Board of Education Meeting
April 27, 2023 6:00 PM
Central Services Board Room

1. Call to Order - Ms. Teresa Boston
2. Moment of Silence/Pledge of Allegiance
   Hallie Evans-CCHS
   Kylie Tanner-CCHS - Ms. Teresa Boston
3. Welcome to Visitors - Ms. Teresa Boston
4. Special Recognition
   -TSBA SCOPE Student Recognition
   Owen Brown
   Kami Farley
   Emily Griffis
   Camdyn Holbrook
   Elijah Vandever - Ms. Teresa Boston
5. Kids First Award
6. Roll Call
7. Declaration of Conflict - Mr. Earl Patton
8. *Approval of Regular and Special Called Minutes
9. *Approval of Agenda
10. Acknowledgement of Elected Officials
11. Community Comments
12. School Board Reports

12.A. TLN Report - Ms. Shannon Stout

13. Board Member(s) Report from Training(s)
14. Legal Report - Mr. Earl Patton
15. Junior Reserve Officer Training Corps (JROTC)-Mr. Harry Dodson
16. Excel Energy Group Presentation-Mark Gregory
17. Director's Report - Mr. William Stepp

17.A. *Student EW Appeal from DHA
17.B. *Math Textbook Adoption Approval
17.C. *Request to Apply & Participate in Federal Grants
17.D. *Approval of Food Services Equipment Bid Packet
17.E. *Approval of Food Service Annual Bid Packet
17.F. *Innovative School Model Overview
17.G. *CTE Work Based Learning Coordinator Job Description-ISM
17.H. *CTE Middle School Career Coach Job Description-ISM
17.I. *Request for Grant Participation BBLC
17.J. *Request for Grant Participation DIDD
17.K. *Stockpile Days Calendar Amendment
17.L. Mallory Varner, Speech/Language Pathologist Agreement
17.M. Calvin University Agreement
17.N. Annual Planning Calendar
17.O. FYI

17.O.1. Attendance Report
17.O.2. Personnel Report
17.O.3. Substitute List
17.O.4. School News Articles
17.O.5. School Calendar of Events

18. School Board Committees

18.A. Policy Committee - Ms. Rebecca Hamby

18.A.1. *Approval of First and Final Reading of Policies
18.A.2. *Approval of Second Reading of Policies
18.B. Athletic Committee - Mr. Nick Davis
18.C. Budget Committee Meeting - Ms. Teresa Boston
18.D. Building and Grounds Committee - Mr. Robert Safdie
18.E. Safety Committee - Ms. Rebecca Hamby
18.F. Contract Committee - Ms. Teresa Boston
19. Chief Financial Officer's Report
19.A. Monthly Financial Report
19.B. Monthly Sales Tax Report
19.C. *141 Budget Amendments
19.D. *142 Budget Amendments
20. *Consent Agenda
20.A. *Review Only Policies
20.B. *Approval of Volunteers
20.C. *Approval of Overnight and Out of State Field Trips
20.D. *Approval of Contracts
20.E. *Approval of Grants
20.F. *School Wide Fundraisers
20.G. *Approval of Disposal of Surplus Property
20.H. *Executive Approval
21. Old Business
22. Questions from Media
23. Adjournment

(*) Indicates Board Approval Required

ENGAGE INNOVATE EMPOWER

Kids First Award

I would like to nominate Tabitha Troglin for this award. She has been volunteering her help with CCHS FFA for 5 years now and has been a tremendous asset to our organization. She has put in countless hours chaperoning field trips, training judging teams, and helping with fundraisers. She was instrumental in helping to plan our Fall Farm Day and has worked them from start to finish. Tabitha has been a big part of our partnership with Aviagen which has exposed our students to the many aspects of working for the company. The 12 week program really exposes our students potential careers in the poultry industry. She is there volunteering for anything we need done and she is an important part of what we have accomplished over the last 5 years. Tabitha truly cares about our students and their success and she will do whatever is needed to help with that success. She is always putting our kids first and absolutely deserves this award.

Jason Atkinson

Board of Education
March 15, 2023 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Wednesday, March 15, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:03 pm.

BOARD MEMBERS:

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Present
Ms. Shannon Stout:	Absent
Ms. Elizabeth Stull:	Present

Others in Attendance:
Earl Patton - Attorney
Heather Mullinix - Media

1. Call to Order- Ms. Teresa Boston(See above)

2. Moment of Silence/Pledge of Allegiance- Ms. Teresa Boston- Boston led the board members in a Moment of Silence. After a moment of silence, Boston led the audience in the Pledge of Allegiance.

3. Roll Call- (See Above) Boston advised, I know this is not on the agenda, but I would like to welcome Heather Mullinix to our meeting. We've missed you, but thank you Heather for being here.

4. *Approval of Agenda(See Exhibit #1) Boston advised, next on the agenda is the approval of the agenda. I will entertain a motion for the approval of the agenda. Hamby advised, I make a motion we approve the agenda. Hale advised, second. Boston replied, we have a first and a second for the approval of the agenda. A Voice Vote was taken.

   Motion to approve the agenda as presented.

   VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 7, No: 0

MOTION: **Motion Carried**

5. *JUUL Litigation - Boston advised, next on the agenda is the JUUL Litigation. At this time, what I would like to do is pause the meeting so we could have a closed session with our attorney to discuss this litigation and then, as soon as our attorney has released us, we will get back into session. The meeting was paused for the Closed Session at 6:04pm.

   The meeting was called back into session at 6:20pm. Boston advised, we are going to call this meeting back into order. It appears that all of our board members are present. So next on the agenda is the JUUL Litigation and we took a moment to have a Closed Session with our attorney and we do have to take action on this proposal, and so, I will entertain a motion. Hamby advised, I move to grant authority for the Director of Schools to approve and sign any settlement agreements relating to our litigation with JUUL and the other defendant and to accept any related settlement funds on the school system's behalf moving forward. Safdie advised, second. Boston advised, so we have a motion and a second on the floor. Discussion? No one responded. A Voice Vote was taken.

