founded on this notion. The goal is to strive to outperform the competition and be the best option for our customers in every way, every time. Settling is not an option.

2

### **CARRY PASSION**

Enjoying a profession makes it worth doing and drives better results. Everyone in our company is encouraged to find what they love and nurture those skills and ambitions.

3

### **KEEP DREAMING**

We live life outside of the box. Taking risks and thinking big to achieve what has yet to be done is what we strive for. No goal is unattainable.

4

### **GIVE FORWARD**

As the first and only PBC in the EdTech industry it is important to us that we foster the communities around us. We want our donations and our partnerships to cultivate a culture of giving and helping others.

5

### **STAY VIVACIOUS**

Our team members are bright, upbeat people who want to spread positivity through their work. We do away with the boring and drab and lean into fun and free spirited.



## **PUBLIC BENEFIT CORPORATION**

As the first and only Public Benefit Corporation (PBC) to provide technology hardware to schools, Vivacity Tech believes we have a responsibility to ensure our nation's students succeed. When we incorporated as a Public Benefit Corporation, we were required to state the specific benefit our corporation would be held accountable to. We felt that "giving back a portion of profits to schools for the propagation of technology-enabled pedagogy" was fitting with our desires and abilities. Our efforts go far beyond selling products and begins with our team forming long-lasting partnerships focused on school districts' success.

At Vivacity Tech, we have always believed in the importance of building a great company that strikes a balance between profitability and social conscience. It started upon incorporation and continues to propel why we do business.

Our public benefits director keeps a keen eye on amounts we're able to give back, as well as specific needs that arise. Have something we should consider? Email us at [giveback@vivacitytech.com](mailto:giveback@vivacitytech.com). We would love to hear from you!



### QUICK FACTS

Headquarters:  
**St. Paul,  
Minnesota**

100%  
**VIVACIOUS**

Hours spent  
Volunteering  
**3360**

Additional Office  
Locations  
**GREENVILLE, SC  
DENVER, CO  
CHICAGO, IL**

**2000**  
Districts Served

**\$6000**  
Donated toward  
scholarships



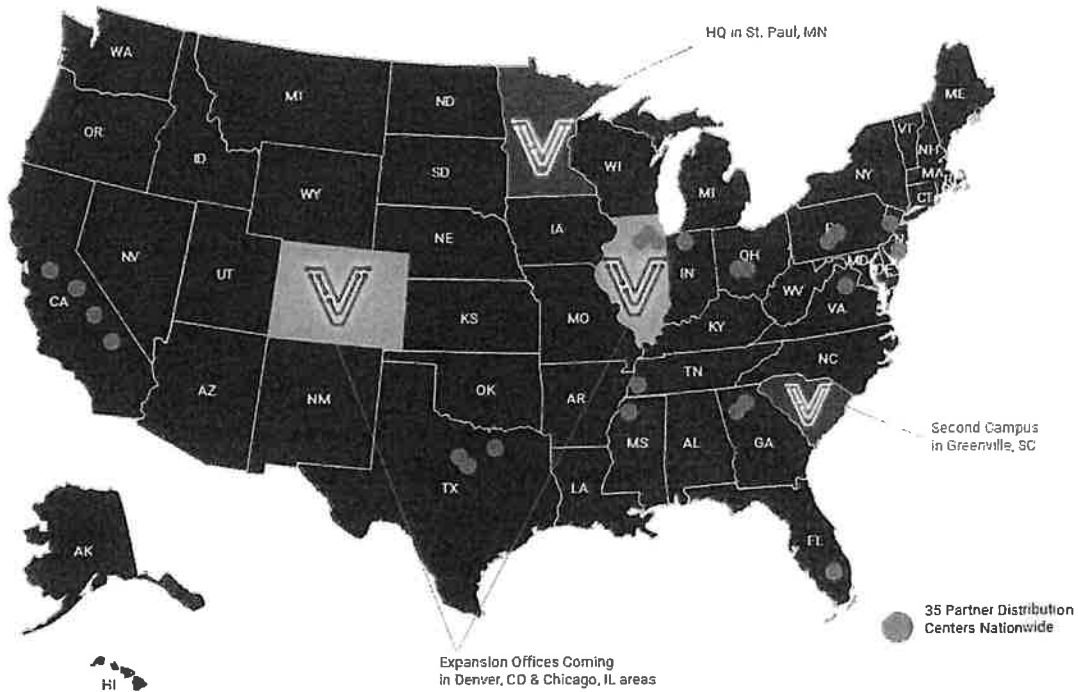
**0**  
Boring meetings had

**\$250,000+**  
IT equipment donated

**35**  
Partner Distribution  
Centers

Adding  
**3 NEW SCHOOL  
DISTRICT**  
Customers Daily

Partnership with  
**ST. PAUL RIGHT  
TRACK PROGRAM**



QUICK FACTS








## **OUR TEAM**

At Vivacity Tech, we're passionate about creating an inclusive company culture that values and promotes diversity. We believe a diverse workplace drives better value, better decisions and better products. To that end, we've cultivated a gender-balanced leadership team, hired diversity consultants to help ensure we stay on par with our company initiatives and established a partnership with the city of St. Paul to give under-resourced youth on-the-job training and professional development. We believe building a team from the ground up that is diverse in people, perspectives and experiences allows us to make smarter business decisions.

Public Benefit Corporations have what's called a Triple-Bottom-Line; "People, Planet, Profits" – in that order. From Professional Development allowances to robust benefits to incredible incentives, we ensure our People are taken care of. What's really cool? Our desire for excellence. The passionate, collaborative and friendly environment is tangible as we ensure our teammates succeed in doing what we do best – driving change for the better.

## PRODUCT REFERENCE GUIDE

PRODUCT NAME & SKU	DESCRIPTION	DIMENSIONS (WxDxH)	COLOR	
SLEEVES	 <b>Rigid Sleeve</b> VTCASE-RSV11-BK	Non-rip, water resistant nylon jacquard, scratch-free microfiber lining, fits all 11.6" devices, high-density layers, student ID window, padded shoulder strap with swivel snap hooks	10.5" x 1.15" x 13.8"	Black
	 <b>Soft Sleeve</b> VTCASE-SSV11-GY	Water resistant polyester, scratch-free microfiber lining, fits all 11.6" devices, high-density foam, student ID window, padded shoulder strap with swivel snap hooks	9.45" x 1.15" x 13"	Grey
	 <b>11" V3 Sleeve</b> VTCASE-V3V11-GY	Water resistant polyester, scratch-free microfiber lining, fits all 11.6" devices, multiple high-density layers for protection, padded shoulder strap with swivel snap hooks, student ID window	9.38" x 1.75" x 13.38"	Grey
WORK-IN	 <b>11" Work-In Case</b> VTCASE-WICP11-GY	Water resistant polyester, scratch-free microfiber cool-decking, nylon handles, student ID window, rigid layers & high-density foam, padded shoulder strap with swivel snap hooks	14" x 1.38" x 9.13"	Grey
	 <b>14" Work-In Case</b> VTCASE-WICP14-GY	Water resistant, polyester, scratch-free microfiber cool-decking, student ID window, padded shoulder strap with swivel snap hooks, rigid layers & high-density foam	15.25" x 1.63" x 10.13"	Grey
	 <b>Sidekick Carrier</b> 11" VTCASE-HZ11-GY 14" VTCASE-HZ14-GY 15" VTCASE-HZ15-GY	Water resistant polyester, scratch-free microfiber lining, Padded shoulder strap with swivel snap hooks, student ID window, pouch with modular elastic band, inside mesh pocket	14" x 2" x 10" 15.5" x 2" x 11" 17" x 2" x 13.38"	Grey
SHOULDER BAGS	 <b>Laptop Backpack</b> VTBPKP-GY	Water resistant with drop protection, fits devices up to 15", protected pockets, multiple high-density layers, padded & adjustable shoulder straps	14" x 5" x 17"	Grey
	 <b>PVC Backpack</b> VTBPKP-CLR	Water resistant, PVC material, mesh pockets, fits devices up to 15", room for any accessories, reinforced & adjustable padded shoulder straps	12.5" x 6" x 16.5"	Clear
	 <b>6-Unit Cabinet</b> VTCABI-B06-BK	Durable, all steel construction, separate compartment for power supplies, specialized cable management grommets, wrap doors, wall mount or stackable	10.99" x 17.43" x 15.20"	Black
STORAGE	 <b>12-Unit Mini Cabinet</b> VTCABI-M12-BK	Durable, all steel construction, separate compartment for power supplies, specialized cable management grommets, wrap doors, wall mount or stackable	18.76" x 17.43" x 15.20"	Black
	 <b>16-Unit Cabinet</b> VTCABI-B16-BK	Durable, all steel construction, separate compartment for power supplies, specialized cable management grommets, wrap doors, wall mount or stackable	23.29" x 17.43" x 16.04"	Black
	 <b>30-Unit Cart</b> VTCART-B30-BK	Durable, all steel construction, lock & charge, Cable management bar, 4" non-marring casters, non-slip top for accessories	24.13" x 21.56" x 38.41"	Grey/Black
	 <b>30-Unit Smart Cart</b> VTCART-C30-GY	Durable, all steel construction, lock & charge, cable management bar, 4" non-marring casters, non-slip top, cycle timer	24.13" x 21.56" x 38.41"	Grey/Black
	 <b>36-Unit Cart</b> VTCART-C36-GY	Durable, all steel construction, lock & charge, cable management bar, 4" non-marring casters, non-slip top, cycle timer	24.33" x 22.14" x 43.53"	Grey/Black
ACCESSORIES	 <b>Tool Kit</b> VTPART-TLKT	Magnetizer, pry pieces(x3), H4 to H6.3 socket, H6.3 to H4 socket, flat tweezers, curved tweezers, shot pointed tweezers, pry bars(x2), anti-static wrist strap		
	 <b>EMR Stylus</b> VTPART-EMR-BK	Pressure sensing, palm rejection, battery free, hard POM tip, compatible with all EMR touchscreen Chromebooks		Black
	 <b>Power Adapter</b> VTPAR-PWR-C	45W AC adapter, USB-C connector, works with existing USB-C Chromebooks, connector-3 pin/grounded, mates with Type-C connector		Black



## **SOLUTIONS FROM THE START**

We're your trusted partner for the long haul—before, during and after your purchase has been completed. Vivacity Tech is a national leader in 1:1 deployments for K-12 school districts. Our unique hybrid manufacturing and reselling approach allows us to deliver the smoothest, most affordable Chromebook deployments anywhere in the nation.

Deploying Chromebooks is the heart of our company, and we have specialized our services for streamlining this process. From consultation to successfully getting devices into your classroom, we offer the most value along with top-notch customer service every step of the way.

The process can be as customizable as needed. Devices can show up ready to be passed out from the box, with cases and charging carts already personalized and equipped for use. Or, if preferred, devices can arrive ready for some set up and organization before being handed to students.

Take a look into our process for turn-key 1:1 deployments.

## PRE-DEPLOYMENT

1

### HASSLE-FREE CONSULTATION

Our team of sales professionals meets with you to understand your school district's needs and helps determine the best deployment solutions for you.

2

### ZERO-TOUCH SERVICES

With our customized in-house services, we can prepare your devices before they are shipped, allowing you to unbox and pass out devices as soon as they arrive. Our services include:



3

### QUOTE

Our team can have quotes wrapped up in minutes and viewable in DREAM or over email. Vivacity accepts purchase orders and offers quick credit checks for easy ordering.



#### WHITE GLOVE CONFIGURATION



#### CUSTOM DEVICE ENGRAVING



#### ASSET TAGGING



#### HEAT TRANSFER

4

### ORDER

Let the fun begin! Log into DREAM to check the status of your order every step of the way.

5

### PRODUCTION

We'll get to work on your order and provide real-time updates on the production status in DREAM.



6

### SHIPMENT AND DELIVERY

Your shipment is on the way!



#### GREEN SHIPPING



#### QUALITY CONTROL



## POST-DEPLOYMENT



### FREE, UNLIMITED CUSTOMER SUPPORT

In addition to having access to our full resource library and how-to videos, our certified technicians are available to help with any and all Chromebook needs.



### DEVICE BUYBACKS

We buy back old, unwanted mobile devices of all makes, ages and conditions so your school district can replenish its budget and purchase new IT equipment.



### SEAMLESS REPAIRS

## VIVACITY REPAIR CENTER

Regardless of our pre-arranged service agreement, we've made the entire repair process as painless as possible from ticket submission to ticket tracking to repair turnaround times.

## STUDENT REPAIR ACADEMY

SRA is Vivacity-developed curriculum intended to fully train students in becoming certified technicians and repair your devices in house.



### **VIVACITY TECH REPAIR CENTERS**

Vivacity Tech repair centers are authorized service providers for **HP, Lenovo, Dell, Acer, ASUS, Safeware** and **Worth Ave Group**, with technicians who are highly trained. DREAM, our asset management software, provides full visibility into the repair process. Create a repair ticket, ship the device to us for service, and monitor the status of the repair through the dashboard.

From start to finish the entire repair process including diagnostic averages at 30-45 minutes per repair. Our Bench Rate is \$15.00 per 15 minutes of diagnostic/repair. Our turn around is 1-2 business days for a standard repair so long as the parts are in stock at our repair center. If the parts are not in stock they are ordered as soon as possible and the repair is completed once the part arrives.

## REPAIRS STEP BY STEP

1

### DAMAGE CHROMEBOOK



We know accidents happen and that sometimes devices get damaged. No matter what the problem Vivacity will help you find the best solution for repair.

2

### CREATE REPAIR TICKET IN CUSTOMER CENTRAL

Next step is to create a repair ticket. Log into DREAM, go to the Products Owned tab and find the device that needs repair and select Submit Repair Ticket or find the device by serial number. Once the device is selected fill out the appropriate information and submit.

3

### CONNECT WITH SUPPORT ABOUT SHIPPING

Our Support team will reach out once the ticket is received to discuss getting a shipping box and label sent out.

4

### MAIL DEVICE TO REPAIR CENTER

Once the device is ready to ship, put it in the mail and it will make its way to our nearest repair center.



5

### TRACK WITH DREAM

Once the device has arrived to us via mail, track its repair progress using DREAM. See updated information about where the device is within the repair system from beginning to end and all the details in-between.

6

### VIVACITY TECH REPAIRS

From start to finish the entire repair process including diagnostic averages at 30-45 minutes per repair. Our Bench Rate is \$15.00 per 15 minutes of diagnostic/repair.



7

### FIXED DEVICE IS SHIPPED BACK

Repairs take 1-2 business days on average and are sent back once the device has been fixed.

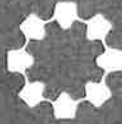
8

### PRICING (COSTS VARY)

Depending on the damage and what warranty coverage was chosen, the price of the repair will be invoiced and be accessible through DREAM.



## STUDENT REPAIR ACADEMY



### STUDENT REPAIR ACADEMY

Vivacity Tech Student Repair Academy is an online, self-paced learning program that provides students with the knowledge and technical skills they need to operate a student-led repair center.

#### STUDENT BENEFITS



- Build skills in critical thinking, creativity, collaboration, communication, technical writing and customer service
- Begin a journey into a technology career pathway
- Opportunity to make a positive impact on their community
- Vivacity Tech Certification

#### DISTRICT BENEFITS



- Students help maintain the device fleet
- Quicker repair turnaround times
- Gives students an additional platform for hands-on learning
- Account credit options on device warranties and discounts for repair parts

#### MODULES INCLUDE

- **FUNDAMENTALS OF COMPUTING**  
Discusses concepts related to types of computers, the evolution and history of computers, operating system functions, Chromebook components, and more.
- **BEST PRACTICES AND ESSENTIAL SKILLS OF A TECHNICIAN**  
Helps train students on the role of the 4 C's of the 21<sup>st</sup> Century play in the repair and maintenance of Chromebooks for your school district.
- **REPAIR TICKET MANAGEMENT**  
Trains students on the use of the Vivacity Tech Student Repair Center Portal and workflow.
- **TROUBLESHOOTING CHROMEBOOK HARDWARE AND SOFTWARE ISSUES**  
Helps train students in how to identify hardware and software problems prior to repairing them.
- **DEVICE REPAIR GUIDES**  
In-depth training on how to repair specific Hp, Lenovo, and Dell Chromebooks, the general terminology associated with parts, and the required tools needed to perform repairs.
- **FINAL PROJECT**  
Students will demonstrate a device repair, complete a self-assessment on learning objectives, and submit a course survey to obtain their certification.

---

#### CHROMEBOOK REPAIR GUIDES INCLUDE:

<b>HP 11A G6</b>	<b>HP 11A G7</b>	<b>Lenovo 100e</b>	<b>Dell 3100</b>
<b>HP 14 G5</b>	<b>HP 11A G8</b>	<b>Lenovo 300e</b>	<b>Dell 3100 2-in-1</b>
<b>HP X360</b>	<b>HP 11 MK G9</b>	<b>Lenovo 500e</b>	

*If your district issued device is not listed above, please let us know and we will work to include this offering in our certification program.*



**DREAM** Our customizable asset management software.

#### **INVENTORY MANAGEMENT**

Easily track and manage your IT assets in our user-friendly dashboard. We'll automatically upload devices you purchase from us into your **DREAM** account.

#### **REAL-TIME ORDER STATUS**

View your order status in real-time. Whether your order is in preliminary stages, production or shipment, you'll have full visibility and tracking information every step of the way.

#### **ORDER AUDIT TRAIL**

Every purchase order, quote and invoice can be viewed through your **DREAM** account. Our optimized dashboard allows you to keep track of every transaction you've ever made with us.

#### **REPAIR TRACKING**

Simplify your repair maintenance requests by submitting support tickets attached directly to your assets. Ship the device back to us for service and monitor the status of your repair through your dashboard.

#### **RESOURCE LIBRARY**

Easily troubleshoot repairs in-house with our full resource-library containing part specific repair videos.

#### **USER ROLES**

Give your entire team access down to the site level or limit permissions. Users can provide their team with only the dashboard they need.

#### **CUSTOMER SUPPORT**

**DREAM** provides 24/7 access to your dedicated Account Manager's information and unlimited customer support.

## CORPORATE RESPONSIBILITIES

Vivacity Tech is committed to minimizing the negative impact our corporate activities have on the environment and our communities. It is a responsibility we take seriously. We constantly and continuously monitor and review our operations, policies and our decisions. This is so important because Vivacity is committed to creating a better environment that will benefit everyone.

### AT VIVACITY TECH

The infographic consists of five dark grey rounded rectangular boxes arranged in two rows. The top row has three boxes, and the bottom row has two boxes. A central white plus sign (+) is positioned between the two rows. Each box contains a white icon and a short paragraph of text.

- Top Left:** Icon of a sun with rays. Text: "We have implemented automated climate control systems to regulate the heating and cooling of our office based on the outdoor temperature to reduce energy use."
- Top Middle:** Icon of two hands holding a heart. Text: "We have provided recycling bins in our office for employees to dispose of recyclable materials whenever able."
- Top Right:** Icon of a coffee cup. Text: "We have implemented drinking stations for use by all employees to minimize the waste of plastic bottles and encourage the use of reusable drinkware. We also restrict the use of plastic or paper dishes by supplying stoneware and glassware for all plates, bowls and cups as well as silverware."
- Bottom Left:** Icon of a flower. Text: "Natural based products are used by our cleaning crew to reduce the use of chemical cleaners that can be harmful to our employees and our environment."
- Bottom Middle:** Icon of a medal. Text: "More than 80% of our shipments are handled by carriers who have been given the Smartway Excellence award which recognizes outstanding environmental performance and leadership."

As a Public Benefit Corporation we will use our status to further benefit our local schools through volunteering our time, energy, and funds. We are held to socially responsible standards and we are required to publish our public benefit efforts. This includes how we lessen the environmental impact of our business.

We are always using our knowledge and expertise as a vehicle to lessen our environmental impact in how we package and ship our products.




## GREEN SHIPPING

Making shipping easier for our customers and on the planet is a huge goal at Vivacity Tech. Because of this we implemented a green shipping initiative to cut down on waste, properly recycle materials, and streamline device deployment.