   Motion to grant authority for the Director of Schools to approve and sign any settlement agreements relating to our litigation with JUUL and the other defendant and to accept any related settlement funds on the school system's behalf moving forward.

   VOICE VOTE: (mover-yes) Hamby

   (seconder-yes) Safdie

   Yes: 7, No: 0

   MOTION: **Motion Carried**

6. *TDOT Bid for Property (See Exhibit #2) Boston advised, next on the agenda is TDOT Bid for the Property. This is the property that is located out 127N where they are putting in the new highway. This is a half acre that we transferred to Rinnie Trustees for the Community Center. Back in 2019 Earl went to court and got an order entered that this property revert back to the board, because all of the Rinnie Trustees had passed. It is no longer being used. So there is an order that put it back into the Board of Education's name. TDOT has come through and I think if you will look at the information, the bid and the packet that has been put in there. That is what TDOT has offered us for this half acre. Mr. Stepp, do you have anything to add? Stepp replied, no. That just came directly to me. It was hand delivered and we were waiting if there was board action or not. Boston advised, I will entertain a motion to reject, approve. Hamby replied, Mrs. Boston I would like to make a motion that we approve and accept this offer from TDOT on this piece of property. King advised, second. Boston advised, so I have a first and a second to accept the $10,000.00 offer. It's right at a half of an acre on highway 127N. Any discussion, any questions? Hale advised, I have a question. Is this amount fair market price or just what TDOT come up with? We have no idea. Boston replied, Mr. Stepp has probably looked at it a little bit more than I have. They did comparables. They did comparables of raw land, with buildings on them and I

mean this is exactly what our Tennessee Property Data states that the value is worth. Hamby advised, and where they are widening 127 N. Patton advised, I think the actual value that they came up with is $6,700, is what I recall and they are offering us more than what they assessed. Boston asked, any further discussion? Any questions? No one responded. Boston continued, we have a motion to accept TDOT's offer of $10,000. A Voice Vote was taken.

Motion to approve and accept this offer from TDOT on this piece of property.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 0

MOTION: **Motion Carried**

7. Old Business- Boston asked, is there any old business? No one responded.

8. Adjournment - Boston advised, I'll entertain a motion to adjourn. Hamby advised, I make a motion we adjourn. Hale advised, second. The meeting adjourned at 6:30pm.

Motion to adjourn at 6:30 p.m.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Hale

Yes: 7, No: 0

MOTION: **Motion Carried**

_____

William Stepp
Director of Schools

_____

Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that i delivered said minutes to the office of the Director of Schools on Wednesday, April 19, 2023.

_____

Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

Board of Education
March 16, 2023 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a regular session on Thursday, March 16, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

Teresa Boston:	Present
Mr. Nick Davis:	Present
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Absent
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Present
Ms. Shannon Stout:	Absent
Ms. Elizabeth Stull:	Present

Others in Attendance:

Earl Patton, Attorney
Elijah Vandever, Phoenix Student Representative
Ellie Smith, SMHS Student Representative
Julia Timson, CCEA Representative

1. Call to Order- Ms. Teresa Boston(See above)

2. Moment of Silence/Pledge of Allegiance
   -Lily Johnson
   SMHS Junior Class President- Ms. Teresa Boston

   - Boston led the board members in a Moment of Silence. After a moment of silence, Lily Johnson, Junior Class President from Stone Memorial High School led the audience in the Pledge of Allegiance. Lily was awarded a certificate of appreciation for her participation in tonight's meeting.

3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, we'd like to welcome all of our visitors, employees, and staff. We appreciate so much you being here and showing an interest in our education and your children.

4. Kids First Award
   -Louie DeLorenzo

   (Exhibit #1) Crab Orchard Elementary would like to nominate Louie DeLorenzo for the Kids First award. Below are some of his accomplishments and testimonials of those who know him so well. The years of dedication he has given is a testament to how he truly, unselfishly, puts kids first.

   Louie DeLorenzo's 30 years of coaching resume, while also working full time (40 plus hours weekly) at Volunteer Energy Co.

   -Youth Basketball (Youth Center Basketball) 1990-1996
   -Pleasant Hill Girls Basketball Junior Varsity 1993-1996
   -Homestead Girls Basketball Junior Varsity 1997-2002
   -Cumberland County Cross Country (Boys and Girls) 2002-2012
   -Cumberland County Track (Boys and Girls) 2002-2012
   -Cumberland County Girls Basketball 2004-2006
   -Cumberland County Boys Basketball 2008-2009
   -Stone Memorial Cross Country (Boys and Girls) 2012-2018
   -Stone Memorial Girls Basketball 2009-2012
   -Stone Elem Track (Boys and Girls) 2013-2018
   -Pleasant Hill Girls Basketball 2012-2016
   -Crab Orchard Girls Basketball 2016-Current
   -Upwards Basketball 2019-Current
   -Coached AAU Girls Basketball 2010-2015
   -Coached AAU Track 2000-2012

   Mrs. Beaty read a few of the testimonials. (See Exhibit #.....) Mr. Stepp awarded Coach Louie with the Kids First Award. Stepp advised, for Exceptional Selfless Service to the Kids in Cumberland County Schools. Thank you for your continued support and love for our kids.

5. Special Recognition - Ms. Teresa Boston - Boston advised, next on the agenda is our Special Recognition. I don't see any elected officials in the group. So we're all just special officials.

6. Roll Call (See Above) Boston advised, I'd like to welcome our Student Representatives. I appreciate you being here. Anytime you'd like to chime in, just raise your hand, we will recognize you. Thank you.

7. Declaration of Conflict - Mr. Earl Patton

   - Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statue: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" King and Boston certified by saying individually, "I do."

8. *Approval of February Minutes (See Exhibit #2) Boston advised, next on the agenda is the Approval of the February Minutes. Hale advised, move to approve. King advised, second. Boston advised, we have a first and a second to approve the February minutes. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve February minutes as presented.

VOICE VOTE: (mover-yes) Hale

(seconder-yes) King

Yes: 7, No: 0

MOTION: **Motion Carried**

9. *Approval of Agenda (See Exhibit #3) Boston advised, next is the approval of the agenda. I'll entertain a motion to approve. Safdie advised, move to approve. King advised, second. Boston advised, so I have a motion to approve the agenda and a second. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the Agenda as presented.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) King

Yes: 7, No: 0

MOTION: **Motion Carried**

10. Acknowledgement of Elected Officials See #5 Special Recognition.

11. Community Comments - Boston advised, we have no Community Comments.

12. School Board Reports - Boston continued, next on the agenda is our School Board Reports. First is the TLN Report, Mrs. Shannon Stout

12.A. TLN Report - Ms. Shannon Stout- Safdie read Mrs. Stout's TLN Report

3.16.23 Legislative Report

The following report summarizes the current status of several bills pertinent to the BOE & District. Just a reminder that all of the Bills can be indexed and tracked by the Bill number on the TN General Assembly Website.

HB0270 / SB0197: Amended to just remove average class size requirement, but leave max class size limit in place with the option of the LEA to request a waiver from the Dept of Ed to exceed max class size. LEA BOE & DOS with a need for max size limit waiver are required to make a formal request to Department of Education, who has 5 business days to respond if an issue. If no response, district request is approved for entire school year. This would go in effect 2023-2024 school year & provide flexibility to local LEAs. House bill placed on K-12 Subcommittee Special Calendar 3/21. Passed Senate Committee 3/6 & moved to the House Calendar Committee.

HB0595 / SB0635: School Board Member Recall Bill - passed by the Education Administration committee on 3/7 & moved to the House Finance, Ways & Means Committee for 3/22. On 3/15 the Senate Ed Committee assigned it to their General Subcommittee - date TBD.

HB0784 / SB0556: Reimbursement of licensure expenses by DOE if obtaining TN license or endorsement while employed in a TN LEA. On Education Administration Committee calendar for 3/22. Recommended for passage by Senate Education Committee on 2/15 & referred to Finance, Ways & Means Committee - date TBD.

SB0282 / HB0329: Increase teacher pay through yearly incremental plan to $50k by 2026/2027 school year. Placed on Senate Health and Welfare Committee calendar for 3/22. House Bill placed on Children & Family Affairs Subcommittee special calendar for 3/21.

HB1249: Sponsored by Speaker Sexton - Create a task force of 11 members to identify the amount of money received via Federal Funds for educational purposes to advise the administration and general assembly regarding the feasibility of rejecting federal funding and how to eliminate restrictions on the State due to the receipt of the Federal Funding. With the first meeting of the Task Force Committee to be August 1, 2023. Passed by K-12 Subcommittee on 3/14 & assigned to the Full Education Committee - date TBD.

Multitude of Bills dealing with 3rd Grade Retention:

Senate Bills are being placed on the Senate Ed Committee calendar and then the majority of them are being assigned to their General Subcommittee - dates TBD.

House Bills are being placed on the K-12 Subcommittee Special Calendar. During the 3/14 Special Calendar meeting, several of the bills were taken "off notice" meaning they will no longer be heard in committee unless the sponsor of the bill re-calendars it. This is being done in an attempt to narrow the number of bills on the subject.

The following bills passed committees & are moving forward:

SB0444 / HB0534: Allows a student who did not test proficient in English language arts (ELA) on the Tennessee comprehensive assessment program test administered to the student in third grade, but who was promoted to fourth grade after attending a learning loss bridge camp, to be promoted to fifth grade if the student's parent or guardian mutually agrees with the LEA or public charter school in which the student is enrolled that the student has shown adequate growth in ELA based on the student's grades or performance on assessments administered to the student in fourth grade. On 3/15 Senate Ed Committee assigned to General Subcommittee - date TBD. House Bill taken "off notice".

HB0437 / SB0300: Requires the department to post on the department's website an explanation of the appeals process, administered by the department, for a student who is identified for retention in third grade, based on the student's performance level rating on the ELA portion of the student's most recent TCAP test. On 3/14 passed K-12 Subcommittee & was placed on Education Administration calendar for 3/22. Senate Ed Committee recommended for passage with amendment/s on 3/15 & referred to Finance, Ways & Means Committee - date TBD.

SB125 / HB1410: Authorizes vs. requires LEA to retain 3rd graders. Also removes requirement for learning loss bridge camp. Senate recommended for passage with amendment on 3/14 & referred to Senate Calendar Committee - TBD. House recommended for passage with amendment on 3/15 & referred to Local Government Committee to be heard 3/21.

13. Board Member(s) Report from Training(s) - Boston advised, next on the agenda is Board Members Report from Training. Has anyone had a new training that they'd like to report? No one responded.

14. Legal Report - Mr. Earl Patton - Boston advised, Mr. Patton your Legal Report. Patton advised, no updates on any pending litigation other than what I've already advised.