### BENEFITS

- Saves time: Grab devices and pass them out from the box
- Affordability: At no additional cost to the customer
- Reduces original equipment manufacturer packaging waste
- Makes distributing mobile devices easier
- Convenient packaging safely ships devices and power adapters
- More sustainable solution for the environment

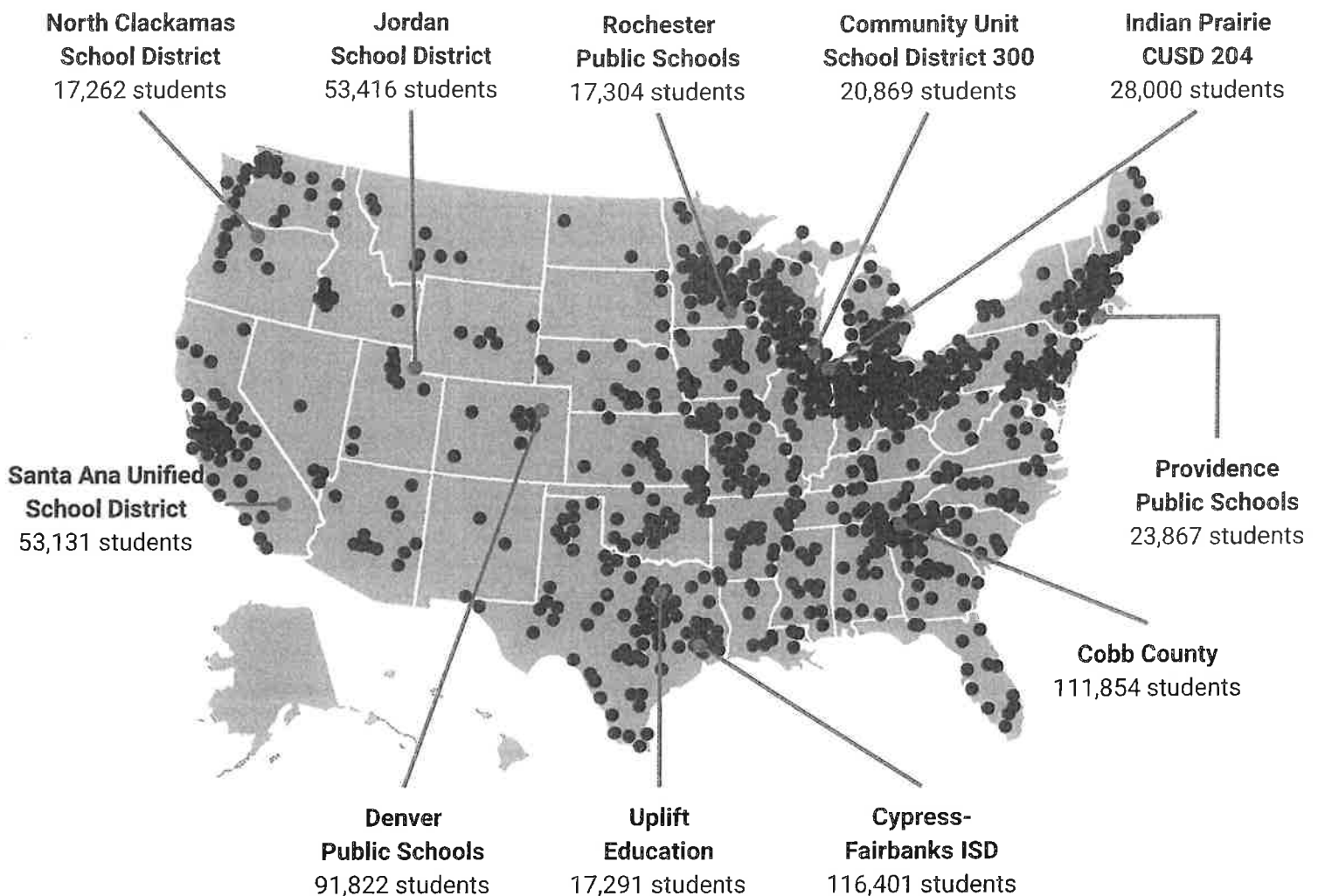
### GREEN SHIPPING BOXES

- Capacity: 5 or 10 units fit comfortably per box
- 350 Chromebooks on 1 pallet
- Original equipment manufacturer materials are properly recycled with local recycling centers
- Optional service to send original equipment manufacturer boxes separately
- 10 Unit (in) - 22L x 14W x 11H
- 5 Unit (in) - 14L x 12W x 11H
- Packed with  in the USA



## CUSTOMERS AND REACH

Vivacity Tech is a tech resource for schools and school districts all across the United States. Our Regional Sales Managers work all throughout the country to give the best service possible. We currently serve over 2,000 districts and on average add 3 school district customers each day. See the map below for a visual representation of Vivacity Tech's customer concentration and reach.





## BUSINESS REFERENCES

### **WHITKO COMMUNITY SCHOOL**

**Abby Spurlin, Device Manager**

(260) 723-0594 or [abby.spurlin@whitko.org](mailto:abby.spurlin@whitko.org)

**Project Overview:** Whitko Community Schools purchased over 800 Chromebooks with Vivacity Tech Extended Warranties. Whitko also utilizes our free asset management software, Customer Central. They have been customers with us for over 2 years.

### **COMMUNITY UNIT SCHOOL DISTRICT 300**

**Gary Krause, ADM Executive Director - IT/Operations**

(847) 551-8440 or [gary.krause@d300.org](mailto:gary.krause@d300.org)

**Project Overview:** Community Unit School District 300 has purchased over 22,000 Chromebooks along with Vivacity Tech's Sidekick Carrier Cases and our Smart Charging Carts. District 300 uses our free asset management software, Customer Central and they are enrolled in our Student Repair Academy.

### **UPLIFT EDUCATION**

**Thi Kethavong, Senior Tech Director**

(469) 621-8500 or [SKethavong@uplifteducation.org](mailto:SKethavong@uplifteducation.org)

**Project Overview:** Uplift Education has purchased approximately 13,000 Chromebooks from Vivacity Tech. They have been our client for 2 years and counting. Uplift has also purchased Luxor Carts, HDMI cables, and other accessories through Vivacity Tech.

### **INDIAN PRAIRIE SCHOOL DISTRICT**

**Brian Grinstead, Support Services Coordinator**

(603) 375-3000 or [brian\\_grinstead@ipsd.org](mailto:brian_grinstead@ipsd.org)

**Project Overview:** Indian Prairie School District purchased over 9,000 Chromebooks along with parts and accessories from Vivacity Tech. They chose to have White Glove service and Asset Tagging along with Green Shipping. IPSD has also taken advantage of our repair services and we have completed over 11,000 repairs for their district.



## CUSTOMER TESTIMONIALS

### **KIM WILSON**

#### **Haralson County School District**

My first experience with Vivacity started with just buying some Chromebooks for the school year. We trusted them with a few hundred Chromebooks and they delivered on all of our needs. They even had them set up and ready for students upon arrival. We were so happy with our order that we made another order for their 30 carrier smart carts to have in the classroom. They were amazing quality! Since then, I have yet to see anything better. They have the best carts, Chromebook cost, and outstanding customer service! Vivacity Tech has made my life easier and has provided for all of my students effortlessly.

### **THI KETHAVONG**

#### **Uplift Education**

I've worked with Vivacity Tech for almost a year and a half and I have enjoyed every minute. Their customer service and satisfaction really sets them apart from other vendors! Our representative takes care of all of our Chromebook, charging cart, and case needs. She makes sure to communicate and is always available when we need her. I am looking forward to continuing to work with Vivacity for many years to come!

### **CARMEN WILSON**

#### **Crawford County School District**

I have purchased several Chromebooks, carts, cabinets and cases from Vivacity and I am very impressed with all of the products I have received. Our sales representative is very knowledgeable and honest when selling us products. I appreciate their attention to detail and approach to giving us the best product at the best price. I particularly enjoy the 30 unit cart and the 12 unit wall cabinet from Vivacity. They are the lowest cost carts and cabinets on the market that I have seen and I am very impressed with the quality of them. Vivacity Tech is different from other EdTech companies because they have amazing products that are a great value, coupled with great customer service.

### **DENTON WAINWRIGHT**

#### **Taylor County School**

I've enjoyed working with Vivacity Tech over the last year. They are super responsive to any request I may have. The products they manufacture are high quality and Vivacity stands behind every product they sell. They even have taken the time to listen to any product improvement ideas and implemented them when they are able. Their superior products, value, and customer service make them stand apart from other vendors I've worked with in the past.



### **STUDENT REPAIR ACADEMY**

Vivacity Tech PBC helped District 300 accomplish their goals by combining their needs into a complete 1:1 deployment package.

### **DREAM**

Vivacity Tech's **DREAM** software allowed District 300 to eliminate three separate programs from their daily operations. The introduction of **DREAM** into their district brought their billing department, IT staff, teachers and students into one, free, standardized system.

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These solutions combined with a parts depot, a pool of loaners, and dedicated IT staff, gave District 300 the solutions they needed to scale their one-to-one program in meaningful ways. Students also increased their own knowledge of managing their district's fleet of devices, becoming solid self-maintainers of their technology.





SAY HELLO TO

# VIVACITY GREENVILLE

In order to better serve our customers Vivacity Tech is branching out. Our Vivacity Greenville location in Greenville, South Carolina is an amazing opportunity to push forward in our mission to provide solutions with the best value.

This location offers a full production center which includes in house services such as laser etching, embroidery, and white gloving. It will also serve as a full distribution center and a complete HP and Lenovo repair center.

Our team in Greenville is passionate about their work and excited to form new partnerships. This office is filled with a diverse group of people with an immense amount of drive and experience. We are happy to be closer to our clients to be able to serve them faster, more efficiently, and more effectively.

**HOWARD™**



**Response To  
Hickman County BOE  
Request for Quote  
for**

**“Chromebooks and Chrome Management  
Licenses”**

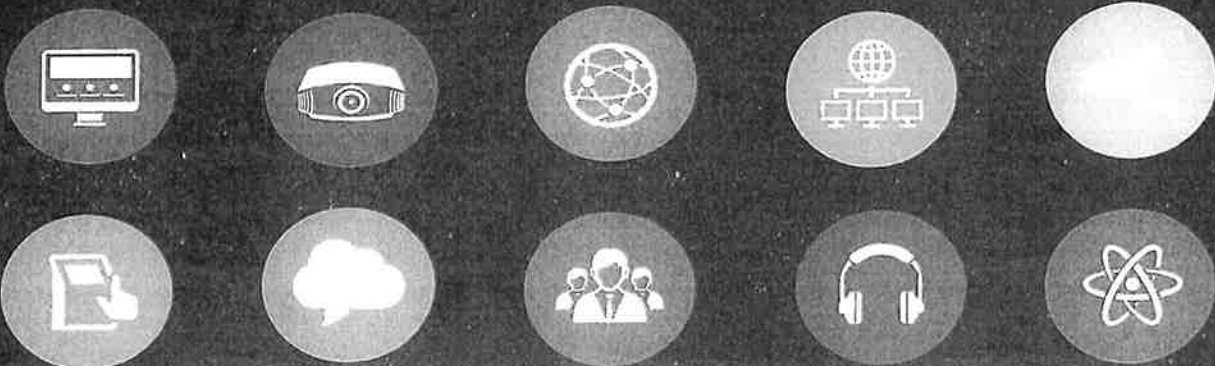
**September 25, 2023 @ 10:00 AM**



**HOWARD** edu

**Our Vision and Strategy**

**We do IT**



## Letter of Transmittal

September 21, 2023

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

RE: "Chromebooks and Chrome Management Licenses"

Hickman County BOE:

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

Howard Technology Solutions, a division of Howard Industries, Inc., was established in 1998 with our parent company being founded in 1968. Howard Technology Solutions currently employs approximately 4,531 employees. Howard Technology Solutions is driven by helping our customers understand technology products and services that could benefit their organizations.

Howard Education focuses solely on the needs of K12 School and Higher Education facilities, supplying them with innovative educational solutions and affordable technology—everything needed to create the optimal learning environment. From distance learning and interactive assessment tools to mobile presentation carts, storage solutions, and network security, Howard Education is transforming education with affordable technology.

The office location that will serve as the main point of contact is Howard Technology Solutions at 36 Howard Dr., Ellisville, MS 39437. (Phone) 601.425.3181; (Email) Your point of contact for this RFP is: Brandey Boyd: Bids & Contract Manager, (Phone) 601.399.5831 (Fax) 601.399.5077 (Email) [bboyd@howard.com](mailto:bboyd@howard.com).

36 Howard Drive • Ellisville, MS 39437  
P.O. Box 1590 • Laurel, MS 39441

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[www.Howard.com](http://www.Howard.com)

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Company URL: [www.howardcomputers.com](http://www.howardcomputers.com)

Address: P O Box 1590 Laurel, MS 39441

DUNS Number: 04-341-7476

UEI – DPYMJBXHMFK5

## Sales

Morgan Sims

K-12 Inside Sales Representative

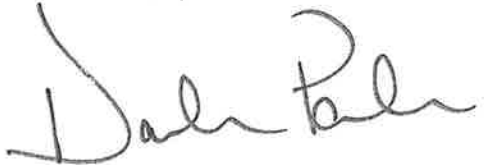
Howard Technology Solutions

36 Howard Dr. Ellisville, MS 39437

Office: (601) 399-5839

Fax: (601) 399-5077

Sincerely



Darlene Parker

Bid Specialist

Phone: 601.425.3181 Ext: 5044

Fax: 601.399.5077

Email: [bids@howardcomputers.com](mailto:bids@howardcomputers.com)

Invitation to  
Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Units and Chrome OS Management Service License.

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebooks and Chrome Management Licenses". Bids will be opened on Monday, September 25th, 2023 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.

**Bid Specifications for Chromebooks:**

Chrome OS

14 inch screen (non-touch) preferred

4 GB RAM preferred

16 GB Hard Drive Size Preferred

Wireless Compatible

USB and HDMI ports available

Headphone Jack

Lenovo brand preferred but other brands will be considered.

Prices are to include shipping and handling charges for Google EDU license, delivery, asset tagging/configuration. Chromebooks should be named and enterprise enrolled to the proper school in Google Admin Console as determined by Hickman County Schools.

Any color choice is determined by Hickman County Schools.

12 month support warranty for Chromebook

Questions should be directed to Brad Gilbert, Technology Coordinator, via e-mail at [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)

No exact number of chromebooks being ordered is available at this time. Initial order will be for over 200 but less than 500. A price breakout dependent on quantity purchased will be accepted. Bid prices are expected to be good until June 30, 2023.

# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: 09/21/2023 Name: Darlene Parker

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

I have no conflict of interest to report.

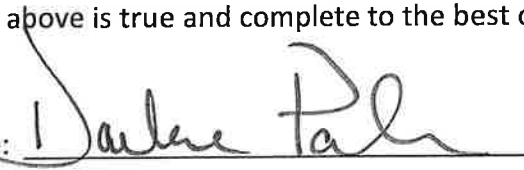
I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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

Date: 09/21/2023 Signature: 

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



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

## Online Quotation

<b>Quote No:</b>	AS13 1331518.00	<b>Quote Date:</b>	September 19, 2023
<b>Customer Name:</b>	Brad Gilbert	<b>Phone Number:</b>	9317293391
<b>Company Name:</b>	Hickman County Schools	<b>Fax Number:</b>	
<b>Quote Name:</b>	Lenovo Chromebook Qty 500		

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type:</b>	<b>Accessories</b>			
1:	Lenovo 14e Chromebook Gen 3 NB 14e G3 N100 4G 32G CRM 14eG3 HD HDRGB WL GY Standard Storm Grey Integrated Graphics Chrome_Entry_Royalty N13 1Y mailin 32 GB eMMC 5/1 Onboard Storage TLC 65W USB-C 90% PCC 2pin AC Adapter - US Chrome World Wide Multiple Language PUB POL/POR/BUL/BRL/SPA/ ENG Black Painting - English Chrome NETSWEEPER_NETFILTE R_PLUS_1Y 14eG3 N100 IG+4G+32G NE Chrome OS Zero-Touch Enablement Service 14 HD TN AG 250N Intel® Wi-Fi 6E AX211 2x2 AX & Bluetooth® 5.1 or above Intel® N100 Processor (0.80 GHz up to 3.40 GHz) 4GB(2X16GX32)_LP5_6 400 3 Cell Li-Polymer 57Wh 720P HD RGB with Dual Microphone Google Education Package License	500	\$339.00	\$169,500.00
2:	Lenovo Enhanced Asset Tag	500	\$6.50	\$3,250.00
3:	**Optional- if needed** Google Chrome OS Management Console - License - academic	500	\$32.00	\$16,000.00
<b>Sub-Total:</b>				\$188,750.00
<b>Shipping &amp; Handling :</b>				Included
<b>Taxes:</b>				Tax Exempt
<b>Total for Item 1:</b>				\$188,750.00

This quote will expire October 19, 2023.  
 To expedite your order, please include your quote number with your Purchase Order.

### Total for all pre-configured items

<b>Sub-Total:</b>	\$188,750.00
<b>Shipping &amp; Handling :</b>	Included
<b>Taxes:</b>	Tax Exempt
<b>Total:</b>	\$188,750.00

**Notes:**

\*\* Lenovo's device description includes a line that states "Google Chrome Education Package". I've also included a google license line on the quote in the case that Lenovo's package is not the same product. \*\*

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

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## Option

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



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

## Online Quotation

**Quote No:** AS13 1331695.00  
**Customer Name:** Brad Gilbert  
**Company Name:** Hickman County Schools  
**Quote Name:** Chromebook Bid - HP Option

**Quote Date:** September 20, 2023  
**Phone Number:** 9317293391  
**Fax Number:**

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type:</b>	<b>Accessories</b>			
1:	HP Chromebook 14 G7 - Intel Celeron N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 4 GB RAM - 32 GB eMMC - 14" 1366 x 768 (HD) - Wi-Fi 6 - jet black - kbd: US	500	\$215.00	\$107,500.00
2:	Google Chrome OS Management Console - License - academic	500	\$32.00	\$16,000.00
3:	Asset Tagging - QTY 251-1000	500	\$3.75	\$1,875.00
			<b>Sub-Total:</b>	\$125,375.00
			<b>Shipping &amp; Handling :</b>	Included
			<b>Taxes:</b>	Tax Exempt
			<b>Total for Item 1:</b>	\$125,375.00

This quote will expire October 20, 2023.  
To expedite your order, please include your quote number with your Purchase Order.

### Total for all pre-configured items

<b>Sub-Total:</b>	\$125,375.00
<b>Shipping &amp; Handling :</b>	Included
<b>Taxes:</b>	Tax Exempt
<b>Total:</b>	\$125,375.00

#### Notes:

**\*\*Pricing valid for any QTY\*\* \*\*Inventory subject to change\*\***

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

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# HP Chromebook 14 G7 Specifications

- Product image
- Operating systems
- Processors
- Memory
- Graphics
- Networking/communication
- Display
- Storage/drives
- Ports/slots
- Audio/multimedia
- Keyboards/pointing devices
- Software/security
- Power
- Physical specifications

## Product image



## Operating systems



Feature	Description
Preinstalled	Chrome OS

## Processors

Feature	Description
Intel Celeron Processor N4500	1.10 GHz base frequency 2.80 GHz burst frequency 4 MB L3 cache and 2 cores
Intel Celeron Processor N5100	1.10 GHz base frequency 2.80 GHz burst frequency 4 MB L3 cache and 4 cores
Chipset	Integrated with processor

**NOTE:** Multicore is designed to improve performance of certain software products. Not all customers or software applications necessarily benefit from use of this technology. Performance and clock frequency vary depending on application workload and hardware and software configurations. Intel numbering is not a measurement of higher performance. Processor speed denotes maximum performance mode; processors run at lower speeds in battery optimization mode.

## Memory

Feature	Description
Standard	LPDDR4X-4266 SDRAM Memory soldered down
Configurations	8 GB LPDDR4X-4266 SDRAM 4 GB LPDDR4X-4266 SDRAM
Maximum	8 GB



Feature	Description
<b>Graphics</b>	
	Intel UHD Graphics
Integrated	NOTE: High-definition (HD) content is required to view high definition images.
Supported	HD decode, DX12, and HDMI

### Networking/communication

Feature	Description
	Intel Dual Band Wi-Fi 6 AX201 802.11a/b/g/n/ac/ax (2x2) WLAN and Bluetooth 5 Combo, non-vPro MU-MIMO supported
Wireless LAN (WLAN)	HP Extended Range Wireless LAN supported  NOTE: Wi-Fi 6 is backwards compatible with prior 802.11 specs. Wireless access point and Internet service is required and is not included. Availability of public wireless access points limited. The specifications for the 802.11 WLAN are draft specifications and are not final. If the final specifications differ from the draft specifications, it might affect the ability of the notebook to communicate with other 802.11 WLAN devices.
Chromecast	Yes

### Display

Feature	Description
Non-touch panels	35.56 cm (14.0 in) diagonal, HD, anti-glare, WLED SVA, 250 nits, 45% NTSC, eDP NB ultraslim (1366 x 768) 35.56 cm (14.0 in) diagonal, FHD, anti-glare, WLED UWVA, 250 nits, 45% NTSC, eDP NB slim (1920 x 1080)
Touch panels	35.56 cm (14.0 in) diagonal, HD, anti-glare, WLED SVA, 250 nits, 45% NTSC, eDP NB touch on panel (1366 x 768)



Feature	Description
	35.56 cm (14.0 in) diagonal, FHD, anti-glare, WLED UWVA, 250 nits, 45% NTSC, eDP NB slim touch on panel (1920 x 1080)

NOTE: High-definition (HD) content is required to view high definition images. Resolutions are dependent upon monitor capability and resolution and color depth settings.