    Nichols asked, can we share about our tour to the high schools? Boston replied, sure; absolutely. Nichols continued, that was amazing. I mean if I wasn't motivated to be up here, I am now. I mean I was, but I'm just blown away. I am absolutely blown away at what we offer our kids in both these schools. I am so taken back. We're we not blown away? I'm all about the aviator part. I want to join right in. He offered me to come. I can't do it, I'll never leave, but it was absolutely impressive. I went around for days talking to people who have younger children in 7th and 8th grade. Going up, look at the high school. They can do this and this. It was awesome. Kelly did a great job. Everybody did a great job. It was awesome. The students that gave us tours in both schools were fantastic. They were so educated and smart and well kept in their manners and it was a wonderful time. Thank you, it was awesome. Boston advised, maybe schedule another tour. Nichols replied, I think we should. I think we should offer it to more people. We scheduled a tour of the airport when we had just ordered all of the equipment for the aviation and it was amazing. Those kids are so; it's just an incredible program. There's a young man and a young woman. They were both in there and they were so impressive and he's going to go into. What was the title? Stull replied, he's going in mechanics. Nichols continued, mechanics. He's going to go into the making and the operating and she's gonna; oh my gosh just blown away. It was the motivation of those kids and where they are and then it makes me extremely excited because, what Mr. Stepp and what the entire team is doing. To go into the kindergarten, to motivate them through the fifth grade and then on, and then once they get to high school. I'm telling you we're going to turn this place inside out. It's awesome.

15. Director's Report- Mr. William Stepp - Boston advised, next on the agenda is our Director's report, Mr. Stepp.

    15.A. "97th is Not Okay" Social Media Campaign-Owen Brown(See Exhibit #4) - Stepp advised, so the next guest we have visiting us, is another great young person from Cumberland County High School. I had the pleasure of meeting him last fall and this was right about the time that the board wanted to do the Lean Frog Study for teacher salaries. With the intent of improving that. So Mr. Owen Brown, why don't you come up and show us your presentation.

    Good evening,

    My name is Owen Brown and I am a part of the CCHS FCCLA club, which stands for the Family Career and Community Leaders of America. When Mr. Stepp invited me to present my project at this board meeting, I didn't really know what to say. But, I want to say thank you and it is an honor to be able to stand here before you and display my campaign. Before I begin, please take a moment to view my media presentation. (SHOW CAMPAIGN VD)

    Teacher compensation is an issue that has been debated and argued over for years. Teaching, in itself, is a profession unlike any other; teachers are expected to educate their students, control behavioral issues, follow state and local standards, and enforce structure. Beyond these expectations, many teachers go above and beyond to build relationships with their students and seek to create safe and welcoming atmospheres in their classrooms. With this in mind, I only see it fair that we finally evaluate, analyze, and respond to the ugly truth behind our teacher's limited salaries and the lack of compensation they receive.

My campaign, "97th is Not Okay," is based on 2021 statistical data that evaluated the 145+ school districts in Tennessee. Taking a look at the list, Cumberland County's School District was named the 97th lowest-paying district in Tennessee, well below the halfway mark. As of the current school year, we stand below many of our neighboring districts by more than $3,000. Some districts, like Putnam and Roane, surpass our county by $5,000 or even $6,000. Though overall teacher salary is not my main concern, it is important to understand the significance of the issue. Proving that our teachers, here in Cumberland County, need a salary increase can inspire all of us to take the steps needed to enact change. Giving our teachers extra compensation for their time spent outside school hours can be that step our county needs to take.

To gain our teachers' opinions on this subject, I created a county-wide survey that was sent out in early January that asked questions such as: "In general, do you feel your salary reflects your work ethic?"; "Does your salary or lack of salary play a role in keeping you from taking on extra duties?"; or "Do you feel that the compensation you may receive for these extra duties makes up for any free time or family time you may lose because of the additional time commitment?"

In addition, many of our CCHS teachers are involved in extracurriculars, such as sports and clubs. After conversing with and interviewing many of these extracurricular teachers, the majority of them barely made above minimum wage, with one of our teachers making less than $1 an hour for their extracurriculars. The hours the teachers recorded for their extracurriculars were used to develop this data.

To take this research to the next level, I developed a scenario, which is displayed in the bottom right corner of the handout. Taking these teachers who participate in extracurriculars, I wanted to see how their hourly wage would measure to those who didn't put in the extra time and work. So, first off, persay each of these teachers has a Bachelor's Degree and has worked 10 years as a teacher; this means they make around $45,000 in our district, with an hourly wage of about $30 an hour. I then took the extra hours these teachers spend coaching or leading the sport/club and added it to how many hours a teacher is contracted to work in a year. This total number of hours is then divided by the $45,000 they make plus the compensation they may receive for that extracurricular. The results were eye-opening; these teachers who put in the extra effort and work for their students, inside and outside the classroom, made less money an hour than a teacher who only worked from 7:35 - 3:05. Even more baffling, many of these teachers would have to make more than $10,000 for their extracurricular to even out their hourly wage with their coworkers. So, when their work ethic and extensive hours are considered, how does this extracurricular even benefit the teacher in any compensation-related manner?

After having looked at both sides of the scale, I asked some teachers if they felt secure, or even rewarded by the compensation they may receive, and here's what one of them had to say... (show Mrs. Filler's clip).

I have also exchanged with many teachers who have worked in more than one school district, including our own. One question I consistently asked them was, "If you were given the opportunity to reference a new teacher to either Cumberland County or another neighboring district, which would you choose?" Several simply replied that the other districts offered better financial security and more opportunities, so the other district is more suitable. One teacher even responded to a latter question with, "[Cumberland County] leaves no chance to feel comfortable or [to] 'sustain' a career."

When I conducted the interviews and research with these teachers, many of them stated that they felt this place was their home, and that Cumberland County is where they love to teach. And I

agree; I have loved growing up in Crossville and being a part of this community. Neither I nor any of these teachers are blatantly complaining or in any way rebuking our county's efforts to compensate our teachers, but through all the research and discourse, I've discovered that it is essential for us to address this growing and ever-present problem at hand.

In conclusion, it is more than obvious that our teachers are some of the hardest-working people, some of the smartest educators, and the bravest responders. Our teachers do more than babysit their students, they raise them; they nurture and cultivate each student within their classroom with the sole purpose of creating a sustainable future.

From a student's standpoint, I see the daily love and commitment my teachers have for each of their students. Therefore, is it not only fair that we effectively return that same love and care back to them, not only as students but as the public and leaders of our district? Once again I will say this; I, and so many others, believe it is finally time that we evaluate, analyze, and now respond to the ugly truth behind our teachers' limited salaries and the lack of compensation they receive. Our county's step to compensate our teachers could inspire others around to do just the same. Thank you so much for your time, and before I close, the interview videos can be found on the QR codes attached to the handout along with some "question and answer" responses from the county-wide survey. Does anyone have any questions?

Multiple board members thanked Owen Brown and complimented him.

15.B. *Organizational Chart (See Exhibit #5) - Stepp advised, next on the agenda is the Organizational Chart. I've updated it to represent where we've been going. There are departments on each side and then there's two other pages, where it breaks down the CAO and the CEO. Boston asked, what actually changed or did anything? Stepp replied, well I just provided more detail like you asked. Boston replied, this required board approval and I will entertain a motion to approve. King advised, move to approve. Davis advised, I'll second. Boston advised, so we have a first and a second. The motion is to approve the Organizational Chart. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the Organizational Chart as presented.

VOICE VOTE: (mover-yes) King

(seconder-yes) Davis

Yes: 7, No: 0

MOTION: **Motion Carried**

15.C. *2024-2025 School Calendar Recommendation (See Exhibit #6) Stepp advised, next is the School Calendar to be approved by the board. This went through a lengthy process of the committee of all stakeholders. There was probably 25 people in that room, maybe, of teachers, students, parents, and supervisors. This committee whittled down to two calendars to be voted on, an Option A and Option B. It was presented to the public to be voted on. About 1,500 votes total and 62% percent of the votes voted on Option B. So that's for your approval. Boston advised, I'll entertain a motion to approve the 2024-2025 School Calendar. King advised, move to approve Option B. Stull advised, second. Boston asked, any discussion? No one responded. Boston

continued, so the motion is to approve the 2024-2025 School Calendar Option B. A Voice Vote was taken.

Motion to approve the 2024-2025 School Calendar Option B.

VOICE VOTE: (mover-yes) King

(seconder-yes) Stull

Yes: 7, No: 0

MOTION: **Motion Carried**

15.D. *Approval to Apply for Local Foods for Schools Grant (See Exhibit #7) Stepp advised, next for your approval is the Tennessee Department of Education Local Foods Grant Approval. That came from Mrs. Hamby. Boston asked, that grant is for $21.6 right? Kathy Hamby replied, that's the initial amount and if the full amount is not divvided out amongst the counties, then we go back into a pool. So it could be actually more than that. Boston advised, I will entertain a motion to approve the Tennessee DOE Local Food Grant Approval. Safdie advised, so moved. Hale advised, second. Boston advised, so we have a first and a second. Any discussion, any questions? No one responded. A Voice Vote was taken.

Motion to approve the Tennessee DOE Local Food Grant as presented.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Hale

Yes: 7, No: 0

MOTION: **Motion Carried**

15.E. Annual Planning Calendar (See Exhibit #8) Stepp continued, 15.E. is just an update on our Annual Planning Calendar and all the things that we're required each month. Not for your approval. Just FYI.

15.F. FYI (See Exhibit #9)

15.F.1. Attendance Report - Stepp continued, 15.F is just another update on our Attendance Report / Warm Body Count.

15.F.2. Personnel Report - Stepp continued, then 15.F.2 is our monthly Personnel Reports.

15.F.3. Substitute List - Stepp continued, then F.3 is our monthly report on our Substitute List.

15.F.4. School News Articles - Stepp continued, and next we have our School Newsletters. The principals have been awesome about getting this out.

15.F.5. School Calendar of Events - Stepp continued, and the Calendars of Events. They've done a great job with that and I believe that's all the Director's Report.

16. School Board Committees - Boston advised, next on the agenda is our Committees. First on the agenda is our Policy Committee.

16.A. Policy Committee - Ms. Rebecca Hamby - Boston continued, Mrs. Hamby is not with us tonight. We only have one policy up for review.

16.A.1. *Approval of First Reading of Policies - No First Reading Policies

16.A.2. *Approval of Second Reading of Policies (See Exhibit #10) Boston continued, Policy 1.809. This came out of committee, so I would recommend it to the board. It needs no second. Is there any discussion? No one responded. A Voice Vote was taken. Boston advised, that was for Second Reading.

Motion to approve the Second Reading of the Policy 1.809. A second was not necessary since it came out of a committee.

VOICE VOTE: (mover-yes) Boston

Yes: 7, No: 0

MOTION: **Motion Carried**

16.B. Athletic Committee - Mr. Nick Davis - Boston advised, next is the Athletic Committee, Mr Davis. Davis advised, so we have not met in formal fashion since our last meeting in early January. So we have been active. We've been asked to work within the framework of this Strategic Planning Committee. To be in addition to that in the Athletic Department and help embark on a quest of fact-finding, brainstorming, trying to focus on adding some career pathway curriculum. How to enhance the overall athletic experience within Cumberland County from tying to youth sports, to the middle school sports, to the high school sports and then understanding the value within that and how can we support that at all levels. How do we create that continuity there? So we're working through trying to update manuals, just talking about what things could be improved upon. Talking about how we can increase parental communication. I'm trying to create some additional academic support for those student athletes that are tasked with being the front porch of our school. So a couple of dates to be mindful of. The TMSAA group is coming down to meet with Cumberland County on March the 28th. We will also be reconvening on March the 29th to bring our information back to the Athletic Subcommittee. So that's where we are. Boston asked, what time is that? Davis replied, I believe they're both at 3:30pm. This will be a Tuesday and Wednesday I believe. Boston asked, where will y'all meet? Hale asked, where will the meeting take place? Stepp advised, I think is going to be well; we haven't decided on the exact place, but I'll get that out as quick as I can. We should know tomorrow. Boston replied, perfect. Thank you Mr. Davis.