## Storage/drives

Feature	Description
	32 GB eMMC 5.0
Primary storage	64 GB eMMC 5.0
	128 GB eMMC 5.0

NOTE: For solid state drives or hard drives, GB = 1 billion bytes; TB = 1 trillion bytes. Actual formatted capacity is less. Up to 9 GB is not user available.

## Ports/slots

Feature	Description
	(1) USB 3.2 Gen 1 Type-C port (Power Delivery, video, data)
	(2) USB 3.2 Gen 1 Type-A ports
Ports	(1) Headphone/microphone combo jack
	(1) HDMI v1.4 (cable sold separately)
	(1) MicroSD card reader (supports SD, SDHC, and SDXC)
Slots	(1) Nano lock slot (lock sold separately)

## Audio/multimedia

Feature	Description
Audio	HD Audio



Feature	Description
	Two 2-watt stereo speakers
	Integrated dual microphones
	720p HD camera
Camera	Privacy shutter (optional)

**NOTE:** High-definition (HD) content is required to view high definition images.

## Keyboards/pointing devices

Feature	Description
Keyboard	Full-size island-style Chrome keyboard Spill resistant and backlight
Pointing device	Clickpad with multi-touch gesture support Taps enabled as default

## Software/security

Feature	Description
Manageability features	Chrome Education Upgrade <b>NOTE:</b> Sold separately. Requires one-time setup, subscription, Google Admin Console, and your organization domain. For more information, go to the Google G Suite Admin page.
Software	HP Classroom Manager (sold separately)
Security	Titan C security chip Nano lock slot (lock sold separately)



# Power

Feature	Description
Power supply	Adapter HP Smart 45 W USB Type-C adapter
	Power cord 3-wire plug - 1.0 m (3.28 ft)
	HP Long Life 2-cell, 47 Wh Li-ion polymer HP Fast Charge Technology (90% in 90 minutes)
Primary battery	<b>NOTE:</b> Battery is internal and not replaceable by customer. Serviceable by warranty. Recharges up to 90% within 90 minutes when the system is off or in standby mode when used with the power adapter provided with the notebook. After charging has reached 90% capacity, charging speed returns to normal. Charging time varies +/-10% due to system tolerance. Actual battery Watt-hours (Wh) varies from design capacity. Battery capacity naturally decreases with shelf life, time, usage, environment, temperature, system configuration, loaded apps, features, power management settings and other factors.
Battery life	Up to 12 hours and 30 minutes <b>NOTE:</b> Testing conducted by HP using Google Chrome OS power_LoadTest. Battery life varies and the maximum capacity of the battery naturally decreases with time and usage.
Battery weight	0.192 kg (0.42 lb)

# Physical specifications

Feature	Description
Weight	Starting at 1.54 kg (3.395 lb) <b>NOTE:</b> Weight varies by configuration and components.
Dimensions (W x D x H)	32.64 x 22.68 x 1.83 cm (12.85 x 8.93 x 0.72 in)



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Yes  No

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REQUEST FOR PROPOSAL  
**Chromebooks and Chrome Licenses**

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

## Index

Page 1-4. Cover Letter.

Page 5-6. Quote and Description

Page 7. Conflict of Interest Disclosure Form

Prepared by:

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

**Microsoft**  
AUTHORIZED  

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Refurbisher



### **Company Overview**

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

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

### **Background and Workforce**

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

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

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

### **Trust**

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

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**AUTHORIZED**  

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*Refurbisher*



### **Financial and Business Viability**

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

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

### **Non-Collusion**

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

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

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

### **Payment Options**

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

### **Delivery**

The product is in stock and available to ship

**Microsoft**  
**AUTHORIZED**  

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*Refurbisher*



## References - SYSTEM LIQUIDATION

Arab City School District  
Brian Quillin, Technology Coordinator  
Coordinator  
bquillin@arabcityschools.org  
256-931-9321

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

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

**Microsoft**  
AUTHORIZED  

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Refurbisher



### OPTION 1

<b>PART #</b>	<b>DESCRIPTION</b>	<b>AUE</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
HP 3V2U9UT#ABA	HP Chromebook 14 G7 - Intel Celeron N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 4 GB RAM - 32 GB eMMC - 14" Screen Non-Touch (HD) - Wi-Fi 6 - Jet black	June 2030	\$238.45	250	\$59,612.50
LICENSE	Google Chrome License		\$31.50	250	\$7875.00
WHITE GLOVE	Google Enrollment, Asset Tags		\$8.00	250	\$2000.00
				<b>TOTAL INCLUDING FREIGHT</b>	<b>\$69,487.50</b>

### OPTION 2

<b>PART #</b>	<b>DESCRIPTION</b>	<b>AUE</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
HP 3V2U9UT#ABA	HP Chromebook 14 G7 - Intel Celeron N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 4 GB RAM - 32 GB eMMC - 14" Non-Touch Screen (HD) - Wi-Fi 6 - Jet black	June 2030	\$238.45	500	\$119,225.00
LICENSE	Google Chrome License		\$31.50	500	\$15750.00
WHITE GLOVE	Google Enrollment, Asset Tags		\$8.00	500	\$4000.00
				<b>TOTAL INCLUDING FREIGHT</b>	<b>\$138,975.00</b>

**Microsoft**  
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### OPTION 3

<b>PART #</b>	<b>DESCRIPTION</b>	<b>AUE</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
LENOVO 82W60000US	Lenovo 14e G3 - Intel N100 (0.80GHz) - 14" Screen Non-Touch Display - Chrome OS - 4.0GB - 1x32GB eMMC - Intel UHD Graphics - BT 5.1 or above - Wi-Fi 6E AX211 - 720P HD RGB - 3 Cell Li-Pol 57Wh - 1 Y	June 2031	\$334.65	250	\$83,662.50
LICENSE	Google Chrome License		\$31.50	250	\$7875.00
WHITE GLOVE	Google Enrollment, Asset Tags		\$8.00	250	\$2000.00
				<b>TOTAL INCLUDING FREIGHT</b>	<b>\$93,537.00</b>

### OPTION 4

<b>PART #</b>	<b>DESCRIPTION</b>	<b>AUE</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
LENOVO 82W60000US	Lenovo 14e G3 - Intel N100 (0.80GHz) - 14" Screen Non-Touch Display - Chrome OS - 4.0GB - 1x32GB eMMC - Intel UHD Graphics - BT 5.1 or above - Wi-Fi 6E AX211 - 720P HD RGB - 3 Cell Li-Pol 57Wh - 1 Y	June 2031	\$334.65	500	\$167,325.00
LICENSE	Google Chrome License		\$31.50	500	\$15750.00
WHITE GLOVE	Google Enrollment, Asset Tags		\$8.00	500	\$4000.00
				<b>TOTAL INCLUDING FREIGHT</b>	<b>\$187,075.00</b>

**Microsoft**  
**AUTHORIZED**  


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*Refurbisher*



## Hickman County Government Conflict of Interest Disclosure Form

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

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

Date: Sept 18<sup>th</sup> 2023 Name: Bony Saigh

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

I have no conflict of interest to report.

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

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

Date: Sept 18<sup>th</sup> 2023 Signature: 

**Microsoft**  
AUTHORIZED  
Refurbisher



# TRAFERA

## CHROMEBOOKS AND CHROME MANAGEMENT LICENSES

Prepared for: Hickman County  
Schools

09-25-2023

### **Trafera, LLC**

2550 University Ave. W

Suite 416-S

Saint Paul, MN 55114

**Ph.** 651-888-7922

**Fax** 651-888-7916

RIGHT TECHNOLOGY + RIGHT SUPPORT = **BRIGHT FUTURE**



@ Trafera.com

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

(651) 888-7922

## Transmittal Letter

09-25-2023

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

### Chromebooks and Chrome Management Licenses

To Brad Gilbert and Whom it May Concern,

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

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

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

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

Sincerely,

Jim Mattson  
Sr. VP of Sales, Trafera LLC



## Company Information

### *Company Information and Mission*

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

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

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

### *Partnerships*

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

### *Trafera Account Manager*

At Trafera, we pride ourselves on providing the very best customer service in the technology industry. You will have direct access to your own dedicated, US-based, Trafera Account Manager who can help with everything from pre-sales questions to warranty support. 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:**

**Jake Meyers, Executive Business Manager**

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

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



## Project Details

### *Proposal Overview*

We are proposing the HP Chromebook 14 G7 with Google Chrome Education Upgrade, White Glove Setup, Asset Tagging, Trafera TRAILS, and our 4-Year Trafera Platinum Warranty. All products are brand new, and FOB destination shipping with Trafera Green Pack is included. Our pricing will be valid through June 30, 2024, as requested.

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

### *Delivery*

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

Due to the high volume of products we sell, Trafera maintains an extremely favorable relationship with our manufacturers. Having our own private, climate-controlled warehouse stocked with tens of thousands of devices allows us to shorten delivery times and prevent product shortages where possible. We are committed to under-promise and over-deliver, and to providing delivery updates on orders as soon as we receive them.



## Products & Services

### *Product Specifications*

#### **HP Chromebook 14 G7**

- Intel Celeron N4500 Dual-Core Processor
- 4GB RAM
- 32GB Storage
- 14" HD Display
- Intel UHD Graphics
- 720p webcam
- Google AUE June 2031

### *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)
- 2% Spare "Hot Swap" devices
- Custom portal for Hickman County Schools to submit warranty and repair claims
- 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 Technical Assistance from Trafera Engineers*

At Trafera, our teams are unparalleled experts in deploying 1-to-1 Chromebooks in education. If awarded, our technical support and operations teams will be available to you by phone or email at no additional charge to answer unlimited questions about how to configure your Google Chrome Education Upgrade or tackle any troublesome issues that arise.



#### *Premium Customizable White Glove Setup*

Our Google® Certified support team has set up and configured Chrome Management settings for hundreds of thousands of Chromebooks, from large deployments of 10,000+ all the way down to small deployments of just a few dozen devices. We will work with you to go beyond the basic white glove enrollment most vendors offer, and we'll pre-configure your Chromebooks exactly the way you want them. We can pre-assign Chromebooks to specific OUs (organizational units), apply customized desktop backgrounds, and even sort your shipments into separate groups according to OU, grade level, or school destination. Sometimes this means sorting devices onto separate pallets, but it can also be as simple as us putting a colored sticker on the outside of each box or bulk-shipped device bag that identifies its OU, building, or room designation. No other vendor goes as far as we do to provide the customization and expertise perfect for your unique District's needs. Our typical "White Glove" setup includes:

- Pre-enrolling devices in the District's G Suite (Google Apps) Domain
- Preconfiguring Wi-Fi settings for all devices, if purchased
- Updating Chrome OS to the latest stable public release
- Applying District-specific settings and customizations to each device, if desired
- Assigning subsets of devices to specific Organizational Units (OUs), if desired
- Attaching asset tags to District specifications
- Testing devices to replace defective and DOA units before shipping
- Charging the device fully and powering it down after enrollment

#### *Trafera Green Pack*

As a "green" waste-reducing shipping option, we offer our Trafera Green Pack with this proposal. With this green option, devices will be shipped to the destination in large "Gaylord-style" boxes with cardboard or slotted foam dividers. Trafera Green Pack saves time and reduces the number of technical staff required to unbox and distribute large technology orders (Each box holds approximately 240 devices). Our team compresses and bundles the original packaging and leftover boxes into reusable cardboard bales. Materials are then picked up by a local cardboard recycler.

#### *Free Trafera TRAILS*

TRAILS (Technology, Resources, Activities, and Investigative Lessons for Schools) is a powerful library of lessons and professional learning experiences that empower teachers to transform their instruction by broadening their technology fluency. TRAILS comes in two variations: TRAIL Guides and TRAIL Mix. TRAIL Guides are thorough, rigorous courses that follow the research-based 5E Model of Instruction. They are organized into five thematic lesson units that cover multiple weeks of instruction. These lessons are tightly aligned to Next Generation Science and ISTE Standards. TRAIL Guides follow Universal Design for Learning guidelines to ensure these lessons accommodate every learner. Looking for something a little smaller? Check out TRAIL Mix! This variation offers power-packed activities, is perfect for virtual delivery, and is



designed to be taught in under 45 minutes. Every TRAIL Mix activity has fun interdisciplinary components too. When you purchase devices with Trafera, you'll have access to TRAILS, all at no charge. To create an account, visit <https://www.trafera.com/trafera-trails/>.

*Resources for Success*

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

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

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

**YouTube:** Search [Trafera](#)

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

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



## Experience

### *References*

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

#### **Warren County Schools**

*2548 Morrison Street, McMinnville, TN 37110*

Joshua Thaxton, CIO

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

931-668-4022

**Scope:** Deployed thousands of devices and Chromebooks with Trafera Platinum Accidental Damage warranty

#### **Tullahoma City Schools**

*510 Jackson Street, Tullahoma, TN 37388*

Susan Sudberry, CIO

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

931-454-2600

**Scope:** Deployed thousands of devices and Chromebooks with Trafera Platinum Accidental Damage warranty

#### **Fentress County Schools**

*1011 Old Hwy 127 S, Jamestown, TN 38556*

Wayne Crouch, CIO

[wrcrouch@fentressboe.com](mailto:wrcrouch@fentressboe.com)

931-879-9218

**Scope:** Deployed thousands of devices and Chromebooks with Trafera Platinum Accidental Damage warranty

#### **Lawrence County Schools**

*1620 Springer Road, Lawrenceburg, TN 38464*

Ken Hobbs, CIO

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

931-762-3581

**Scope:** Deployed thousands of devices and Chromebooks with Trafera Platinum Accidental Damage warranty

# Hickman County Government

## Conflict of Interest Disclosure Form

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

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

Date: 9/19/2023 Name: Trofera, LLC

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

I have no conflict of interest to report.

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

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

Date: 9/19/2023

Signature: 



@ Trafera.com

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

(651) 888-7922

**SUMMARY OF SERVICES**  
**Included for Hickman County Schools (TN)**

**4-Year Trafera Platinum Warranty with Hardware and Accidental Damage protection:**

- No deductible
  - Hardware fail
  - Send parts for repair – if desired
  - Advance Exchange
  - Accidental Damage Protection (ADP)
  - Spare parts on site – if desired
  - 2% spare devices included
  - Theft/Loss coverage
  - 3-Year Warranty on battery
  - No limit on ADP claims (Unlimited)
  - Free Shipping
  - Zero cost of ownership
2. **“White Glove” treatment** – Chromebook Google Management license enrolled on each and added to domain – everything arriving ready to go out of box. Update to latest Chrome OS. Power on and test devices and adapters prior to shipping.
  3. **Asset tagging** - Trafera will asset tag devices. Then send spreadsheet of device serial numbers, corresponding asset tag numbers, MAC address, school name, Chrome OS version (at the date of shipment)
  4. **“Green” package shipping** or bulk shipping included. This order will arrive in a palletized slotted packing system. Trafera will dispose of the original packing boxes.
  5. Trafera will provide a custom online portal for Hickman County Schools with access to view open orders, submit warranty claims, RMA's and existing devices supported by Trafera. Trafera's online portal does integrate with Incident IQ users.
  6. Trafera will also include an additional 2% spare devices. These spare devices are to be used as needed in the event of high volume repairs to avoid any unnecessary downtime.
  7. Trafera will provide access to Trafera TRAILS STEM exercises included with this purchase.
  8. Trafera will also include 1-Day of Onsite Professional Development to ensure new devices are being utilized to their fullest potential
  9. Trafera will warranty batteries on new devices for 3-years.
  10. Trafera will provide as part of our Platinum warranty package Theft/loss coverage – up to 2%.



<b>Bill to</b> <b>Hickman County Schools</b> <b>Customer No:</b> 70338 114 North Central Ave Suite 203 Centerville TN 37033 USA	<b>Ship to</b> <b>Hickman County Schools</b> 114 North Central Ave Suite 203 Centerville TN 37033 USA (931) 729-3391	<b>Quote Details</b> Created: September 19, 2023 Expiration: October 19, 2023 Created by: Erica Ewanika erica.ewanika@trafera.com
<b>Estimate No:</b> E000104008		

**Contract**  
None

**Products & Services**

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
HP 14 G7 CAM N4500 4G 32G 14" CHROME	HP 14 G7 Chromebook - 14" HD Display (1366 x 768) - Intel Celeron N4500 Dual-Core 1.10GHz - 4 GB RAM - 32GB Flash Memory - Intel UHD Graphics - Chrome OS - WIFI + BT		500	\$296.51	\$148,255.00
Trafera CBN Warranty - Plat - 4 Yr - B	Trafera CBN Warranty - Plat - 4 Yr - Includes Accidental Damage Protection (Per device limit of ADP: Unlimited) - \$0.00 Deductible - Hardware Fail Covered - Spare Parts On-site (restrictions apply) - We Pay to Ship Both Ways - Theft / Loss (up to 2%; please see warranty statement for details) - 3-Year Battery warranty on New Chrome devices (Limit 1 replacement) - Stylus/EMR Pen/Apple Pencil coverage (restrictions apply) - Power Adapter 1 ADP Incident (restrictions apply)		500	\$0.00	\$0.00
Google Chrome Management Perpetual EDU	Google Chrome Management Perpetual EDU License		500	\$32.49	\$16,245.00
Trafera White Glove Under 300 Units	"Trafera White Glove Under 300 Units - Pre-enroll Chrome device in Google Apps® domain - Apply custom themes and settings - Complete hardware functionality check - Google Console OU management"		500	\$0.00	\$0.00

Trafera Asset Tags with White Glove	Trafera Asset Tags with White Glove - Apply asset tag to Chrome device - Asset tag provided by Customer or printed by Trafera. - Trafera printed asset tags: customizable, black and white, with or without barcode.	500	\$0.00	\$0.00
Update Chrome OS	"Update Chrome OS - Check for and download Chrome OS updates prior to order shipment"	500	\$0.00	\$0.00
HP 14 G7 CAM N4500 4G 32G 14" CHROME	HP 14 G7 Chromebook - 14" HD Display (1366 x 768) - Intel Celeron N4500 Dual-Core 1.10GHz - 4 GB RAM - 32GB Flash Memory - Intel UHD Graphics - Chrome OS - WIFI + BT	2% Spare Devices 10	\$0.00	\$0.00
Trafera Green Packing	"Trafera Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 144 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers - Delivered on pallet"	500	\$0.00	\$0.00
TRAILS Digital Lesson Library	700+ powerful online resources for educators. TRAILS includes three resources: TRAIL Guides - Thematic units aligned to NGSS Standards TRAIL Mix - Stand alone lessons perfectly suited for face-to-face or virtual instruction Children's Literature - Featuring "Tom the Traferatops", a fun and shy dinosaur who loves to learn with technology TRAILS is FREE to Trafera customers.	1	\$0.00	\$0.00

**Subtotal** \$164,500.00

**Tax** \$0.00

**Total** \$164,500.00

**Net Terms** N30

**Comments**

**Platinum Warranty highlights:**

- \*No deductible
- \*Hardware fail
- \*Send parts for repair - if desired
- \*Accidental Damage Protection (ADP)
- \*Spare parts on site - if desired
- \*Theft/Loss
- \*No Limit on ADP claims
- \*Free shipping both ways when there is an incident
- \*zero cost of ownership
- \*3-Year battery warranty (1 replacement)
- \*Custom online portal created for Hickman County Schools for warranty claim submissions

**Includes Google Management and white glove service:**

\*All systems arrive ready to go  
\*Device Enrollment onto district domain  
\*Power on and test devices and adapters prior to shipping  
\*\*"Green" packaging shipping

**Delivery Included**

**Terms and Conditions**

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

**Questions? Contact me**

**Jake Meyers**

jake.meyers@trafera.com



**Trafera**

2550 University Ave W, Suite 315 - S

St. Paul MN 55114

United States

## HP Chromebook 14 G7



### Operating systems

Feature	Description
Preinstalled	Chrome OS

### Processors

Intel Celeron Processor N4500	1.10 GHz base frequency 2.80 GHz burst frequency 4 MB L3 cache and 2 cores
Intel Celeron Processor N5100	1.10 GHz base frequency 2.80 GHz burst frequency 4 MB L3 cache and 4 cores

Chipset	Integrated with processor
---------	---------------------------

Memory

Standard	LPDDR4X-4266 SDRAM Memory soldered down
Configurations	8 GB LPDDR4X-4266 SDRAM 4 GB LPDDR4X-4266 SDRAM
Maximum	8 GB

Graphics

Supported	HD decode, DX12, and HDMI
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Networking/communication

Chromecast	Yes
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Display

Non-touch panels	35.56 cm (14.0 in) diagonal, HD, anti-glare, WLED SVA, 250 nits, 45% NTSC, eDP NB ultraslim (1366 x 768) 35.56 cm (14.0 in) diagonal, FHD, anti-glare, WLED UWVA, 250 nits, 45% NTSC, eDP NB slim (1920 x 1080)
Touch panels	35.56 cm (14.0 in) diagonal, HD, anti-glare, WLED SVA, 250 nits, 45% NTSC, eDP NB touch on panel (1366 x 768) 35.56 cm (14.0 in) diagonal, FHD, anti-glare, WLED UWVA, 250 nits, 45% NTSC, eDP NB slim touch on panel (1920 x 1080)

## Storage/drives

Primary storage	32 GB eMMC 5.0 64 GB eMMC 5.0 128 GB eMMC 5.0
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## Ports/slots

Ports	(1) USB 3.2 Gen 1 Type-C port (Power Delivery, video, data) (2) USB 3.2 Gen 1 Type-A ports (1) Headphone/microphone combo jack (1) HDMI v1.4 (cable sold separately)
Slots	(1) MicroSD card reader (supports SD, SDHC, and SDXC) (1) Nano lock slot (lock sold separately)

## Audio/multimedia

Audio	HD Audio Dual 2 Watts stereo speakers Integrated dual microphones
-------	---

## Keyboards/pointing devices

Keyboard	Full-size island-style Chrome keyboard Spill resistant and backlight
Pointing device	Clickpad with multi-touch gesture support

	Taps enabled as default
Software	HP Classroom Manager (sold separately)
Security	Titan C security chip Nano lock slot (lock sold separately)

#### Power

Power supply	<b>Adapter</b> HP Smart 45 W USB Type-C adapter  <b>Power cord</b> 3-wire plug - 1.0 m (3.28 ft)
Battery weight	0.192 kg (0.42 lb)

#### Physical specifications

Dimensions (W x D x H)	32.64 x 22.68 x 1.83 cm (12.85 x 8.93 x 0.72 in)
------------------------	--



# TRAFERA WARRANTY

WITH ACCIDENTAL DAMAGE PROTECTION

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

- Robust Battery Coverage*
- Self-Maintainer Options*
- Loaner Devices During Repair*



## Silver Warranty 1-4 Years

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



## Gold Warranty\* 1-4 Years Everything Plus...

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



## Platinum Warranty\* 1-4 Years Everything Plus...

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




\* Available on select Chromebooks and laptops

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

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

# TRAFERA WARRANTIES

## COMPARE WARRANTY OPTIONS

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

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

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



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

**POST-SALE COVERAGE:** Platinum warranty coverage on Windows laptop batteries is one year and on Chromebook batteries is three years (on new mobile devices only; manufacturer defect coverage only for post-sale warranties) with one battery replacement from the date of purchase. AC Adapters, Stylus/EMR Pen/Apple Pencil coverage for Platinum and Gold warranties are limited to manufacturer defects plus one ADP incident per original device serial number with the pre-exchange of the damaged unit (manufacturer defect coverage only for post-sale warranties).