16.C. Budget Committee Meeting - Ms. Teresa Boston - Boston advised, the Budget Committee. We have not had a meeting. There's been nothing for the Budget Committee to start working on yet.

16.D. Building and Grounds Committee - Mr. Robert Safdie - Boston advised, Building and Grounds Committee, Mr Safdie. Safdie advised, well the Building and Grounds Committee has not met this month, but we are planning to have a Building in Grounds Committee meeting on the 31st of March and it will be held at 4:00pm. Apparently, what has taken place at least on my calendar is

that the bids for the auditorium came in on the 15th and on the 22nd the bids for South School classrooms will come in and that will be at least two of the components for the Building and Grounds Committee. There are a list of other items that we will probably look at, but that will be determined before the meeting.

16.E. Safety Committee - Ms. Rebecca Hamby - Boston advised, Safety Committee. I'm going to let Mrs. Hamby do that report. She didn't elaborate, so she can combine her report for March and April.

16.F. Contract Committee - Ms. Teresa Boston - Boston advised, the Contract Committee. We did not meet. We've had nothing presented to us.

Boston asked, is there anything I left out on the Committees? No one responded.

17. Chief Financial Officer's Report - Boston advised, our Financial Report.

17.A. Monthly Financial Report (See Exhibit #11) Bray advised, good evening. We are right on target as far as our revenues and our expenses. I have reviewed every line, as I always do each month for this meeting. I don't see anything right now that really concerns me.

17.B. Monthly Sales Tax Report (See Exhibit #12) Bray continued, if you looked at the Sales Tax Report. Unfortunately, the last couple of months it has come in below budget. We're still ahead for the year. So that doesn't concern me greatly, because this really was very difficult for the focus of the finance office to even try to estimate with all the new revenues coming in, but hopefully moving ahead. We are I'm very knee deep in budget right now. I'm going through every page. I'm going back to supervisors, we're reassessing some things, but hopefully by the first couple of weeks in April we'll need a budget meeting.

17.C. *141 Budget Amendments (See Exhibit #13) Bray advised, okay we can have one as far as the budget amendments, you guys have had those. Is there any questions? Boston advised, I am assuming the Federal is, so we are in line with e-plan on most of those amendments. Bray replied, yeah. Boston continued, because if it's Federal we have very little; Bray replied, slice up, to put it politely. Boston advised, Mr. Sexton is working on those. Safdie asked, is there any reason why we can't approve those budget amendments? Boston replied, no. I'll entertain a motion. You can do the Federal separate or you can lump sum them and I'll be fine. Safdie advised, I would like to put the items on 17.C. and 17.D. 141 budget amendment, hotels and CTE State, the Office of Superintendent and the Innovative High School Grant revision the SBED Reallocation and the Tag Revision and to approve those amendments. King advised, second. Boston advised, we have a first and a second on the 141 and 142 budget amendments. Any discussion? No one responded. A Roll Call Vote was taken.

Motion to approve 141 Budget Amendments and 142 Budget Amendments as presented.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) King

Yes: 7, No: 0

MOTION: **Motion Carried**

17.D. *142 Budget Amendments (See Exhibit #14) See discussion and motion on item 17.C.

18. *Consent Agenda (See Exhibit #15) Boston advised, next on the agenda is the Consent Agenda. King advised, move to approve. Boston advised, we have a motion to approve. Stull advised, second. Boston advised, we have a second. Is there any discussion or is there any questions? Hale replied, no. I'm just excited that the children are getting to go to a lot of these overnight field trips. That's a good experience for them and I'm glad. Boston replied, that we're back at it. There was a period of time where we were not able to grant those. A Voice Vote was taken.

    Motion to approve the Consent Agenda.

    VOICE VOTE: (mover-yes) King

    (seconder-yes) Stull

    Yes: 7, No: 0

    MOTION: **Motion Carried**

    18.A. *Approval of Volunteers

    18.B. *Approval of Overnight and Out of State Field Trips

    18.C. *Approval of Contracts

    18.D. *Approval of Grants

    18.E. *School Wide Fundraisers

    18.F. *Approval of Disposal of Surplus Property

    18.G. *Executive Approval

19. Old Business - Boston asked, any old business that anyone would like to discuss? No one responded.

20. Questions from Media - Boston asked if there were any questions from the media. No questions were asked. Boston continued, I would like to welcome Heather once again.

21. *Adjournment - Boston advised, I will entertain a motion to adjourn. King advised, move to adjourn. Davis advised, second The meeting adjourned at 6:42pm.

    Motion to adjourn at 6:42 p.m.

VOICE VOTE: (mover-yes) King

(seconder-yes) Davis

Yes: 7, No: 0

MOTION: **Motion Carried**

_____
William Stepp
Director of Schools

_____
Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on April 19, 2023.

_____
Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

Board of Education
April 5, 2023 5:15 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Wednesday, April 5, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 5:15 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Absent
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Present
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

Also in Attendance:

Earl Patton, Attorney
Moira "Mo" Cahrnot, Media

1. Call to Order-Ms. Teresa Boston- Ms. Teresa Boston(See above)

2. Moment of Silence/Pledge of Allegiance-Ms. Teresa Boston- Ms. Teresa Boston - Boston led the board members in a Moment of Silence. After a moment of silence, Boston led the audience in the Pledge of Allegiance.

3. Roll Call (See Above)

4. *Approval of Agenda (See Exhibit #1) Boston advised, next is the Approval of the Agenda. I would entertain a motion for the Approval of the Agenda. Hamby advised, I make a motion to approve the agenda. Stull advised, second. Boston advised, okay I have a first and second. Any discussion? No one responded. A Voice Vote was taken.