Coverage for theft/loss is limited to up to 2% of the total units purchased at one time or under warranty agreement (theft/loss coverage applies to Platinum warranty only; no theft/loss coverage on post-sale warranties).

The warranty is void if a customer utilizes a non-OEM part or accessory not purchased from or provided by Trafera. For any post-sale Trafera warranty that is purchased by the customer, a signed document will be required certifying the deployment date, the functionality (fully functional; cosmetic damage only) of the devices in question, device serial numbers, and additional information to qualify for post-sale warranty coverage. Device claims will be limited to 10% of the devices covered under a specific post-sale warranty in the initial year of any post-sale warranty entitlement

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

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

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

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

*This document is subject to the Trafera Limited Warranty Statement located at [trafera.com/warranty-terms/](https://trafera.com/warranty-terms/).*





@ 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.

<http://portals.trafera.com/Login>

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.



# WHITE GLOVE SERVICES FOR CHROMEBOOKS

Trafera delivers friendly support and full setup services that make deploying Chromebooks a breeze. With Trafera's complete white glove services for Chromebook, your new devices come ready to hand out to students and staff on arrival.



## DEPLOYMENT SERVICES

- ✔ **Chrome Admin Console Support**
  - Chrome Enrollment
  - OU Assignment and Management
  
- ✔ **Asset Management**
  - Asset Tagging (for Devices and Adapters)
  - Asset Tag and Serial Number Listing
  - Asset Tags Entered Into Chrome Admin Console
  - MAC Address Capture and Listing
  
- ✔ **Customizations**
  - Etching
  - Skinning
  - Case Installment
  
- ✔ **Shipping**
  - Green Pack (Bulk-Packaged Shipping)
  - Custom Shipping Options
  - Priority and Designated Freight Delivery
  - Destination Indicator on Devices

## SHIP WITH GREEN PACK

"So long!" to the mountain of cardboard you get when unboxing dozens—if not hundreds—of new Chromebooks. Instead, opt for Trafera Green Pack and get your order in carefully-designed, slotted boxes that fit up to 144 devices each.

- ✔ Easy Deployment and Storage
- ✔ More Time on Your Hands
- ✔ Reduced Negative Impact of Packaging and Freight
- ✔ Hassle and Pain Free
- ✔ Zero Recycling and Disposal Costs



# SHIP WITH GREEN PACK

**Ditch the waste and go green when you buy from Trafera**

"So long!" to the mountain of cardboard you get when unboxing dozens—if not hundreds—of new Chromebooks or laptops. Instead, opt for **Trafera Green Pack** and get your order in carefully-designed, slotted boxes that fit up to 144 devices each.

Not only do you save time and sore hands, you can rest easy knowing Trafera is processing all the excess packaging material into the appropriate recycling streams.

## GOOD-BYE

- ✗ Hassle and pain
- ✗ Recycling/disposal costs
- ✗ Wasteful shipping practices

## HELLO

- ✚ Easy deployment and storage
- ✚ More time on your hands
- ✚ Reduced negative impact of packaging and freight

ADAPTERS  
STORED SEPERATELY

EASY-TO-UNPACK,  
SLOTTED DESIGN

FITS 144 DEVICES  
PER BOX

CAN SHIP 2 BOXES  
PER PALET

**Buying charging carts?** Trafera can pre-wire the carts and ship your devices inside for a fully hands-free deployment.

Visit us online at  
[trafera.com](http://trafera.com)

☎ (651) 888-7922  
✉ [sales@trafera.com](mailto:sales@trafera.com)



Trinity3 and FireFly are now Trafera!



# INTRODUCING TRAILS

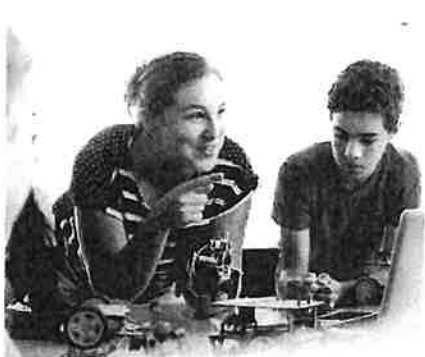
Trafera Resources, Activities,  
and Investigative Lessons for Schools

## Empower Educators to Teach with Tech

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

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

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



## Lesson Types



### TRAIL GUIDES

Multi-lesson learning adventures

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

### TRAIL MIXES

Bite-sized, grab and go student activities

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



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

Available Exclusively to  
Trafera Customers!



# TRAFERA

Supporting the entire modern classroom as a **one-stop shop for education technology**



## TRUSTED PARTNER FOR K12 TECH

-  **3500+**  
Schools Served
-  **950K+**  
Student Devices Supported Every Year\*
-  **4.9 Star Rating**  
On Google Reviews

*\* Distributed and Serviced*

## PROUDLY PROVIDING

### Computing

- Chromebooks
- Windows Laptops
- Windows Desktops
- STEM
- ESports
- Warranty & Repair

### Teacher Support

- Professional Development
- Ready-Made Lesson Plans

### Classroom Technology

- Interactive Flat Panels
- Charging & Storage
- Teaching Cameras
- Classroom Audio

### Peripherals

- Software
- Cases, Shells, and Bags
- Keyboards & Mice
- Headphones & Headsets



***"The customer care provided by Trafera is second to none."***

*The level of detail and accountability demonstrated has been superior. I highly recommend Trafera for your technology needs!"*

**Laurie Huseman**  
Spint Lake Community School District



Visit us and learn more at [trafera.com](http://trafera.com)  
Call: **(651) 888-7922** | Email: [sales@trafera.com](mailto:sales@trafera.com)





## **Chromebooks and Chrome Management Licenses**

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

**Proposal Prepared By:**  
Taya Wyatt , Customer Success Representative

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[twyatt@ctl.net](mailto:twyatt@ctl.net)  
[ctl.net](http://ctl.net)

# Letter of Introduction

Headquartered in Beaverton, Oregon, Computer Technology Link (DBA 'CTL') has provided technology to education customers throughout the United States for over 30 years. CTL Chromebooks are purpose designed for the demanding needs of K12 schools, while our Chromeboxes are in use in conference rooms, call centers, and offices around the world by customers such as Airbus, PwC, Twitter, and Netflix.

As a privately owned company, CTL has grown to be an internationally recognized education technology solution provider not only by providing our customers with innovative computer hardware built with attention to detail and using the best materials but also by listening to our customers to make sure that we consistently meet their unique needs and exceed their expectations.

CTL feels that we understand the vision presented in the RFP and we have proposed a robust and comprehensive solution designed to deliver on that vision.

Although we have been recognized as one of the largest technology firms in Oregon and by Inc. Magazine as one of the fastest growing companies in the country, we're not as large as some of our competitors, and that is one of our key competitive advantages. We can move more quickly than our competitors to get things done; we're more responsive and more flexible; we believe that we're more focused on the customer than our competitors, and our flat organizational structure gives our customers quick and easy access to all levels of our management. We're able to leverage resources from partners to consistently deliver innovative, best-in-class solutions to our education customers.



However, it's not just our Chromebooks that are designed specifically for education...CTL is a Google for Education Premier Partner with services that are finely tuned from years of working to satisfy the needs of our education customers. We have a wealth of experience with large, high profile Chromebook education deployments, including as the Chromebook solution provider for the Maine MLTI program and the Nevada Department of Education's 'Nevada Ready' 1:1 program where we have supplied a Chromebook personalized learning solution to Middle School students throughout the state of Nevada.

We're confident that our unique hardware offerings, designed specifically for use in education, combined with years of experience as a collaborative education solution provider enables us to offer the strongest solution for your technology needs.

**Erik Stromquist**

CEO  
[estromquist@ctl.net](mailto:estromquist@ctl.net)

**Mike Mahanay**

CRO  
[mmahanay@ctl.net](mailto:mmahanay@ctl.net)

With Chromebook models designed specifically for education, CTL is quickly becoming recognized as the go-to source for Chromebook and Chrome-related solutions. In the past year, CTL was named as Intel's Channel Partner of the Year, and our products have won numerous awards, including:



<p>Tech and Learning: Awards of Excellence 2021 - Primary</p> <ul style="list-style-type: none"> <li>• CTL Chromebook NL72TW <a href="https://www.techlearning.com/news/tech-and-learning-magazine-names-the-winners-of-the-best-of-2021">https://www.techlearning.com/news/tech-and-learning-magazine-names-the-winners-of-the-best-of-2021</a></li> </ul>	
<p>Tech and Learning: Awards of Excellence 2021 - Secondary</p> <ul style="list-style-type: none"> <li>• CTL Chromebook PX11E <a href="https://www.techlearning.com/news/tech-and-learning-magazine-names-the-winners-of-the-best-of-2021">https://www.techlearning.com/news/tech-and-learning-magazine-names-the-winners-of-the-best-of-2021</a></li> </ul>	
<p>Tech and Learning: Best of Show - ISTE 2022 <a href="https://www.techlearning.com/news/tech-and-learning-announces-winners-of-best-of-show-at-iste-2022">https://www.techlearning.com/news/tech-and-learning-announces-winners-of-best-of-show-at-iste-2022</a></p> <ul style="list-style-type: none"> <li>• CTL Chromebook PX11E</li> <li>• CTL Chromebook PX14EX</li> <li>• CTL Chromebook NL72-L</li> </ul>	

## Overview of CTL Proposed Solution



CTL has proposed a best-in-class device that is functionally identical and meets and exceeds the requirements outlined in the RFP. CTL Chrome devices are designed specifically for use in demanding K-12 education environments.

Meet the CTL 14" Chromebook PX14E. Its rugged design passes MIL-STD 810H testing for durability and longevity. Its Intel® Jasper Lake Dual-Core N4500 CPU provides up to 35% better application performance and up to 78% improved graphics performance over previous generations. And with its 4GB of memory and 64GB of storage, plus MicroSD slot expandability, the PX14E is the perfect solution for remote work or distance learning. Its Bluetooth 5.2 and state-of-the-art HD camera and digital microphone offer rock-solid performance.

Whether streaming videos on its vivid 14" 1366 x 768 display, connecting peripherals seamlessly via Bluetooth 5.2, or working wirelessly with Wi-Fi 6 technology, the PX14E has got it covered! Plus, with its 45Wh battery and quick charge USB-C port, you can be sure that performance goes hand in hand with convenience. Experience an unparalleled level of power wherever you need it!

[Link to the PX14E on our website](#)

The CTL Chromebook PX14E is an award-winning Chromebook that offers tremendously robust features. This rugged and powerful model has passed multiple rigorous MIL-STD 810H tests, helping it to win Tech and Learning's Awards of Excellence for 2022.

- Tech and Learning: Winner Awards of Excellence 2022
- Military Grade Toughness: Multiple MIL-STD 810H Tests Passed



## No Cost CTL Value Added Items

CTL is dedicated to providing our education customers with unparalleled services and support. We provide our Education customers **'CTL Fast Track' service at no additional cost.**

### Dedicated Chrome Specialists

The CTL Chrome Specialists team are adept at helping answer questions on all things Chrome. Need help with cloud print? Have questions about Google Classroom Management? Curious what damage your warranty covers?

		Clamshell Laptop Non-Touch Rez 1366 x 768	
<b>RAM</b>	4gb RAM	4gb RAM	Meets requirements.
<b>Storage</b>	16GB Hard Drive	64GB Hard Drive Storage	<b>Exceeds requirements.</b>
<b>WiFi / Bluetooth</b>	Compatible	Wi-fi 6 802.11 a/ac/b/g/n Bluetooth Built in 5.2	Meets requirements.
<b>Ports / Adapters</b>	USB HDMI available Headphone jack	1 x USB 3.0 Gen 1 2 x USB-C With Power Delivery 1 x Audio + Microphone 3.5mm Combo Jack 1 x Digital Mic 1 x 65W USB-C Power Delivery Adapter *HDMI adapter available for purchase	Meets requirements.
<b>Warranty</b>	Standard 1-Year Support Warranty	Standard 1-Year Parts/Labor + 2-Way Free Shipping *manufacturer warranty upgrades available	Meets requirements.
<b>Processor</b>	Unspecified	Jasper Lake <b>Intel N4500 Dual Core</b> , Up To 2.8GHz	-
<b>Camera + / Speakers</b>	Unspecified	HD 720P Front-Facing Camera Built-in 2 x 2 Watt Stereo Speaker Google Everything Button Screen Capture Button	-
<b>AUE</b>	Unspecified	June 2030	-
<b>Additional</b>			
<b>Google License</b>	Google Chrome OS Management Console License Enrolled to Google Admin	Google Chrome OS Management Console license included in quote	Meets requirements.

automatically sent to the customer listing all details of the incident and with login information so that the customer can login to view and manage the ticket online.

When a Help Desk break/fix ticket is opened, a CTL support technician will assist the customer in troubleshooting the device and will gather relevant information. CTL will resolve the issue in one of the several ways depending on the nature of the incident, the device type, the type of user that we are interacting within one following ways:

**If the product is in-warranty**

RMA replacement parts sent from CTL to the site at CTL's expense. The site returns the defective part to CTL using CTL provided pre-paid call-tag (CTL pays shipping costs to and from the district.

Replacement device delivered from CTL to the site at CTL's expense. The site returns the defective part to CTL using CTL provided call-tag.

**Non-Standard Repair: If the product is out of warranty**

CTL will discuss repair options and prices with the user and/or the site's technical personnel to determine the best and most cost-effective course of action to quickly repair the product.

## Issue Detection and Resolution

**Known Defect Resolution:** If a manufacturer-confirmed defect is identified after the shipment of the Chromebooks, CTL will take proactive steps to resolve the issue promptly. This commitment is outlined in our CTL Quality and Service Commitment on page 19.

**CTL is proud of our service team that performs diligent inspections before deployment. In addition, we have created and installed several mechanisms on our Chromebooks that enables issue detection before failures are seen by the consumer.**

**Extensive Testing:** Before updates are pushed to CTL Chromebooks under Google's supervision; undergo extensive testing, including devices in the Canary and Dev channels. This help ensures that major issues are detected and fixed before reaching a broader user base. Our CTL tech support team prioritizes the functionality and Durability of our Chromebooks inside and out to make sure upon delivery they arrive ready-to-use. CTL is a Google Premier Partner and works in conjunction with them to ensure our products meet the highest standards.

While no system can guarantee absolute prevention of all issues or failures, Chromebooks employ a multi-faceted approach to detect and address potential problems before they lead to significant failures. Our CTL tech support team works hard to

**Automatic Updates through 2030:** CTL Chromebooks receive regular automatic updates directly from Google. These updates not only bring new features, but include security patches and bug fixes that address potential issues before they can cause noticeable problems.

**Self-healing Operating System:** Chrome OS uses verified boot system. If it detects that the OS has been tampered with or corrupted during startup, it can automatically restore itself from a secure backup copy.

**Cloud-first Design:** CTL Chromebooks are designed primarily for use with the internet and cloud services. Even if local issues arise, data stored in the cloud remains accessible from any other Chromebook that can access the same cloud drive and safe. This allows data recovery to become less of a concern.

**Sandboxing:** Applications and processes on Chrome OS are sandboxed, meaning they run in isolated environments. This ensures that if one application encounters a problem, it doesn't affect other apps or the system as a whole.



**Amber Watkins**  
**Vice President of Sales K-12**

*Portland, Oregon*  
 Office: (971) 327-0151  
 Cell: (541) 520-1391  
[awatkins@ctl.net](mailto:awatkins@ctl.net)

Amber works out of our Beaverton headquarters helping support the sales team and CTL's customers. She has worked in the education industry for over 17 years. She says one of the most rewarding parts of being a part of the CTL team is seeing how our Chromebooks support students who are struggling in the classroom and bridging that divide, increasing participation in the classroom and preparing students for their future.



**Mike Mahanay**  
**Vice President of Marketing**

*Portland, Oregon*  
 Office: (971) 327-0101  
 Cell: (503) 504-5211  
[mmahanay@ctl.net](mailto:mmahanay@ctl.net)

Mike has more than 20 years of international sales and marketing, leadership and brand management experience providing EdTech to K-12 Education customers.

Mike has a passion about the transformative potential of technology in education and has served as both a Trustee and as the Chair of the Western Oregon University Foundation.



**Erik Stromquist**  
**Chief Executive Officer**

*Portland, Oregon*  
 Office: (800) 642-3087  
 Cell: (503) 644-8541  
[estromquist@ctl.net](mailto:estromquist@ctl.net)

Erik works out of the Oregon headquarters and leads our teams supporting customers around the globe. He is a big believer in cloud-based solutions and high-speed access for every student. Erik finds inspiration from customers' input on how to build better products and solutions to solve complex problems.

<b>Total</b>	<b>\$63,600</b>
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<b>Bundled EDU Google Licenses (Special Promotion for Hickman County)</b>			
<p>As an Original Equipment Manufacturer (OEM), we are able to bundle the Google Chrome Console Management license to the device and assign the license to the device's serial number. Resellers are not able to offer this. This way the license will always follow the device. It will still be visible in your Google Management Admin Console. The cost of the license is also bundled into the cost of the device. Google is moving in this direction and we are getting ahead of it as we are a Google Premier Partner. Bundling the license to the device will make the process easier for you and speed up delivery times.</p> <p>*See Spec Sheet Below</p>	\$0	Included in Price	\$0

## Appendix

### Product Spec Sheet(s)

- [Hickman County Conflict of Interest Form](#)
- **PX Series Info**
- **Military Grade Ruggedized Certification**
- **Additional Bundles License Information**
- **Warranty Upgrade Options**



# Keep Your Chromebooks Safe Thanks to Military Grade Toughness

The CTL Chromebook PX Series

**MILITARY  
GRADE**  
MIL-STD 810H  
MULTIPLE TESTS PASSED

The CTL Chromebook PX Series is built with military grade durability and quality to withstand the rigors of the classroom and the boardroom and everywhere in between. These devices passed rigorous Mil-STD 810H testing to insure their longevity, endurance, and performance.