   Motion to approve the agenda as presented.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 7, No: 0

MOTION: **Motion Carried**

5. *CCHS Auditorium Bids (See Exhibit #2) Boston advised, next on the agenda is the CCHS Auditorium Bids. Mr. Safdie, I'm going to ask this question. I'm gonna make a motion that we waive Robert's Rules of Order, so that we can discuss these prior to making a motion. Safdie replied, you would need a second. I will second that. Boston replied, okay. Safdie continued, and then you will need to vote from the board. Boston asked, any discussion? Nichols replied, tell me the benefit to that? Boston replied, we get to discuss it first before we vote. Before an official motion is made. Nichols replied, okay. Boston continued, and I think that in this particular situations that would be beneficial to us. So we have a motion on the floor to waive Robert's Rules of Order, so that we can discuss before a motion is made. I have a second. A Voice Vote was taken. **(1st Motion)**

   Boston continued, thank you. Safdie advised, the eyes have it. Boston continued, the eyes have it. Let's open the floor for discussion on the auditorium bid. We've got 10, Kim I'm gonna lean on you a little bit, Kim Bray. We got 10.3 and some change in ESSER to start with. This bid is 10 8. Bray replied, right. Boston asked, we have how much of the indirect cost? I think it was over $400. Bray replied, we dropped in $465,140. Today we have spent of that $465, $57,640. Boston replied, so give me a number. Bray replied, so we've got right at $405. Boston replied, okay. Bray continued, and I think Dr. Whittenbarger, you found approximately another? Whittenbarger replied, about a $115,000. Boston asked, so you found another $115,000. Whittenbarger replied, yes. Safdie advised, yeah but also Teresa, remember that $10.2 bid and then the $10,852, which was Lee Adcock's Construction bid quote. That did not include, as I understand Mr. Kim Chamberlin that 852 doesn't include your fee, your architectural fee? Chamberlin replied, that's correct. Safdie continued, so and your architecture fee was how much? Boston asked, doesn't that come out of another line? Whittenbarger replied, yes that comes out of another line. Boston asked, from ESSER funds? Whittenbarger replied, and that's budgeted. Safdie asked, and that's budgeted? Boston and Whittenbarger replied, yes. Safdie relied, okay so we don't have to worry about that. Boston advised, and also another thing to at least put out there. We don't like to touch it. We don't like to consider it, but we do have 500,000.00 in this particular bid as a contingency for extras, override, something we wanted to add, whatever. Is that correct? Chamberlin replied, within the $10.8; yes ma'am. Boston continued, okay. Safdie advised, just imagine that as $250,000. Boston replied, exactly. Safdie continued, so if that were $250, then $365,000 thousand dollars. Boston advised, so we need $300. Kim how much exactly do we need from Fund Balance for the $10,852,000? Bray asked, okay so we've got $10.3 Justin? Whittenbarger replied, yes that is correct. Bray continued, well now we've got $10.3 and then plus another $100, plus $400,000. I'm talking round numbers. Boston replied, that is correct, please. Bray continued, well we've got $10.3 and if I put another $100,000 from Justin and $400,000, which is in the Fund Balance. Now we need to remember that. That puts us at $10.8. Boston replied, okay. So the $115, where is that coming, ESSER? Whittenbarger replied, yeah that was; with the architect line being separate and with South, you know ESSER is not funding South. The way it appears now. You know, because what we thought we're going to come in at. The money that was allocated for that, will be staying there. So there's a little bit of savings there in the architect line. So now that will all be covered and no further money would have to be put into that line. Safdie asked, Mr. Chamberlin, are we firm on this, was it 7% fee or was it 6% fee? Chamberlin replied, I think our fee on this was at 6%. What we agreed to do is cap our fee based

upon a $10 million dollar cost, but we're not going to invoice you on the additional eight. We are not going to invoice you on the additional $800,000. Boston asked, so you're going to cap us at 6% at the $10 million? Safdie replied, that's about a percentage, a little more than a percentage. Multiple board members replied, thank you. Chamberlin replied, it's my community too. Safdie asked, now that was already included in the estimate or the the sheet that was given to us the other day. Boston replied, yes. Safdie continued, so is that a firm architectural fee there? It was based on $10 million okay. Boston replied, okay the way I've got it calculated if we've got $115,000 from ESSER, we've got about $405,000 from that indirect cost.That puts us short about $32,000 and would we just need to say that needs to just come out of Fund Balance? Safdie asked, what's our Fund Balance? $2 million 1 hundred thousand dollars? Boston replied, no that was what we had going in; our current Fund Balance is? Bray replied, I mean like today, if your talking about today, but I don't really like to do that. I like to talk about where we're going to end up at the end. Boston replied, okay tell me where we're going to end up. Bray replied, I think we're going to end up around 10 which is where we will start next year with. Safdie asked, $10 million? Bray replied, $10 million, but I'm predicting or what I'm forecasting for next year, our expenditures are going to be around $74 million. So that will leave us with a Fund Balance of around $2.7 million, which is still going to put us where we need to be as far as the 3% of expenditures, but it's going to be a lot closer than it's been in many, many months. Boston replied, we may have to reevaluate some of those expenditures. Bray replied, correct and we can do that. Bray replied, and we always do. Boston replied, and we always do. As long as we don't re-evaluate the salaries, in which we are required to do. Then the $10 million we may not end up, we'll end up with more than $2.7. Bray replied, correct. Bray replied, the salaries are, I mean like we've discussed previously. I have put in for certified, because of what the governor said 10% this year, I'm saying 10% next year and then 5% and that will get us to the $50,000 starting salary. Safdie asked, what's the matter with 7, 7, and 7? Bray replied, I just like to front in load it. Safdie replied, I am sure teachers do too. Bray replied, I like to get it out of the way. I mean we kind of know now what the revenue is going to be. I like to have a little bit better feeling of the revenue, sales tax, things like that and just do a big chunk at a time. Get it over with, get it done. Safdie asked, at what point do we have to make that final decision? Bray replied, well he will put out his minimal salary, which they always do. Probably middle of May, but the minimum is going to be for this year. I mean there's a lot of talk that is going to be at least $43.5 and this would put us above that, but it's probably middle of May when that's usually put out, because you know they had their benchmarks. Your starting salary I think it's year 5 and then year 11. Stepp replied, 6 and 11. Bray continued, yeah something like that. It's usually not until May, which makes it very inconvenient for us. Stepp replied, it's still in the legislature too, the $50, 000. Boston replied, yeah well, but if that is the only thing, I think that as an individual board member, that I wouldn't look at negotiating. I think everything else can be reassessed and there are things that we could cut in order to get where we need to be. Bray replied, correct. Boston replied, but if this motion were to be made that we accept the CCHS bid at $10,852 and some change and using the ESSER. Does it need to be or we recommend to the County Finance. Bray replied, yes ma'am. Boston asked, how about that? Bray replied, we're recommending. Boston continued, we're recommending to the County Finance that we. Bray replied, would like to accept this bid. Boston continued, we'd like to accept this bid at the $10,852,691. Bray replied, and we have adequate appropriations. Boston replied, and we have adequate appropriation in which to do this. Bray replied, correct. Boston asked, is that the only or do we need to spell out where the funding is coming from? Bray replied, as long as we have adequate appropriations and that is obvious. Safdie replied, that's a good question. Boston replied, I just want to make sure that this particular CCHS. We have adequate appropriation but we do not need to define exactly what nooks and crannies this money is deriving from. Bray replied, I was not told that we had to. We just need to be able to say that we have adequate appropriations when you folks make the recommendation one way or the other. Safdie asked, Teresa, can you go over again? So are we taking $32,000 from our Fund Balance? Boston, replied, actually what we'll be doing is taking about $552. Safdie replied, $552. Stepp replied, this $552 is actually new money. So this was sent over,