Pressure

Passed

Withstand 30 kg



Shock

Passed

Drop Test



Port Durability

Passed

5,000 test cycles



Hinge

Passed

20,000 test cycles



Temperature

Passed


Low of -60oF and  
High of 160oF



Vibration

Passed

Wheeled vehicle  
vibration exposure

	Standard Warranty 1-4 Years	Complete Care 1-4 Years	 <b>EDU VALUE PACK +</b> 3 YEAR WARRANTY
<b>Google Education Upgrade License</b>			✓
<b>Bulk Packaging</b>			✓
<b>White Glove Standard w/ ZTE Provisioning</b>			✓
<b>Accidental Damage Protection (ADP)*</b>	Optional	✓	✓
<b>No Deductible</b>	✓	✓	✓
<b>Hardware Defect</b>	✓	✓	✓
<b>Send Parts for Repair</b>	✓	✓	✓
<b>Battery &amp; AC Adapter Coverage</b>	1 Year Standard Optional Extension	Up to 4 years	1 Year Standard Optional Extension
<b>EDU FAST Track Service</b>			
Free domestic shipping over 100 Units	✓	✓	✓
2-way RMA Shipping for in-warranty products	✓ 1st Year	✓	✓
Support from Dedicated Chrome Specialists	✓	✓	✓
5 day Guaranteed repair turn around	✓	✓	✓
Self-service repair option for qualified education customers	✓	✓	✓
Access to easily purchase spare parts	✓	✓	✓

\*For AD and Complete Care: 1 Major replacement per year includes (Screen/Mainboard) - all other unlimited(Keyboard/Hinge/Keys)  
 \*See CTL Sales Representative for SKU #

## 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: 09/20/2023 Name: Zones, LLC

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

I have no conflict of interest to report.

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

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

Date: 09/20/2023 Signature:  Jon Bailey, VP, Business & Legal Affairs



**Sales Quotation**

Quote #: 09202023-HCSD  
Quote Date: 9/20/2023  
Quote Expire Date: 9/15/2024

Customer: HICKMAN CO SCHOOL DISTRICT  
Name: Brad Gilbert  
Email: [brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)  
Phone: (931) 729-3391

**Lenovo Chromebooks and Chrome Management Licenses**

From: Javaria Shakeel  
Phone: (253) 245-3761  
Email: [javaria\\_shakeel@zones.com](mailto:javaria_shakeel@zones.com)

Line#	Part#	Product Description	Quantity	Unit Price	Ext. Price
1	82W750G200	Notebook Lenovo 14e Gen 3 Chrome 82W7CTO	500	\$330.15	\$165,075.00
				<b>Total:</b>	<b>\$165,075.00</b>

The pricing includes shipping and handling charges, Google EDU license, asset tagging/configuration, and enrollment in the Google Admin Console.  
WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

Payment Terms: Quote based on Net 30 Payment Terms.

Note: This quote is exclusive of tax.

Public Sector | Zones, LLC.

[www.zones.com](http://www.zones.com)



The requested specifications are for 16GB HDD, but Lenovo's minimum configuration available is 32GB HDD.

Part Number	SKU (MTM_VK)	Component	Description
82W7S0G200			Notebook Lenovo 14e Gen 3 Chrome 82W7CTO
	5WS0N75623	SERVICE	WARRANTY 1Y Depot (SY)
	82W7_VK00061089	Country/Region	USA
	82W7_VK00153314	Marketing Name	Lenovo 14e Chromebook Gen 3
	82W7_VK00175086	Preload OS	Chrome
	82W7_VK00153390	Processor	Intel® N100 Processor (0.80 GHz up to 3.40 GHz)
	82W7_VK00105061	Color	Storm Grey
	82W7_VK00153046	Display	14 HD TN AG 250N
	82W7_VK00061133	Graphics	Integrated Graphics
	82W7_VK00153311	Camera	720P HD RGB with Dual Microphone
	82W7_VK00153189	Onboard Memory	4GB(2X16GX32)_LP5_6400
	82W7_VK00062243	Storage Selection	32 GB eMMC 5.1 Onboard Storage TLC
	82W7_SBB1G98208	Wireless LAN	Intel® Wi-Fi 6E AX211 2x2 AX & Bluetooth® 5.1 or above
	82W7_VK00085818	Wireless WAN	No Wireless WAN
	82W7_VK00085819	WWAN SIM Card	No WWAN SIM Card
	82W7_SBB0K03869	Battery	3 Cell Li-Polymer 57Wh
	82W7_SBB0S71142	Power Adapter	65W USB-C 90% PCC 2pin AC Adapter - US
	82W7_SBB0Y83320	Keyboard	Black Painting - English
	82W7_SBB0V88740	Publication	Publication - Polish/Portuguese/English
	82W7_SBB1L44391	OS DPK	CHROME_ENTRY_ROYALTY
	82W7_VK00062304	Preload Language	Chrome World Wide Multiple Language
	82W7_SBB1H89125	System Unit	14eG3 N100 1G+4G+32G NE
	82W7_VK00153280	Display Shell	14eG3 HD HDRGB WL GY
	82W7_VK00061650	Package Box Type	Standard Packaging
	82W7_VK00108961	Chrome OS Zero- Touch Service	Chrome OS Zero-Touch Enablement Service
	82W7_VK00120441	CO2 Offset Label	No CO2 Offset Label
	82W7_VK00087770	Custom Asset Tag	Enhanced Asset Tag
	82W7_VK00061438	GEO	NA
	82W7_SBB0X80861	Publication 2	PUB POL/POR/BUL/BRL/SPA/ENG
	82W7_SBB0N10538	Package Box	Standard
	82W7_VK00122796	Google License	Google Education Package License
	82W7_VK00109208	Digital Learning Analytics	No Digital Learning Analytics
	82W7_VK00109209	Digital Learning Classroom	No Digital Learning Classroom
	82W7_VK00109211	Digital Learning MDM	No Digital Learning MDM
	82W7_VK00163206	Digital Learning Filter	NETSWEEPER_NETFILTER_PLUS_1Y
	82W7_VK00153306	Digital Learning Horus	No Horus Education Bundle
	82W7_VK00175116	Second Digital Classroom	LANSCHOOL_CHROME_PARTNERSHIP1 Y
	82W7_VK00071527	Warranty	N13 1Y Mailin
	82W7_VK00024191	Specialchar	None
	82W7_VK00087803	Premier Asset Tag	None
	82W7_VK00087797	Future Services 1	None
	82W7_VK00087798	Future Services 2	None
	82W7_VK00087799	Future Services 3	None
	82W7_VK00087800	Future Services 4	None
	82W7_VK00084910	Warranty Card	None
	82W7_VK00152051	Common1 2023	None
	82W7_VK00152052	Common2 2023	None
	82W7_VK00152053	Common3 2023	None
	82W7_VK00152054	Common4 2023	None
	82W7_VK00152055	Common5 2023	None
	82W7_VK00153308	14eG3 others3	None
	82W7_VK00153309	14eG3 others4	None
	82W7_VK00153310	14eG3 others5	None

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Lenovo.com

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1009 Think Place  
Morrisville, NC. 27560  
United States



March 25, 2021

ZONES INC  
1102 15th St SW Suite 102  
Auburn, WA 98001

SAP ID: 1213385701

**Lenovo Reseller Program**

To whom it may concern,

This notification is to confirm that **ZONES INC** is an authorized Lenovo Reseller located in the above address. This Authorized Partner is authorized to resell all Lenovo PCSD and DCG products including but not limited to: personal computer products, ThinkCentre desktops, ThinkPad notebooks, ThinkVision monitors, ThinkStation workstations, ThinkServer servers, System X servers and related PC, Enterprise accessories and options, Lenovo Idea notebooks and desktops, related Lenovo branded Visuals and Options.

If you have any questions please feel free to contact us at 1-877-2lenovo x 7769.

Sincerely,

Fernando Sallan

dfsallan@lenovo.com  
BP Authorization Team  
Lenovo Americas

## EXCEPTIONS – GOVERNING TERMS AND CONDITIONS

It is the intent of Zones, LLC (“**Seller**”) that: (a) except for any terms or conditions required by local, state, or federal laws or applicable government regulations, any terms and/or conditions referenced in the documentation or posting (the “**RFx**”) to which Seller hereby responds with the proposal in which this document, “Exceptions – Governing Terms and Conditions”, is included (the “**Proposal**”) are disclaimed and shall not apply without further negotiation; (b) Seller’s Terms and Conditions of Sale accessed at [www.zones.com/TermsOfSale](http://www.zones.com/TermsOfSale) (“**Terms of Sale**”) are hereby incorporated by this reference and shall govern any Product and/or Product Support sale arising hereunder until such time as the parties execute a separate agreement to govern; (c) any Services to be sold and performed hereunder shall be governed by both the Terms of Sale and a Statement of Work separately negotiated and executed by the Parties; and (d) notwithstanding anything to the contrary in the RFx, the Proposal or the Terms of Sale, Seller reserves the right to raise any quoted Product price(s) to account for any acquisition cost increase(s) brought about in response to any international trade dispute or governmental action.

Zones, LLC  
1102 15th Street SW, Suite 102,  
Auburn, WA 98001-6524

THIS CERTIFIES THAT

# Zones, LLC



\* Nationally certified by the: **NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 541519; 541512; 423430; 423420; 423410; 454111; 454113

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

08/28/2023

**Issued Date**

NW01245

**Certificate Number**

09/30/2024

**Expiration Date**

A handwritten signature in black ink, appearing to read "Ying McGuire".

**Ying McGuire  
NMSDC CEO and President**

A handwritten signature in black ink, appearing to read "Karla Malacon".

**Karla Malacon, President and CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Zones IT Solutions Inc.

2 Business name/disregarded entity name, if different from above

Zones, LLC (91-1431894)

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

- Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_  
**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ▶ \_\_\_\_\_

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

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) \_\_\_\_\_

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

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

1102 15th ST SW SUITE 102

6 City, state, and ZIP code

AUBURN, WA 98001

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
			-						
or									
Employer identification number									
4	7	-	2	5	4	9	6	2	7

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ Craig Bonebrake Date ▶ 1/1/2023

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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



5/28/2019

**Re: Notice of Statutory Conversion – Zones, LLC**

Dear Customer:

The purpose of this letter is to notify you that Zones, Inc. underwent a statutory conversion in which it converted from a Washington corporation, Zones, Inc., to a Washington limited liability company, Zones, LLC ("Conversion"). As a matter of law, Zones, LLC is the same entity as Zones, Inc. and all contracts, rights, and obligations of Zones, Inc. automatically continue as the contracts, rights, and obligations of Zones, LLC without any action necessary by Zones, LLC or your Company. Zones would like to reassure you that your business relationship and contracts with Zones will not be affected by the Conversion. Zones looks forward to continuing to work with your Company.

We have enclosed a copy of Zones, LLC's new W-9 for your records. Please note that because Zones, LLC is not a federal tax paying entity, Zones, LLC's parent company, Zones IT Solutions, Inc., also appears on the W-9. This is merely a requirement of the federal form, the entity with which you are conducting business remains Zones, LLC and Zones, LLC's FEIN remains the same as Zones, Inc.'s FEIN. **All purchase orders, correspondence, payments, etc. should continue to be executed in the name of Zones, LLC.**

If you have any questions, please do not hesitate to contact us. Please send any questions you may have to [managedagreements@zones.com](mailto:managedagreements@zones.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald McFadden".

Ronald McFadden  
Chief Financial Officer  
Zones, LLC

1102 15th Street SW, Suite 102  
Auburn, WA 98001-6524  
[zones.com](http://zones.com)



## ELEVATE K-12 STATEMENT OF WORK

Name of District: Hickman County Schools  
 Project Name: East Hickman High School – Math Teacher  
 Prepared by: Nolan Sutker  
 Date: November 6, 2023

The Statement of Work is the official description of work to be completed as an extension of the current contract. **No changes to the content or number of periods below shall be requested upon signature of this Statement of Work without a change fee.** The district may add subjects and periods as needed, which will require a revised SOW and result in additional costs to the district as per the contract.

### PROJECT DESCRIPTION – CONTRACT MINIMUM

# of Periods (A)	Type of Class	Grade	Name of Subject	Period Length	Days Per Week (d/w)	Term	Start Date	Period Price	Total Price (A x B)	
3	Standard	10	Geometry	45-60 min	5	Interim	11/27	\$4,016	\$12,048.00	
3	Standard	10	Geometry	45-60 min	5	Semester	11/27	\$7,160	\$21,480.00	
1	Standard	9	Algebra 1	45-60 min	5	Interim	11/27	\$4,016	\$4,016.00	
1	Standard	9	Algebra 1	45-60 min	5	Semester	11/27	\$7,160	\$7,160.00	
Subtotal: Live Teaching Budget									<b>\$44,704.00</b>	
<b>Implementation Fees</b>										
Number of Schools		1	Implementation Cost per school:				\$0	\$0		
<b>Total</b>									<b>\$44,704.00</b>	

**Total Periods: 4**  
**Total Price: \$44,704**  
**Initial Master Service Agreement Amount to be Invoiced: \$62,000**  
**Total Budget left below maximum: \$79,296**

**District Representative Initial: JM**

**PROJECT SUMMARY:**

Elevate K-12 will provide live instruction with certified instructors, five days a week (or per district/school schedule), for the grades and content areas identified above for both semesters of the Academic year 2023-2024. By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Upon receipt of the executed agreement, Elevate K-12 will issue an invoice for the Academic year 2023-2024 for any courses beyond the initial master service agreement.

**PROJECT APPROVAL & SIGNATURES**

Elevate K-12 & Hickman County Schools

I have reviewed the information contained in this Statement of Work and agree:

Name:

Title:

Signature:

Date:



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Tennessee Investment in Student Achievement

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## Accountability Report Template

The Tennessee Investment in Student Achievement (TISA) public school funding formula marks a significant change in how Tennessee invests in public education. The TISA funding formula updates the way Tennessee funds public education for the first time in over 30 years to empower each student to read proficiently by third grade, prepare each high school graduate for postsecondary success, and provide resources needed for all students to ensure they succeed.

As part of TISA, T.C.A. § 49-3-112 requires each school district, starting in the 2023-24 school year, to submit an annual accountability report to the Tennessee Department of Education (department). This report must include:

- Goals for student achievement
  - One of the goals must include the district's plan to pursue the goal of seventy percent (70%) or more of the district's third grade students to score "met expectations" or "exceeded expectations" on the English Language Arts (ELA) portion of the TCAP tests. This goal must also detail the district's goal to increase 3<sup>rd</sup> grade ELA proficiency rates by 15% of the gap over the next three years (starting with the 2022-23 TCAP results) to achieve the district's stated goal of at least 70% of 3<sup>rd</sup> grade students proficient in ELA.<sup>1</sup>
- Explanation how the district's stated goals can be met within the district's budget.
- For reports submitted **starting in the 2024-25** school year, a description of how the district's budget and expenditures from the prior school year enabled the district to make progress toward the stated student achievement goals.

Each district's TISA accountability report is required to be presented to the public for review and comment before the report is submitted to the department. The report must be submitted annually to the department by November 1<sup>st</sup>.

Furthermore, each district's TISA accountability report is required to be reviewed annually by the TISA Progress Review Board pursuant to T.C.A. § 49-3-114 to determine whether the school district is taking the proper steps to achieve their stated goal.

This template is intended to assist districts in submitting their accountability reports to the department.

For questions, please contact [tnedu.funding@tn.gov](mailto:tnedu.funding@tn.gov)

Completed reports should be submitted in ePlan by **November 1, 2023**.

---

<sup>1</sup> T.C.A. § 49-3-114 requires the TISA Progress Review Board to review district TISA accountability reports and set a district's minimum goal to increase the district's 3<sup>rd</sup> grade proficiency by 15% of the gap to 70% in 3 years, starting with the 2022-23 TCAP results. This does not apply to districts who have 70% or more of 3<sup>rd</sup> grade students proficient in ELA.

<sup>2</sup> **Note:** This is a required goal pursuant to T.C.A. § 49-3-112 and must include 70% or more of 3<sup>rd</sup> grade students proficient on the ELA. If already has 70% or more of 3<sup>rd</sup> grade students proficient in ELA, please state a goal that either maintains or increases that proficiency rate.

DISTRICT INFORMATION		
District Name	Hickman County Schools	
Director of Schools Name	John Mullins	
District Point of Contact for TISA Accountability Report	Name	Belinda Anderson
	Phone Number	
	Email Address	belinda.anderson@hickmank12.org
Percent of 3 <sup>rd</sup> grade students who scored proficient ("met expectations" or "exceeded expectations") on the English Language Arts (ELA) portion of the spring TCAP	44%	

DISTRICT GOAL STATEMENT(S)	
<b>Goal Statement 1: 3<sup>rd</sup> Grade ELA Proficiency<sup>2</sup></b>	70% of students will score proficient on the 3 <sup>rd</sup> grade ELA TCAP by spring of 2030
<b>Goal Statement 2: Academic Instruction K-12 : Literacy</b>	Hickman County will show improvement in ELA Success Rate: <ul style="list-style-type: none"> <li>• grades 3-5 from 30.4% in 2021-22 to 35.00% by Spring of 2024</li> <li>• grades 6-8 from 22.1% to 24.69%</li> <li>• grades 9-12 from 36.2% to 35.78% as measured on the State achievement assessment and/or EOCs.</li> </ul>
<b>Goal Statement 3: Academic Instruction K-12: Mathematics</b>	Hickman County will show improvement in the math Success Rate: <ul style="list-style-type: none"> <li>• grades 3-5 from 35.1% in 2021-22 to 40.1% by Spring of 2024, for</li> <li>• grades 6-8 from 17.3% to 22.3%, and for</li> <li>• grades 9-12 from 8.0% to 19.4% as measured on the State achievement assessment and/or EOCs.</li> </ul>

School Year	Annual Outcome(s)	Associated Metrics/Data	Action Steps	Describe how your district intends to use their budget to execute the action steps and meet the stated goal. <i>Optional:</i> Provide a copy of your district's budget when submitting this report to the department.
<b>Goal Statement 1:</b> 3 <sup>rd</sup> grade ELA proficiency <sup>3</sup>	70% of students will score proficient on the 3 <sup>rd</sup> grade ELA TCAP by spring of 2030			
<b>Year 1:</b> 2023-24 school year	47.9% Proficiency	2024 3rd grade ELA TCAP all students	To foster a culture of achievement and active participation, Hickman County remains committed to promoting regular attendance and ensuring consistent preparation and execution of ELA HQIM K-12 units and lessons.	Instructional strategies listed in the action steps are supported by budgets. Hickman County will be working to merge and utilize funds in the following years to better instruction. The funds will focus on learning walks, prepping materials, and communicating with educators. The budgets utilized by Hickman County for these endeavors are FY24 HQIM Literacy & TISA; FY 25 & beyond: TISA
<b>Year 2:</b> 2024-25 school year	51.8% Proficiency Score	2025 3rd grade ELA TCAP all students		
<b>Year 3:</b> 2025-26 school year	55.7% Proficiency Score	2026 3rd grade ELA TCAP all students		
<b>Year 4:</b> 2026-27 school year	59.6% Proficiency Score	2027 3rd grade ELA TCAP all students		
<b>Year 5:</b> 2027-28 school year	63.5% Proficiency Score	2028 3rd grade ELA TCAP all students	This commitment extends to offering intensive, focused tutoring for 3rd grade students at risk or those who	

<sup>3</sup> The annual outcome for 3<sup>rd</sup> grade ELA proficiency must include, but is not limited to, the district's goal to increase 3<sup>rd</sup> grade ELA proficiency rates by 15% of the gap over the next 3 years, starting with the 2022-23 TCAP results, to achieve the district's stated goal of at least 70% of 3<sup>rd</sup> grade students proficient in ELA. If the district already has 70% or more of 3<sup>rd</sup> grade students proficient in ELA, it is not required to state in your annual outcomes the 15% gap closure, but must still detail annual outcomes and metrics to either maintain or increase your district's 3<sup>rd</sup> grade ELA proficiency rates and other stated district goals.



				have been held back, implementing Response to Intervention strategies, and organizing summer programs.	
<b>Goal Statement 2:</b>	Hickman County will show improvement in ELA Success Rate:				
<b>Year 1:</b> 2023-24 school year, Grade bands 3-5, 6-8, 9-12	Grade Band: 35%, 25%, 36%	2024 TCAP and EOC success rate all students	In Hickman County, we employ several strategies to cultivate proficient readers and writers. These include vigilant data monitoring, deploying Academic Facilitators at each building level, and setting up Personalized Learning Communities complemented by literacy and writing-focused Professional Development. Additionally, we have a		
<b>Year 2:</b> 2024-25 school year, Grade bands 3-5, 6-8, 9-12	Grade Band: 39.06%, 29.69%, 40%	2025 TCAP and EOC success rate all students	The instructional strategies outlined in the ELA action steps are backed by allocated budgets. In the coming years, Hickman County intends to consolidate and employ these funds to enhance instruction further. Our financial focus will be on facilitating learning walks, preparing materials, and fostering communication with educators. The specific budgets Hickman County will tap into for these efforts are: FY24: HQIM Literacy & TISA; FY 25 & beyond: TISA		
<b>Year 3:</b> 2025-26 school year, Grade bands 3-5, 6-8, 9-12	Grade Band: 42.87%, 34.08%, 47.27%	2026 TCAP and EOC success rate all students			
<b>Year 4:</b> 2026-27 school year, Grade bands 3-5, 6-8, 9-12	Grade Band: 46.44%, 38.20%, 47.27%	2027 TCAP and EOC success rate all students			
<b>Year 5:</b> 2027-28 school year, Grade bands 3-5, 6-8, 9-12	Grade Band: 49.79%, 42.06%, 50.56%	2028 TCAP and EOC success rate all students			

				comprehensive District Writing plan in place. We emphasize to our students the importance of attending school because without attendance, the learning opportunity is missed.	
	Hickman County will show improvement in the math Success Rate:				
<b>Goal Statement 3:</b>					
<b>Year 1:</b> 2023-24 school year Grade bands 3-5, 6-8, 9-12	Grade Band: 44%, 24%, 15%	2024 TCAP and EOC success rate all students	In Hickman County, our goal is to nurture students into adept mathematicians, capable of effective problem-solving, reasoning, communication, and making connections. To achieve this, we rely on the following strategies:  Support from state-approved	Budget allocations in Hickman County are carefully aligned with the instructional strategies outlined in the Math action steps. Over the coming years, we are dedicated to consolidating and effectively utilizing these funds to enhance instruction. The allocated funds will be directed towards activities such as learning walks, materials preparation, and fostering effective communication with educators. The budgets earmarked by Hickman County for these initiatives include: FY24 Math Implementation Support Grant & TISA;	
<b>Year 2:</b> 2024-25 school year Grade bands 3-5, 6-8, 9-12	Grade Band: 47.50%, 28.75%, 20.31%	2025 TCAP and EOC success rate all students			
<b>Year 3:</b> 2025-26 school year Grade bands 3-5, 6-8, 9-12	Grade Band: 50.78%, 33.20%, 25.29%	2026 TCAP and EOC success rate all students			
<b>Year 4:</b> 2026-27 school year Grade bands 3-5, 6-8, 9-12	Grade Band: 53.86%, 37.38%, 29.96%	2027 TCAP and EOC success rate all students			
<b>Year 5:</b> 2027-28 school year Grade bands 3-5, 6-8, 9-12	Grade Band: 56.74%, 41.29%, 34.34%	2028 TCAP and EOC success rate all students			

# TISA Accountability Report Template

				FY 25 & beyond: TISA
			vendors	
			Embracing HQIM adoption	
			Implementing school-level Personalized Learning Communities (PLCs)	
			Engaging district-level Math Coaches	
			Making full use of IFDs	
			Consistently monitoring data.	

### Public Comment

The TISA accountability report must be presented for public comment to parents, educators, and local community members prior to its submission to the department by November 1 each year.

Date(s) of opportunity for local public comment.	October 6th - October 26th, Online via Website November 6th, Board Meeting - will be Board Reviewed in Draft Form prior to the meeting so that it can be uploaded on the due date.
Description of public comment opportunities (e.g. collection of	The public is invited to share their thoughts at the Board Meeting scheduled for November 6th, which will be broadcasted live on YouTube for everyone's convenience. Additionally, a feedback survey can be found on all



Department of  
**Education**



## TISA Accountability Report Template

written comments, public hearing, local board meeting discussion, etc.)	our school websites and the primary Hickman County webpage for those wishing to provide comments. Please note that the last day to submit your feedback is October 26th.
Summary of public comment received, if any.	
Description of how your district did or did not incorporate public comment received into the final accountability report submission.	



## 2023-2024 Supplement Split Request

### Hickman County Middle School

Cheerleading supplements split into two equal percentages.

### Hickman County High School

Football head coach split 2% of his supplement for an additional assistant coach.

### East Hickman High School

Cheerleading supplements split into three: 6% head coach and two 3% assistant coaches.

Hickman County Board of Education  
 Budget Amendment - 15  
 Federal Programs - Fund 142  
 November 6, 2023

Account	Description	Debit	Credit	Justification
72610 - 720 - - 932	Plant Operation Equipment	\$ 4,972.25		ESSER 2.0 Update to agree with approved ePlan Budget
76100 - 321 - - 932	Engineering Services	692.50		
76100 - 399 - - 932	Other Contracted Services	630.61		
76100 - 707 - - 932	Bldg Improvements	2,275.69		ESSER 2.0 Update to agree with approved ePlan Budget
99100 - 504 - - 932	Indirect Cost		8,571.05	
71100 - 189 - - 933	Other Salaries & Wages		48,000.00	ESSER 3.0 Update to agree with approved ePlan Budget
71100 - 201 - - 933	Social Security		2,976.00	
71100 - 204 - - 933	State Retirement		4,666.67	
71100 - 207 - - 933	Medical Insurance		8,000.00	
71100 - 212 - - 933	Medicare		696.00	
71100 - 399 - - 933	Other Contracted Services		81,964.00	
71100 - 722 - - 933	Regular Instruction Equip		15,000.00	
76100 - 799 - - 933	Other Capital Outlay	161,302.67		
		\$ 169,873.72	\$ 169,873.72	

Approved:

Ronald Gammons

Attest:

John Mullins

**Hickman County Board of Education**  
**Budget Amendment - 16**  
**Federal Programs - Fund 142**  
**November 6, 2023**

Account	Description	Debit	Credit	Justification
47590 - - - 964	Revenue	\$ 36,295.29		To budget Project AWARE carryover
72130 - 399 - - 964	Other Contracted Services		\$ 4,000.00	
72130 - 435 - - 964	Office Supplies		7,295.29	
72130 - 499 - - 964	Other Supplies		15,000.00	
72130 - 599 - - 964	Other Charges		10,000.00	
		\$ 36,295.29	\$ 36,295.29	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

Hickman County Board of Education  
 Budget Amendment - 17  
 General Purpose - Fund 141  
 November 6, 2023

Account	Description	Debit	Credit	Justification
46515 - - SSEP	Revenue - Early Childhood Ed	\$ 75,251.45		
71200 - 163 - SSEP	Educational Assistants		\$ 33,000.00	State Special Education Preschool Grant - This will be a reoccurring grant seperate from TISA. (Positions funded with this grant will only continue as long a funding is provided.)
71200 - 201 - SSEP	Social Security		2,046.00	
71200 - 204 - SSEP	State Retirement		3,908.00	
71200 - 207 - SSEP	Medical Insurnace		11,850.00	
71200 - 212 - SSEP	Employer Medicare		479.00	
71200 - 429 - SSEP	Instructional Supplies & Mat		8,000.00	
71200 - 725 - SSEP	SPED Equipment		15,968.45	
46790 - -	Revenue	475,615.00		
71300 - 429 - ISM	Instructional Supplies		1,000.00	To bring the Innovative School Model Grant into agreement with ePlan
71300 - 471 - ISM	Software		363,850.00	
71300 - 524 - ISM	InService	34,400.00		
71300 - 730 - ISM	Vocational Instruction Equip	138,000.00		
72230 - 189 - ISM	Other Salaries & Wages		80,980.00	
72230 - 201 - ISM	Social Security		6,195.00	
72230 - 204 - ISM	State Retirement		8,390.00	
72230 - 207 - ISM	Medical Insurance		16,200.00	
72230 - 524 - ISM	InService		34,400.00	
72710 - 729 - ISM	Transportation Equipment		8,000.00	
76100 - 399 - ISM	Other Contracted Svc		60,000.00	
76100 - 706 - ISM	Bldg Construction	18,000.00		
76100 - 707 - ISM	Bldg Improvements		137,000.00	
76100 - 790 - ISM	Other Equipment	50,000.00		
	<b>TOTALS</b>	<b>\$ 791,266.45</b>	<b>\$ 791,266.45</b>	

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

Account	Description	Debit	Credit	Justification
46515 - - VPK	Early Childhood - VPK Grant	\$ 417,796.00		To differentiate between Early Childhood Education Grants
46515 - -	Early Childhood		\$ 417,796.00	
71100 - 307 - GG	Communication	4,229.00		Adjustments to Give-to-Grant for the purchasing of
71100 - 355 - GG	Travel	2,000.00		
71100 - 524 - GG	InService	2,000.00		
71100 - 599 - GG	Other Charges		8,229.00	
<b>TOTALS</b>		<b>\$ 426,025.00</b>	<b>\$ 426,025.00</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

**QUOTATION #8286433**  
r.2

**Sold To:**  
HICKMAN COUNTY SCHOOLS  
115 MURFHREE AVE  
CENTERVILLE TN 37033

**Ship To:**  
HICKMAN COUNTY MIDDLE SCHOOL  
1639 BULLDOG BLVD  
CENTERVILLE TN 37033  
REFERENCE: TINA THIGPEN

Quotation Date: 10/4/2023

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2023 CONTRACT #R-TC-18004 CLASSROOM FURNITURE Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: FOB Destination - Tailgate Delivery
- 2) Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm: For Orders Received By 12/31/2023
- 4) For Shipment By: Please note that prices are for orders placed prior to 12/31/2023 and shippable no later than 01/31/2024. Orders requiring delivery after this date will not be processed and will require a requote.
- 5) Shipment from Virco: Quick Ship: 10 business days or less  
Campus Basics: 4 to 6 weeks  
Made to Order: 8 weeks +

Models not included in Quick Ship or Campus Basics are Made to Order and typically ready in 8 weeks. Extended lead times may apply; contact your Virco Territory Sales Manager for more information. Variety of lead times on same sales order will carry longest lead time on entire order. Additional shipping and handling charges will apply to orders that are requested to partial ship before Virco's acknowledged due date. Orders requiring delivery date after expiration of quote will require revised quote and may include additional storage fees.

- 6) Color: Standard Virco colors only unless specified otherwise
- 7) Purchase Order: We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232
- 8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

**QUOTATION #8286433**  
r.2

9) Quantity: Any change in quantities may result in a price change



**QUOTATION #8286433**

r.2

**Shipping To: HICKMAN COUNTY MIDDLE SCHOOL**

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #SCI246030CSAE	Science Table, Chemsurf® High-Pressure Laminate MDF Top, 60"l x 24"wx30"h, Wood Frame. Black Top: Maple Or Natural Oak Apron And Legs 15 ea Laminate->Chemsurf Black (BLK577) Sure Edge->Char Black (BLK01) Wood Frame->Maple (MPL003)	\$788.51	15	\$11,827.65
3	Virco Inc #N218	Chair, N2 Series, 4-Leg, Stackable, 18" Seat Height, Ergonomically Contoured Polypropylene Shell, Steel Frame, Nylon-Base Swivel Glides. 32 ea Soft Plastic->Black (BLK01) Frame->Chrome (CHRM)	\$63.51	32	\$2,032.32
<b>Total</b>					<b>\$13,859.97</b>

**The undersigned certifies understanding and agreement of this Quote Letter and has authority to sign for purchase.**

HICKMAN COUNTY SCHOOLS  
115 MURFHREE AVE  
CENTERVILLE TN 37033

X \_\_\_\_\_  
**PO # (if available)**

X \_\_\_\_\_  
**Name (Print)**

X \_\_\_\_\_  
**Authorized Signature**

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

# How To Place Your Order With Virco

## 3 Ways To Order:

1. Email your PDF quote from Virco to [orders@virco.com](mailto:orders@virco.com) (please make sure the quote is signed before submitting)
2. Email your standard PO to [orders@virco.com](mailto:orders@virco.com)
3. Order online at Shop.Virco.com (must register with Inside Sales)

## What to Expect Once Order Is Placed *(see below to complete the order process)*

- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

---

## In Order to Complete the Order Process, Virco Must Receive The Following Information

### Account Info

- "Sold To" Information
- "Ship To" Information
- Pricing source

### Delivery Info

- Delivery contact information (name and phone number for a call before delivery)
- Special delivery requests such as specific delivery hours
- Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

**\*\*Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info\*\***

### Product Info

- Model (Ex: 9018, ZBOOMMFG)

### Color/Finish for the Following:

#### CHAIRS

- Bucket Color
  - Frame Color
  - Glide
- (Ex: Navy/Chrome/Nylon Glides)

#### TABLES/DESKS


- Top/Edge Banding
  - Frame Color
  - Glide
- (Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

#### FILING CABINETS


- Frame Color
- (Ex: Moonstone)



## HICKMAN COUNTY MIDDLE SCHOOL

Product Data:	Product Image (For Reference Only)
<p><b>Tag:</b> #1</p>	
<p><b>Manufacturer:</b> Virco Inc</p>	
<p><b>Model #:</b> SCI246030CSAE</p>	
<p><b>Features and Description:</b> Science Table, Chemsurf® High-Pressure Laminate MDF Top, 60"l x 24"wx 30"h, Wood Frame. Black Top: Maple Or Natural Oak Apron And Legs</p>	
<p><b>Finish:</b> 15 ea Laminate-&gt;Chemsurf Black (BLK577) Sure Edge-&gt;Char Black (BLK01) Wood Frame-&gt;Maple (MPL003)</p>	
<p><b>Warranty:</b> Ten Year Limited Warranty</p>	
<p><b>Testing and Environmental Information:</b></p>	<p><u>Greenguard &amp; BIFMA</u>                      <u>CPSIA</u></p>

## HICKMAN COUNTY MIDDLE SCHOOL

Product Data:	Product Image (For Reference Only)
<p><b>Tag:</b> #3</p>	
<p><b>Manufacturer:</b> Virco Inc</p>	
<p><b>Model #:</b> N218</p>	
<p><b>Features and Description:</b> Chair, N2 Series, 4-Leg, Stackable, 18" Seat Height, Ergonomically Contoured Polypropylene Shell, Steel Frame, Nylon-Base Swivel Glides.</p>	
<p><b>Finish:</b> 32 ea Soft Plastic-&gt;Black (BLK01) Frame-&gt;Chrome (CHRM)</p>	
<p><b>Warranty:</b> Ten Year Limited Warranty</p>	
<p><b>Testing and Environmental Information:</b></p>	<p><u>Greenguard &amp; BIFMA</u>      <u>CPSIA</u></p>

**PROJECT (Name and Address)**  
HICKMAN COUNTY SCHOOLS - DOORS AND WINDOWS

**CHANGE ORDER NUMBER:** 3-1  
**INITIATION DATE:** 10/17/2023

**TO CONTRACTOR (Name and Address)**  
PHASE 1 CONSTRUCTION, LLC

**PROJECT NUMBERS:** 000777-3  
**CONTRACT DATE:** 5/22/2023  
**CONTRACT FOR:** BID PKG 3 COMBINATION BP 1 AND BP 2

---

**THE CONTRACT IS CHANGED AS FOLLOWS:** Codell was instructed by Hickman County to receive pricing from Phase1 that includes removing and replacing 8 more window units.

The original Contract Sum was	1,667,905.00
Net change by previously authorized Change Orders	0.00
The Contract Sum prior to this Change Order was	1,667,905.00
The Contract Sum will be Increased by this Change Order in the amount of	32,353.18
The new Contract Sum including this Change Order will be	1,700,258.18

The Contract Time will be adjusted by 0 days.  
The date of Substantial Completion as of the date of this Change Order therefore is 1/19/2024.

**NOT VALID UNTIL SIGNED BY THE CONSTRUCTION MANAGER, ARCHITECT, CONTRACTOR AND OWNER.**

CODELL CONSTRUCTION COMPANY

**CONSTRUCTION MANAGER (Firm Name)**  
4475 ROCKWELL ROAD WINCHESTER, KY 40391

**ADDRESS** Colton Miller Digitally signed by Colton Miller  
DN: cn=US, e=40300@pmiller@gmail.com,  
c=US, ou=Colton Miller  
Date: 2023.10.23 09:10:42-0400'

**BY (Signature)**  
Colton Miller 10-23-23

**(Typed Name)** **DATE:**

PHASE 1 CONSTRUCTION, LLC

**CONTRACTOR (Firm Name)**  
Celala Brannoy Dr. CENTERVILLE, TN

**ADDRESS** *[Signature]* 37033

**BY (Signature)**  
*[Signature]* 10/23/2023

**(Typed Name)** **DATE:**

**ARCHITECT (Firm Name)**  
Lyle Cook Martin Architects

**ADDRESS** *[Signature]*

**BY (Signature)**  
Bradley A. Martin III

**(Typed Name)** **DATE:**

**OWNER (Firm Name)**

**ADDRESS**

**BY (Signature)**

**(Typed Name)** **DATE:**

**Form for Cost Itemization**

Materials, Equipment, and Labor itemized below will provide by:		Phase1 Construction, LLC	
Job Name:	Hickman County Schools ESSER II Door & Window Replacement	Date Itemized:	13-Oct-23
Project Number:	2023-03	CCR Number:	1

DESCRIPTION	Material				Subcontractor				Labor				
	QUAN	UNIT	COST	EXTENSION	QUAN	UNIT	COST	EXTENSION	QUAN	UNIT	COST	EXTENSION	
Additional Windows to be Replaced 8 Units					1	Lump Sum	\$16,411.91	\$16,411.91					
Demolition and Haul Off									8	Units	850.00	6,800.00	
General Conditions									6	Days	562.50	3,375.00	
<b>Material Subtotal</b>				\$0.00					\$16,411.91	<b>Labor Subtotal</b> \$10,175.00			
<b>Sales Tax 9.25 %</b>				\$0.00						<b>15% Labor Burden</b> \$1,424.50			
<b>Material Costs</b>				\$0.00	<b>Subcontractor</b>				\$16,411.91	<b>Labor Costs</b> \$11,599.50			
<b>Including Sales Tax Total</b>					<b>Total</b>				\$16,411.91	<b>Including Mark-Up Total</b>			



Material	\$0.00
Equipment	\$16,411.91
Labor	\$11,599.50
<b>M+E+L - Subtotal</b>	\$28,011.41
Overhead 10%	\$2,801.14
Profit 5%	\$1,540.63
<b>Total</b>	\$32,353.18



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

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

### 1st readings

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

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

**4.401 Textbooks-** proposed changes in red

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

**1.701 School District Planning-** As part of the legislation enacting the state's new funding formula, districts are required to submit TISA accountability reports. TSBA recommends placing language about this requirement in policy to clarify that the Board approves these reports. Policy 1.701 has been updated to reflect that these reports should align with the Board's district improvement plan. (changes highlighted on the policy)

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

**2.601 Fundraising Activities-** Additional information on recordkeeping and tracking fundraisers has been added to this policy based on updated guidance from the Comptroller's office. (addition highlighted on the policy)

**2.8051 Debit Cards, Credit Cards, & Credit Lines-** New Policy TSBA has updated this policy with additional provisions on the authorized use of debit cards, credit cards, and credit lines. This aligns with best practices outlined in guidance from the Comptroller's office.

**4.603 Promotion and Retention-**A recent change to state law created another pathway for third grade students to be promoted to fourth grade. If a student scores within the fiftieth percentile on the most recently administered state-provided benchmark assessment, the student may be promoted to fourth grade so long as they also receive tutoring services for that year. This statutory change also requires the State Board of Education to develop rules on an appeals process. TSBA is waiting for further information on this aspect and may update the policy further pending State Board action. (addition highlighted on the policy)

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834



**End reading:**

**1.301 Executive Committee-** delete #9 on line 16 and add a new #9 with new wording (policy with changes attached)

**Up for Review:**

1.400- School Board Meetings

1.401 Public Hearing

1.402 Notification of Meetings

1.403 Agendas

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

1.405 Rules of Order

1.406 Minutes

1.407 School District Records- update the contact name (noted on the policy)

1.500 Board-Community Relations

1.501 Visitors to the Schools

1.502 Board Meeting News Coverage

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

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

# Hickman County Board of Education

Descriptor Term:

**Special Education**

Descriptor Code:

**4.202**

Issued Date:

**05/02/22**

Rescinds:

**4.202**

Issued:

**02/03/20**

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

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

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

The plan shall aim toward meeting the following objectives:

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

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**Legal References**

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

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**Cross References**

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

# Hickman County Board of Education

## Special Education

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

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

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

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

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

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

# Hickman County Board of Education

Descriptor Term:

**Alternative Education**

Descriptor Code:

6.319

Issued Date:

08/07/23

Rescinds:

6.319

Issued:

08/02/21

## 1 *General*<sup>1</sup>

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

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

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

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

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

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

## 27 **ASSIGNMENT**<sup>3</sup>

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

1. A zero tolerance offense;<sup>4</sup> or

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

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

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

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

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

#### 18    **REMOVAL<sup>8</sup>**

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

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

#### 23    **ADDITIONAL OFFENSES<sup>9</sup>**

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

#### 27    **TRANSITION PLANS<sup>10</sup>**

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

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Legal References

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

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Cross References

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

# Hickman County Board of Education

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

## 1 SELECTION<sup>1</sup>

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

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

## 18 COMPLAINTS & RECONSIDERATION

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

## 22 DISTRIBUTION

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

## 26 CERTIFICATION<sup>6</sup>

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

## 31 CARE OF TEXTBOOKS<sup>3</sup>

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

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

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

## 10 CARE OF DEVICES

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

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

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

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

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

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

## 33 INSPECTION<sup>2</sup>

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

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Legal References

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

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Cross References

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

# Hickman County Board of Education

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

- 1 The Board will work for the passage of new laws designed to advance the cause of improving  
2 education and for the repeal or modification of existing laws and the defeat of proposed laws that  
3 impede this cause. To accomplish this:
- 4 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
5 and make its position known to the elected representatives at both the state and national level;  
6
  - 7 2. The Board shall work with other school boards in the state, local citizen groups, and other local  
8 officials in acquainting them with the board's legislative priorities and seek their support;  
9
  - 10 3. The Board shall annually select one (1) of its members to serve as its legislative liaison to the  
11 Tennessee Legislative Network (TLN). The representative shall be a level one or greater board  
12 member and have been a delegate to the TSBA convention.  
13
  - 14 4. The Board shall work with its TLN representative, with TSBA, and other concerned groups in  
15 developing an annual legislative program; and  
16
  - 17 5. The Board shall include in its budget appropriate resources, including travel expense, necessary  
18 for its TLN representative and other board members to accomplish its desired legislative goals.

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Cross References

Board Member Development Opportunities 1.204

# Hickman County Board of Education

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

1 *General*

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

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

9 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT<sup>1</sup>**

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

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

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

18 **SCHOOL IMPROVEMENT PLAN<sup>1</sup>**

19 The principal of each school shall work with the Director of Schools to develop and implement a  
20 school improvement plan that is student focused and in support of the board improvement plan. The  
21 plan shall be updated annually and address the long-range strategic plan of the school district.<sup>1</sup>

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Legal References

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

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Cross References

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

# Hickman County Board of Education

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

1 *General*

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

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

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

11 **FEES**

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

17 **EXTENDED SCHOOL PROGRAM**

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

20 **FINES**

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

24 **TUITION INCOME**

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

1    **RENTAL INCOME**

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

4    **GRANTS**

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

9    **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>6</sup>**

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

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

20   Processing fees for these transactions shall be charged.

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

## Legal References

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

## Cross References

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

# Hickman County Board of Education

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

## 1 *Individual Schools*

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

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

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

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

### 13 **LOTTERIES**

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

### 17 **ONLINE FUNDRAISING**

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

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

### 27 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

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

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

1 These funds shall be derived from vending machine revenue, donations, or charitable organizations.

2 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,  
3 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the  
4 procedures are consistent with board policy and state law and disseminate them to all employees.

5 **RECORDKEEPING<sup>1</sup>**

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

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Legal References

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

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Cross References

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

### Fundraising Activities

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

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

NEW!

## Hickman County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <b>Debit Cards, Credit Cards, &amp; Credit Lines</b>	Descriptor Code: <b>2.8051</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

### 1 *General*

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

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

### 10 **AUTHORIZED USE**

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

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

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

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

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working  
22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall  
24 be turned in;
- 25 26 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory  
27 that is purchased;
- 28 29

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal
- 7 purchases.

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Legal References

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

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Cross References

Executive Committee 1.301  
Purchasing 2.805  
Purchase Orders and Contracts 2.808

# Hickman County Board of Education

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

## 1 **PROMOTION**<sup>1</sup>

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

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

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

21 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
22 student is due to:<sup>4</sup>

- 23 1. Date of enrollment;

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

## 6   **PROMOTION PLANS<sup>5</sup>**

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

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

20   A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
21   promoted to the next grade level unless retention is required per additional requirements for students in  
22   third and fourth grade.<sup>6</sup>

23   If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
24   the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
25   program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
26   calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
27   However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be  
28   notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
29   year.<sup>7</sup>

## 30   **RETENTION<sup>6</sup>**

31   A student may be retained when, in the judgment of the student's teacher and/or the student's IEP  
32   team, such retention is in the best interest of the student or when retention is required per additional  
33   requirements for students in third and fourth grade. However, a student shall not be retained more than  
34   once in any grade.

### 35   *Decision of Retention<sup>8</sup>*

36   If a student is retained, the director of schools/designee shall develop an individualized academic  
37   remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
38   the plan shall be provided to the student's parent/guardian within ten (10) days of its development.  
39   This plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring outside of school hours;
- 6
- 7 4. Modification to the student's classroom assignment to ensure the student receives
- 8 instruction from a highly effective teacher; or
- 9
- 10 5. Attendance or truancy interventions.

11 The director of schools shall develop procedures to ensure proper monitoring of students who are  
12 retained and appropriate recordkeeping.

13 For the purpose of determining the effectiveness of retention toward improving student achievement,  
14 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at  
15 least three (3) times during the school year in which the student is retained.

#### 16 *Decision of Retention – Third Grade<sup>9</sup>*

17 Third grade students shall not be promoted to the next grade unless they are determined to be  
18 proficient (i.e., receive a performance level rating of “Met” or “Exceeded”) in English language arts  
19 (ELA) based on the student's most recent TCAP test.

20 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
22 portion of the student's most recent TCAP test may be promoted if:
  - 23 a. The student is an English language learner and has received less than two (2) full years  
24 of ELA instruction;
  - 25 b. The student was previously retained in grades K-3;
  - 26 c. The student is retested before the next school year and scores proficient in ELA;
  - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a  
28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
29 test at the end of the camp; or
  - 30 e. The student receives tutoring for the entirety of the next school year in accordance with  
31 state law.
  - 32 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in  
33 ELA standards by scoring within the fiftieth percentile on the most recently  
34 administered state-provided benchmark assessment and the district provides tutoring  
35 services to the student during the entire fourth grade school year and notifies the

1 student's parent/guardian, in writing, of the benefits of enrolling the student in summer  
2 programming.

3 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of  
4 the student's most recent TCAP test may be promoted if:

- 5 a. The student is an English language learner and has received less than two (2) full years  
6 of ELA instruction;
- 7 b. The student was previously retained in grades K-3;
- 8 c. The student is retested before the next school year and scores proficient in ELA; or
- 9 d. The student attends a learning loss bridge camp before the next school year, maintains a  
10 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next  
11 school year in accordance with state law.

#### 12 *Decision of Retention – Fourth Grade*<sup>9</sup>

13 Students in the following categories shall show adequate growth in the following ways before being  
14 promoted to the fifth grade:

- 15 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the  
16 next school year in accordance with state law or because of attending a learning loss bridge  
17 camp must maintain a ninety percent (90%) attendance rate; and
- 18
- 19 2. A student receiving tutoring for the entirety of the next school year in accordance with state law  
20 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the  
21 student may be promoted to fifth grade.

22 A student shall not be retained more than once in fourth grade.

#### 23 *Decision of Retention – Students with Disabilities*<sup>10</sup>

24 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
25 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
26 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
27 or a suspected disability that impacts their ability to read.

#### 28 **APPEALS**<sup>7,11</sup>

29 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
30 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
31 made to the assistant principal or principal of the school within (5) business days. The student and  
32 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall  
33 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing

- 1 within (5) business days to determine if the student will be promoted and issue such decision within (5)  
 2 business days. Upon notification of the committee decision, the principal shall send written notification  
 3 to the Director of Schools/designee and the parent(s)/guardian(s).
- 4 For students where retention is required per the additional requirements for students in third and fourth  
 5 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
 6 accordance with state law.<sup>12</sup>

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 Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

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 Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Reporting Student Progress 4.601  
 Attendance 6.200  
 Student Assignments 6.205  
 Homeless Students 6.503  
 Student Records 6.600

### **Promotion and Retention**

1. Parents and students are to be made aware of the retention policy at the beginning of the school year.
2. Close contact should be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. Parents should be contacted by February to be made aware of the risk for retention.
4. Within the last nine weeks, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, principals will review and approve the decision regarding retention.
5. No later than two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. This conference should be positive oriented, permitting parent reaction. Letters are to be sent through and signed by the principal.
6. Copies of retention letters should be maintained in the student's permanent record. Teachers should be aware that parents may appeal a retention. The proper chain of command starts with the principal, then the supervisor, next the director of schools, and last the board of education.
7. An appropriate instructional program should be developed for students who are retained. Alternate staff, materials, and instructional strategies should be used when possible and warranted.
8. At the end of each year, the principal will submit to the director a list of students who have been retained, grade level, and reasons for retention. Progress of these students will be monitored by the instructional staff for at least 3 yrs.
9. The following retention criteria should be considered:
  - a. More than two F's (final grade) in the major subjects.
  - b. Excessive absenteeism
  - c. Previous retentions
  - d. Age and maturity
  - e. Socialization
  - f. Psychological effect of retention on student
  - g. Teacher judgment as to benefit of retention



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

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

#### 1st readings

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

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

**4.401 Textbooks-** proposed changes in red

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

**1.701 School District Planning-** As part of the legislation enacting the state's new funding formula, districts are required to submit TISA accountability reports. TSBA recommends placing language about this requirement in policy to clarify that the Board approves these reports. Policy 1.701 has been updated to reflect that these reports should align with the Board's district improvement plan. (changes highlighted on the policy)

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

**2.601 Fundraising Activities-** Additional information on recordkeeping and tracking fundraisers has been added to this policy based on updated guidance from the Comptroller's office. (addition highlighted on the policy)

**2.8051 Debit Cards, Credit Cards, & Credit Lines-** New Policy TSBA has updated this policy with additional provisions on the authorized use of debit cards, credit cards, and credit lines. This aligns with best practices outlined in guidance from the Comptroller's office.

**4.603 Promotion and Retention-**A recent change to state law created another pathway for third grade students to be promoted to fourth grade. If a student scores within the fiftieth percentile on the most recently administered state-provided benchmark assessment, the student may be promoted to fourth grade so long as they also receive tutoring services for that year. This statutory change also requires the State Board of Education to develop rules on an appeals process. TSBA is waiting for further information on this aspect and may update the policy further pending State Board action. (addition highlighted on the policy)

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**End reading:**

**1.301 Executive Committee-** delete #9 on line 16 and add a new #9 with new wording (policy with changes attached)

**Up for Review:**

1.400- School Board Meetings

1.401 Public Hearing

1.402 Notification of Meetings

1.403 Agendas

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

1.405 Rules of Order

1.406 Minutes

1.407 School District Records- update the contact name (noted on the policy)

1.500 Board-Community Relations

1.501 Visitors to the Schools

1.502 Board Meeting News Coverage

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

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# Hickman County Board of Education

	Descriptor Term:  <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: <b>1.301</b>	Issued Date: <b>10/04/21</b>
		Rescinds: <b>1.301</b>	Issued: <b>06/03/19</b>

The chairman of the Board and the director of schools shall constitute the executive committee of the Board,<sup>1</sup> with the chairman of the Board serving as the chairman of the executive committee.<sup>2</sup> The duties shall be:<sup>1</sup>

1. To prepare an agenda for each meeting of the Board;
2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the Board for its approval;<sup>3</sup>
3. To meet at the office of the director of schools as often as necessary to perform the duties required;
4. To advertise for bids and let contracts authorized by the Board;
5. To serve as the purchasing agent for the Board;
6. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
7. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting;
8. To transact any other business assigned to the committee by the Board; and<sup>1</sup>
- ~~9. To transfer funds from 141 to 142 and/or 143 to meet cash flow needs that arise in the District.~~
10. Countersign all warrants authorized by the board and issued by the director of schools for all expenditures of the school system

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Legal References

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Cross References

1. TCA 49-2-206
2. TCA 49-2-205(3)
3. TCA 49-2-203(a)(9)(A)(i)

Duties of Officers 1.201  
Agendas 1.403  
Annual Operating Budget 2.200  
Purchasing 2.805  
Credit Cards/Credit Lines 2.8051  
Bids and Quotations 2.806  
Payment Procedures 2.810  
Qualifications/Duties of the Director of Schools 5.802

# Hickman County Board of Education

Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>1.400</b>	Issued: <b>10/04/21</b>

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.<sup>1</sup>  
3 Open meetings will be physically accessible to all students, employees, and interested citizens.<sup>2</sup>

4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The  
5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board  
6 business by motion and majority vote.<sup>3</sup>

## 7 **REGULAR MEETINGS**

8 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 6:30 p.m.

9 When appropriate, the meeting shall be rescheduled by the chairman.

## 10 **SPECIAL MEETINGS**

11 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
12 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools  
13 require it, or when requested to do so by a majority of the Board.<sup>4</sup>

14 Special meetings may be called for either of the following purposes:

15 1. To enable the Board to concentrate and take action on a single problem or set of problems;  
16 or

17 2. To enable the Board to take emergency action between regular meetings.

19 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
20 or transacted by the Board at a special meeting.

## 21 **ELECTRONIC ATTENDANCE<sup>5</sup>**

22 Absent board members may attend a regular or special meeting by electronic means if the member is  
23 absent because of work, a family emergency, or the member's military service. If a board member is  
24 absent due to military service, he/she may participate electronically as often as he/she is able to do so.  
25 However, a board member may not participate electronically more than two (2) times per year for  
26 absences due to work and/or family emergencies.

## *General Requirements*

1 The following requirements apply to all electronic attendance, regardless of the reason for the  
2 member's absence:

- 3 1. A quorum of the Board must be physically present at the meeting in order for any member to  
4 attend electronically.
- 5 2. Any member wishing to participate electronically must do so using technology that allows the  
6 chair to visually identify the member.
- 7 3. The responsibility for the connection lies with the member wishing to participate electronically.  
8 No more than three (3) attempts to connect shall be made unless the Board chooses to make  
9 additional attempts.

#### 10 *Work-Related Absence*

11 The following requirements apply to electronic attendance due to a work-related absence:

- 12 1. The Board member must be absent from the county due to work.
- 13 2. The member wishing to participate must give the chair and Director of Schools at least five (5)  
14 days' notice prior to the meeting of the member's desire to participate electronically.

#### 15 *Sickness or Period of Convalescence*

16 A board member may attend a meeting by electronic means if sick or in a period of convalescence on  
17 the advice of a healthcare professional; however, he/she may only participate electronically three (3)  
18 times per year for this reason.

#### 19 *Inclement Weather or Natural Disaster*

20 A board member may attend a meeting by electronic means due to inclement weather or natural  
21 disaster if the schools in the school district are closed; however, he/she may only participate  
22 electronically three (3) times per year for this reason.

#### 23 *Family Emergency*

24 The following requirement applies to electronic attendance due to a family emergency:

- 25 1. The member must be absent due to the hospitalization of the member or the death or  
26 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-  
27 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or  
28 sister-in-law.

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

School Board Legal Status and Authority 1.100  
Board Committees 1.300  
Notification of Meetings 1.402  
Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802

# Hickman County Board of Education

Descriptor Term:  <b>Public Hearings</b>	Descriptor Code: <b>1.401</b>	Issued Date: <b>10/04/21</b>
	Rescinds: <b>1.401</b>	Issued: <b>07/01/19</b>

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period. Any licensed employee  
3 of the Board is entitled to a hearing, upon written request,<sup>1</sup> and shall be advised of the same  
4 in the event of a dismissal;
- 5 2. When a student has been suspended and the resolution has not been satisfactory;
- 6 3. When a parent or legal guardian shall contest the school assignment of their child;<sup>2</sup> and/or  
7
- 8 4. When the Board deems it to be in the public interest.  
9  
10

11 Any individual(s) requesting a hearing before the Board will make such request in writing stating the  
12 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the  
14 specific reasons for requesting the transfer. All requests for hearings must be received by the Board or  
director of schools within the time limit prescribed by law for that category of hearing.

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#### Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(EE)(i); TCA 49-5-512
2. TCA 49-6-3201

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#### Cross References

Board Committees 1.300  
Appearances Before the Board 1.404  
Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201

# Hickman County Board of Education

Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>1.602</b>	Issued: <b>11/01/21</b>

1 Adequate notice of meetings<sup>1</sup> in the case of regular meetings shall consist of the approval of a schedule  
2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director  
3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of  
4 the local education association<sup>2</sup> and to the local news media for periodic announcement. No other notice  
5 of regular meetings shall be necessary beyond those stated and the holding of the particular regular  
6 meetings at the appointed times, if the date and time of the next regular meeting was announced at the  
7 last held board meeting.

8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the  
9 local news media and the president of the local education association, as in the case of regular meetings,  
10 at least forty-eight (48) hours prior to the meeting.

11 The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally  
12 unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice  
shall be given to all appropriate parties as is practical.

14 All notices of special board meetings shall state the time, place, and purpose of the meeting.

15 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary  
16 hearings, shall include information on how community members can participate in the public comment  
17 portion of the board meeting.<sup>3</sup>

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#### Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

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#### Cross References

School Board Meetings 1.400

# Hickman County Board of Education

Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>11/01/21</b>
	Rescinds: <b>1.403</b>	Issued: <b>07/01/19</b>

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board  
2 meeting. Any board member may place items on the agenda for discussion. The particular order may  
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with  
5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled  
6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is  
7 distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote,  
8 approve the agenda for the meeting, which may involve the addition to or deletion of items previously  
9 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless  
10 such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office ten (10)  
13 days prior to the scheduled date of the Monday meeting. The person(s) requesting an item on the agenda  
14 shall forward any background information to the director of school's office so that the material will be  
15 included in the delivery to the board members prior to the meeting.

## 16 ANNUAL AGENDA

17 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-  
18 by-month actions required by law and those required to carry out the Board's annual goals and objectives  
19 and the State Board of Education's performance standards.



Hickman County Schools Board Agenda Item Request

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

Name of School: \_\_\_\_\_

Item Request: \_\_\_\_\_

Explanation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (if necessary and appropriate):  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda: \_\_\_\_\_

Signature of Building Principal or Director of Schools: \_\_\_\_\_

# Hickman County Board of Education

Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>01/09/23</b>
	Rescinds: <b>1.404</b>	Issued: <b>11/01/21</b>

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility

## 4 APPEARING BEFORE THE BOARD AND PUBLIC COMMENT PERIOD<sup>2</sup>

5 The Board will add 15 minutes of public comment time to the beginning of each board meeting. There shall be  
6 a public comment period for each meeting with actionable items on the agenda, with the  
7 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda.  
8 Individuals desiring to speak during public comment period should sign up to speak prior to the  
9 meeting. The sign-up sheet for public comment will be available at the meeting location 1 hour prior  
10 to the meeting. The sign-up sheet will include (1.) Name (2.) address.

11 Use respect when presenting your concern, be prepared, and end timely. Stick to facts as you know  
12 them.

13 Recognition of individuals who are not citizens of Hickman County is to be determined by a majority  
14 vote of the Board.

15 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she  
16 determines that such is in the public interest. A majority vote of members present can overrule the  
17 decision of the chairman.

18 Individuals speaking to the Board shall address remarks to the Board and may direct questions to  
19 individual board members or staff members only upon approval of the chairman. Each person  
20 speaking shall state his name, address, and subject of presentation. Remarks may be limited to five (3)  
21 minutes unless time is extended by the Board. The chairman shall have the authority to terminate the  
22 remarks of any individual who is disruptive, violates state law or doesn't adhere to board rules.<sup>1</sup>  
23 Members of the Board and the director of schools have the privilege of asking questions of any person  
24 who addresses the Board.

25 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
26 the Board.

---

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

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Cross References

School Board Meetings 1.400  
Public Hearings 1.401  
Agendas 1.403  
Discrimination/Harassment of Employees 5.500  
Complaints and Grievances 5.501  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Student Concerns 6.305

Request to Appear before the Hickman County Board of Education

The Board of Education has added a period of public comment to each board meeting for a period not longer than 15 minutes, with each speaker being allocated 3 minutes each.

A sign-up sheet will be available one hour prior to each regular board meeting for those requesting to speak to write their name and address.

The Board Chair will recognize speakers.

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Rules of Order</b>	Descriptor Code: <b>1.405</b>	Issued Date: <b>11/01/21</b>
		Rescinds: <b>1.405</b>	Issued: <b>07/01/19</b>

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the  
 2 Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable  
 3 to the Board, or by policies of this Board including the following exceptions:

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on  
 6 the basis of a majority of the membership of the Board.<sup>1</sup>

7 Roll call votes will be used at the discretion of the chairman or upon the request of any board member.  
 8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's  
 9 individual vote may be recorded in the minutes. No secret votes shall be used.<sup>2</sup>

10 **CHAIRMAN'S PARTICIPATION**

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as  
 any other member without relinquishing the chair.<sup>3</sup>

---

Legal References

1. TCA 49-2-202(g); Tenn. Att'y Gen. Op. No. 14-102 (Dec. 2, 2014)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

# Hickman County Board of Education

	Descriptor Term:  <h2 style="margin: 0;">Minutes</h2>	Descriptor Code: <b>1.406</b>	Issued Date: <b>11/01/21</b>
		Rescinds: <b>1.406</b>	Issued: <b>10/07/19</b>

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of  
 2 the Board.<sup>1</sup> The draft of the minutes of the previous meeting shall be sent to all board members with the  
 3 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed  
 4 by the chairman and director of schools. The minutes shall become permanent records of the Board and  
 5 shall be made available to interested citizens and the news media upon request.<sup>2,3</sup> A copy shall be  
 6 provided to all board members, the president of the local education association, and to each of the schools  
 7 no more than thirty (30) days after approval by the Board.<sup>4</sup>

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or  
 10 absent, and the approval of the minutes of the preceding meeting;<sup>2</sup>
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together  
 12 with the names of the members making and seconding the motions, and a record of the  
 13 members voting “aye” and “nay” in the event of a roll call vote;<sup>2</sup>
- 14 3. Reports, documents, and objects relating to a formal motion may be omitted from the  
 15 minutes, if they are referred to and identified by title and date;<sup>3</sup>
- 16 4. Names of persons addressing the Board and the purpose of their remarks; and
- 17 5. A brief account of those items discussed, and whether or not any motions were made  
 18 regarding those items.

---

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B). (a)(2)(B)
4. TCA 49-2-203(a)(10)
5. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

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Cross References

Duties of Officers 1.201

# Hickman County Board of Education

Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>11/01/21</b>
	Rescinds: <b>1.407</b>	Issued: <b>07/01/19</b>

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

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

9 All requests to inspect or receive copies of records shall be submitted to Becky Coleman, the district's  
10 public records request coordinator and records custodian.<sup>6</sup>

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

## 14 **REQUESTS FOR INSPECTION<sup>2</sup>**

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

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

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

## 24 **REQUESTS FOR COPIES<sup>2</sup>**

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

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

1 Reasonable Charges found at  
2 [https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)  
3 [guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. The  
4 records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay  
5 the estimated reasonable costs by cash, money order or cashier's check prior to the district producing  
6 the copies.

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

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

### 11 FREQUENT AND MULTIPLE REQUESTS

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

### 20 RECORDS RETENTION

21 The director of schools and/or his designee(s) shall retain and dispose of school district records in  
22 accordance with the following guidelines:<sup>2,4</sup>

- 23 1. The director of schools and/or his/her designee(s) will determine if a particular record is of  
24 permanent or temporary value in accordance with regulations promulgated by County Public  
25 Records Commission and the Tennessee Institute for Public Services records manual;<sup>8,9</sup>
- 26 2. Temporary value records which have been kept beyond the required time may be recommended  
27 to the Public Records Commission for destruction;<sup>10,11</sup>
- 28 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
29 transferred to the State Library and Archives. The temporary value records rejected by the State  
30 Library and Archives may be transferred to another institution or destroyed;<sup>10, 11, 12</sup>
- 31 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
32 director of schools desires to destroy the original permanent record, these records must be  
33 reproduced by microfilming or some other permanent reproduction method. Permission to  
34 destroy any original permanent record after microfilming follows the same procedure noted  
35 above for temporary records;<sup>9, 11</sup> and
- 36 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,  
37 removal or loss of records.<sup>13</sup>

1 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>14</sup>**

2 Twyla Tucker  
3 Office of Information and Services  
4 931-729-3391 Ext 2225

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Legal References

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

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Cross References

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

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

Examine/Obtain Copies:

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

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

Records Request Form

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code: <b>1.500</b>	Issued Date: <b>11/01/21</b>
	<b>Board-Community Relations</b>	Rescinds: <b>1.500</b>	Issued: <b>07/01/19</b>

- 1 In order to promote school-community interaction relating to the policy and operation of the schools,  
2 the Board will:
- 3 1. Strive to keep citizens of the school system regularly informed about all policies, problems  
4 and planning through channels of communication, its own efforts, and the office of the  
5 director of schools;
  - 6 2. Encourage the public to inquire, learn about, and express a continuing interest in the  
7 operation of the schools;
  - 8 3. Direct all school employees, including teachers, administrators and support service  
9 personnel to participate in good school-community interaction by:
    - 10 a. Transmitting pertinent and correct information to citizens upon request or upon  
11 initiative of school employees;
    - 12 b. Seeking ways to improve school-community relations; and
  - 13 4. Recognize the right of news media to inquire, research and report to the public information  
14 about local schools.
- 15 The principal of each school shall be responsible for the development of a public relations program and  
16 shall promote programs which involve parents and the community with the school.
- 17 The director of schools shall be responsible for leadership in school-community relations. Through the  
18 use of his staff, he/she will promote a program to best coordinate the involvement of the schools and  
19 community.
- 20  
21  
22  
23  
24

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Cross References

Visitors to the Schools 1.501  
Board Meeting News Coverage 1.502  
Advertising & Distribution of Materials in Schools 1.806  
Crisis Management 3.203  
Community Use of School Facilities 3.206  
Staff Community Relations 5.606

# Hickman County Board of Education

Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>09/19/23</b>
	Rescinds: <b>1.501</b>	Issued: <b>11/01/21</b>

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all  
2 visitors will report to the school office when entering the school and will sign a log book, present their  
3 ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the Raptor  
4 System each new school year by way of student packets and/or handbooks. Signs will be posted outside  
5 of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the building  
6 or on the school campus will be determined by the principal or designee. Guest passes shall be issued  
7 for all persons other than students and employees of the school.<sup>1</sup>

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto  
9 the grounds or into the school buildings during the hours of student instruction except students assigned  
10 to that school, the staff of the school, parents of students, and other persons with lawful and valid business  
11 on the school premises.

12 The principal or his/her designee has the authority to exclude from the school premises any persons  
disrupting the educational programs in the classroom or in the school, disturbing the teachers or students  
on the premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

15 The principal shall engage law enforcement officials when he/she believes the situation warrants such  
16 measures.

17 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors  
18 to school must be submitted to the principal.

---

#### Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

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#### Cross References

Section 504/ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Security 3.205  
Care of School Property 6.311

# Hickman County Board of Education

	Descriptor Term: <b>Board Meeting News Coverage</b>	Descriptor Code: <b>1.502</b>	Issued Date: <b>11/01/21</b>
		Rescinds: <b>1.502</b>	Issued: <b>07/01/19</b>

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the Board shall be made available to the media.
- 3 The press will be provided with working copies of the agenda and agenda materials upon request.
- 4 The chairman of the Board and/or the director of schools will be available after each meeting to answer
- 5 questions and to clarify points of discussion and action.

---

#### Cross References

Board-Community Relations 1.500  
News Releases, Conferences and Interviews 1.503

**Tennessee School Boards Association**  
**2023 Annual Convention Schedule**  
**Gaylord Opryland Resort and Convention Center**

**Thursday, November 16**

- 8:30 a.m.-6:30 p.m. Registration  
10:00-11:45 a.m. Board Chairman Roundtable Discussion  
**Facilitator: Keys Fillauer**  
2:00-6:00 p.m. Leadership Conference  
**Speakers: David Pickler and Eddie B.**

**Friday, November 17**

- 7:00 a.m.-7:00 p.m. Registration  
7:30-8:15 a.m. Leadership Conference Breakfast  
8:30-11:30 a.m. Leadership Conference  
**Speaker: Tim Weisheyer**  
11:30 a.m.-12:45 p.m. Lunch (*on your own*)  
12:00-4:00 p.m. Exhibit Hall/Reception  
1:00-3:00 p.m. Pre-Convention Legal Workshop  
1:00-3:00 p.m. Pre-Convention Legislative Workshop  
4:15-5:45 p.m. Opening General Session  
**Speaker: Hallerin Hill**

**Saturday, November 18**

- 7:00 a.m.-6:30 p.m. Registration  
7:00-10:30 a.m. Exhibit Hall Open  
7:00-8:15 a.m. Exhibit Hall Breakfast  
8:30-9:30 a.m. Clinic Session A  
9:45-10:15 a.m. Exhibit Hall Door Prizes  
10:30-11:30 a.m. Clinic Session B  
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony  
**Entertainment: Heather Land**  
1:30-2:30 p.m. Clinic Session C  
3:00-4:30 p.m. Delegate Assembly  
3:00-4:30 p.m. Board Secretaries' Meeting  
8:00 p.m. Karaoke Party  
**Sponsored by: ABM and US Able Life**

**Sunday, November 19**

- 7:00-10:00 a.m. Registration  
7:15-8:15 a.m. Convention Breakfast  
8:30-9:45 a.m. Closing General Session  
**Speaker: Dr. Donna Beegle**  
9:45 a.m. Adjourn

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DETAILS: TSBA 2023 Leadership Conference & Annual Convention

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## TSBA LEADERSHIP CONFERENCE & ANNUAL CONVENTION

*Leadership  
Conference*

**November 16-17, 2023**

**\$225**

*Annual  
Convention*

**November 17-19, 2023**

**\$400**

[Click here to register  
for Leadership Conference](#)

[Click here to register  
for Annual Convention](#)

This year's [Leadership Conference and Annual Convention](#) will provide thought provoking general session speakers, informative breakout sessions on best school practices, award recognition for excellence in education and the opportunity to interact with a variety exhibitors that provide products and services for your schools.

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### **Board Chairman Roundtable**

*Thursday, November 16 from 10:00 a.m. – Noon*

Registration Fee: \$0

The session provides board chairman an opportunity to learn how to be a good leader, navigator, planner, organizer, communicator, interpreter, confidant, liaison, and trouble shooter.

[Agenda](#)

### **TSBA Leadership Conference**

*Thursday, November 16 from 2:00 - 6:00 p.m. and Friday, November 17 from 8:00 - 11:45 a.m.*

Registration Fee: \$225

The Leadership Conference, provides board members the opportunity to examine leadership styles, review effective governance techniques, and lead through strategic planning.

*School board members will be able to receive their annual mandatory training credit hours for the 2023-2024 cycle by attending the Leadership Conference and Superintendents will receive one (1) day of CEO credit.*

[Agenda](#)

[Speakers](#)

### **Exhibitor Trade Show**

*Friday, November 17 from noon - 4:00 p.m. and Saturday, November 18 from 7:00 - 10:30 a.m.*

Registration Fee: \$0

There will be several companies showcasing their products and services during the tradeshow. Attendees will have the opportunity to learn more about their offerings.

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### **Pre-Convention workshops**

*Friday, November 17 from 1:00 - 3:00 p.m.*

Pre-Convention Workshop Registration Fee: \$75

The Pre-Convention Legal and Legislative Advocacy Workshops provide board members and opportunity to hear an update on the latest legal issues and techniques on how to effectively advocate for your district legislatively. **You may only register for one of these workshops since they occur simultaneously.**

[Pre-Convention Legal Workshop Agenda](#)

[Pre-Convention Legislative Workshop Agenda](#)

### **TSBA Annual Convention**

*Friday, November 17 - Sunday, November 19*

Registration Fee: \$400

During the Convention, attendees will have the opportunity to hear from highly renowned speakers, participate in the Delegate Assembly, and choose from a wide array of clinic sessions. Board members will benefit from innovative ideas, network with national vendors in the exhibitor tradeshow and celebrate each other's achievements.

Registration for this year's Annual Convention includes admission to all general sessions, clinics, and the exhibitor tradeshow, as well as the following meal functions: Friday Exhibit Hall Reception, Saturday Exhibit Hall Breakfast, Saturday Awards Ceremony Luncheon, and Sunday Convention Breakfast. Guests of convention attendees are invited to attend but must pre-purchase for meal functions.

[Full Convention Schedule](#)

[Speakers](#)

### **Luncheon and Awards Ceremony**

*Saturday, November 18 from 11:45 a.m. - 1:15 p.m.*

Registration Fee: \$0 (included in Convention registration fee)

During the Awards Ceremony, board members will be recognized for their accomplishments. Lunch will be provided to all attendees. We will have a comedian performing immediately following the ceremony.

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### **Board Secretaries' Meeting**

*Saturday, November 18 from 3:00 – 4:30 p.m.*

Registration Fee: \$0

During the Board Secretaries' meeting, school system personnel that provide support to the board of education and superintendent will be provided with an overview of several topics to assist them in their daily responsibilities.

[Agenda](#)

### **Delegate Assembly**

*Saturday, November 18 from 3:00 - 4:30 p.m.*

Registration Fee: \$0

The Delegate Assembly is the official business meeting of TSBA. Only school board members can serve as delegates and each school board must submit their designated delegates prior to the Delegate Assembly.

[Delegate Assembly FAQ](#)

### **Hotel Accommodations**

TSBA has a room block at the Gaylord Opryland Resort & Convention Center. You must register for the leadership conference and/or convention before you will receive the link to make hotel reservations on **June 1, 2023**.

The room rate at the Gaylord Opryland is \$242 per night, plus tax for a Standard Room and \$296 per night, plus tax for a Premium Room. The deadline to make reservations is October 16, 2023.

All rooms will include the following:

- Resort Savings Card
- In-room wired and wireless high-speed internet access, and wireless high-speed access in public areas
- Fitness Center Access
- Designated Complimentary in-room beverages

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- Local and toll free 800 telephone calls (20 minutes per call)

**Attire**

Business casual dress is appropriate for all events. We are setting aside Saturday, November 18 as a day for boards to show their school system pride. If your board has matching shirts, please wear them throughout the day on Saturday.

*Leadership  
Conference*

**November 16-17, 2023**

**\$225**

*Annual  
Convention*

**November 17-19, 2023**

**\$400**

[Click here to register  
for Leadership Conference](#)

[Click here to register  
for Annual Convention](#)

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Stuco

Proposed fundraising activities: Basketball Tailgate (Kickoff Basketball Season - 1<sup>st</sup> home game) ↑ after-school event

Purposed Uses of funds raised  
Teacher Appreciation Gifts

Expected student involvement (school-wide or specific school organization) those that wish to participate

Method by which school will receive profit currency

Requested by Allyson L. Capps Date 10/16/23  
Name/Title

Approved by Jina S. Shipp Date 10-16-23  
Principal

Approved by John Mullins Date 10-16-23  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name FFA / Agriculture

Proposed fundraising activities: Annual Fruit Sales

Purposed Uses of funds raised  
raised funds will be used for consumable and costs  
of club activities

Expected student involvement (school-wide or specific school organization) Agricultural  
Class and FFA students

Method by which school will receive profit Dollars per unit

Requested by [Signature] Agriculture Date 9-29-23  
Name/Title FFA ADL

Approved by [Signature] Date 9-29-23  
Principal

Approved by [Signature] Date 9-29-23  
Director of Schools\*

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

## PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: 3064 School Fundraiser

Proposed Fundraising Activities: Otis Spunkmeyer cookie sales

Proposed Uses of Funds Raised: School improvement

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

School-wide involvement to sell cookie dough through friends and family.

Method by which school will receive profit: Check from Otis Spunkmeyer

Requested by (Name/Title): Ashley Totty

Date: 10/18/23

Approved by (Principal):

*Ashley Totty*

Date: 10-18-23

Approved by  
(Director of Schools):

*John Mullens*

Date: 10-18-23

### PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: 3064 School Fundraiser

Proposed Fundraising Activities: Otis Spunkmeyer cookie sales

Proposed Uses of Funds Raised: School improvement

Expected Student Involvement (school-wide or specific school organization):  
School-wide involvement to sell cookie dough through friends and family.

Method by which school will receive profit: Check from Otis Spunkmeyer

Requested by (Name/Title): Ashley Totty Date: 10/18/23

Approved by (Principal): *Ashley Totty* Date: 10-18-23

Approved by (Director of Schools): *John Mullins* Date: 10-18-23

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Art Club EHHS

Account Number \_\_\_\_\_

Proposed fundraising activities: Face Painting for Homecoming

Purposed Uses of funds raised: Art Supplies

Expected Student involvement (school-wide or specific school organization): There are 17 students in Art Club. Those not engaged elsewhere for Homecoming may do face painting. Any EHHS Student may get their face painted.

Method by which school will receive profit: Payment from Students

Requested by: Jennifer Allman, Art Teacher 9/28/23  
Name/Title Date

Acknowledge by: Jo Nordke 9/28/23  
Bookkeeper Date

Approved by: [Signature] 9/28/23  
Principal Date

Approved by: John Muller 9/28/23  
Director of Schools\* Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Student Council

Account Number 838

Proposed fundraising activities: Spirit Link sales during homecoming week.

Purposed Uses of funds raised: Funds used to pay for homecoming expenses; remaining funds used for student rewards/teacher appreciation

Expected Student involvement (school-wide or specific school organization): Any student or staff member may purchase links

Method by which school will receive profit: Students purchase link - 10¢ per link and/or \$1.00 to steal links from another class

Requested by: Beth Robinson, Stu Co sponsor  
Name/Title

~~9/20/23~~ 9/26/23  
Date

Approved by: [Signature]  
Principal

9/27/23  
Date

Approved by: John Mullins  
Director of Schools\*

9-27-23  
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 Student Council

Account Number 838

Proposed fundraising activities: Homecoming Skits

Purposed Uses of funds raised: Funds used to pay homecoming expenses for student council and classes; remaining money used for student rewards / teacher appreciation

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

Method by which school will receive profit: Ticket sales - \$2.00 per ticket

Requested by: Ben Robinson / Student sponsor  
Name/Title

9/24/23  
Date

Approved by: [Signature]  
Principal

9/27/23  
Date

Approved by: [Signature]  
Director of Schools\*

9-27-23  
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 Fundraiser-PBIS

Account Number ~~405~~ 940

Proposed fundraising activities: Concessions - during Homecoming activities  
(after lunch) hotdogs, chips, candy, drinks

Purposed Uses of funds raised: to fund PBIS events

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

Method by which school will receive profit: Cash

Requested by: Colin Henson 10-3-23  
Name/Title Date

Acknowledge by: [Signature] 10-3-23  
Bookkeeper Date

Approved by: [Signature] 10-3-23  
Principal Date

Approved by: John Mullins 10-3-23  
Director of Schools\* Date

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

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

**RONALD GANNONS**  
8419 Rice Ln., Lyles, TN 37098

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

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

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

**JIM HUGGINS**  
1297 E Grinders Switch Rd., Centerville, TN 37033

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

**School Support Organization  
Request For Fundraising Activities**

Organization East Hickman Bad and choir Boosters

Proposed Fundraising Activity Candle fundraiser

Date(s) month of November

Location(s) EHHS & Community

Requested By Lucy Allen 10-3-23  
President/Chair of Organization Date

Recommended By [Signature] 10/4/23  
Principal Date

Approved John Mullins 10-4-23  
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\*\***



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

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band and Choir Boosters

Proposed Fundraising Activity Sucker fundraiser

Date(s) Oct 2023

Location(s) EHHS & Community

Requested By Lindy Allen 10-3-23  
President/Chair of Organization Date

Recommended By [Signature] 10/4/23  
Principal Date

Approved [Signature] 10/4/23  
Director of Schools or Designee Date

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

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AMY BRYANT  
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9792 Dogwood Dr., Bon Aqua, TN 37025

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2868 Hwy 48 N. Nunnally, TN 37137

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

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band and Choir Boosters

Proposed Fundraising Activity Concessions / Bake Sale

Date(s) Oct 24th 2023, Dec 18th, 2023

Location(s) EHS

Requested By Lindy Allen 10-3-23  
President/Chair of Organization Date

Recommended By [Signature] 10/4/23  
Principal Date

Approved [Signature] 10/4/23  
Director of Schools or Designee Date

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

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

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

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2868 Hwy 48 N Nunnely, TN 37137

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

**School Support Organization  
Request For Fundraising Activities**

Organization East Hickman Band and Chorus Boosters

Proposed Fundraising Activity Gift wrapping fundraiser

Date(s) December 16th

Location(s) EHS Cafeteria

Requested By Ludry Allen 10-3-23  
President/Chair of Organization Date

Recommended By [Signature] 10/4/23  
Principal Date

Approved John Mullins 10/5/23  
Director of Schools or Designee Date

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

Account Number \_\_\_\_\_

Proposed fundraising activities: sale of s'mores + water @ Montgomery  
Bell reward trip

Purposed Uses of funds raised: PBIS activities

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

Method by which school will receive profit: Cash

Requested by: Sheryl Robinson / PBIS member 10/18/23  
Name/Title Date

Acknowledge by: [Signature] 10/18/23  
Bookkeeper Date

Approved by: [Signature] 10/18/23  
Principal Date

Approved by: [Signature] \_\_\_\_\_  
Director of Schools\* Date

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