$400 was in August when it was indirect funds moved from ESSER. For just the business side of running ESSER 2 our GP and the $107 will be new money also. So it actually wasn't in the Fund Balance when y'all budgeted for this year. This 5-0, whatever she said is new money. Boston replied, it's actually the indirect cost that we moved what in November, December. Stepp replied, August was the $468 and the $107 will happen once we decide what we're doing with South. Boston asked, do you have to move it from the architect line? Can you keep it within the ESSER plan is what I'm asking or does it have to move to? Stepp replied, it will be moving to. Bray replied, it will be moving, but the rest of it is fine where it is. It is in Miscellaneous Refunds. Stepp replied, so it's all sitting in Fund Balance, but $107 will be, because. Boston replied, moved into the Fund Balance. Stepp replied, correct and we haven't touched that $468 except for your Salary Study and our NIET Strategic Plan. So that's why I kept it above the $400. We did that on purpose. We were trying not to spend it. So that we add it for this occasion if this happened. Boston replied, okay, so we don't have say where the money's coming from. We just have to say that we have appropriate or adequate appropriation and we are comfortable with that. Bray replied, right. Boston asked, now when you present this to Finance, will you present it to Finance? Who presents it to Finance? Stepp replied, I will. Mrs. Kim goes with me. Boston replied, okay and they questioned you on where the money's coming from. Bray replied, I can do that. Boston continued, okay and we're comfortable. Bray replied, they're very aware of how much is in ESSER and they are aware, because I had to present that budget amendment when we took those indirect costs to them. In fact, they're going to be aware of all of this except this last $100 thousand, because I had to present that to them. We got this money and they had to prove all that. That basically we got free money from ESSER. So they're aware of that. The only thing they're not aware of is $100 thousand. King asked, will we need to do a budget resolution for that? Do we need to do that tonight? Stepp replied, my understanding was. Boston replied, we do it in April. We have time I think. Bray replied, but we'll need to present whatever you good folks decide will have to go to Finance and we'll have to ask for a Special Called Meeting. Boston asked, from Finance? Bray replied, yes; correct. Stepp replied, to accept the bids. Bray replied, to accept the bids. We only have until the 15th. Boston replied, the 15th on CCHS and the 22nd on. Chamberlin replied, more like the 14th as the absolute date, since there is 31 days in March. We don't want to wait. The 14th will be it. Bray replied, I think Mr. Brock would be conducive to that. Chamberlin replied, he's aware. We have discussed. Bray replied, he's aware of the situation. Stepp replied, everything has been very transparent. Stout asked, so just to recap. Can you all rattle the numbers off one more time regards to this is coming from here, this is coming from here? We're stop gapping this much and then we have to pull the remainder from here. Just so we're all completely clear. Bray replied, we've got $10.3 currently in the ESSER, which is not in our Fund Balance. We have currently $405,000 from indirect costs, which is included in our Fund Balance today. That's fitting up in Miscellaneous Revenues and then Dr. Whittenbarger has found us another $115,000 that we will move, that will be available in ESSER also towards this project. Stout replied, okay so that gives us a total of $520 basically. Bray replied, so 10.3 and then 4 and then 100. Stout replied, sorry to stop gap, because we have the 10.3 sitting aside already. So the stop gap money is what I was concerned about. Where that was going to be pulled from. Boston asked, so that only gives us 10 8 20. Bray replied, and the rest of it we will just get out of the Fund Balance. Safdie asked, where are we on the idea of the contingency funds and if there are contingency monies left over. Then we can spend it. It goes back to the general budget. Bray replied, we're just kind of front end loading. Stepp replied, while we're talking about the bid. The alternate one remember was the tile project. You want to remind them of what that is real quick . Chamberlin replied, we had some wall tile in the public bathrooms. It's something a little bit nicer upgrade than what we normally do in schools, because this is so public oriented. That is something we can add on very late in the project. Obviously that doesn't get done for 10 or 11 months down the road. So we haven't touched a half a million contingency funds and that's something we wanted to do. We could add it back in easily and then alternate number two was for the tennis courts. That we've discussed, but that's something we again we couldn't do that for 18 months anyway, because you're going to be using the ground. We're going to be using that for lay down area.

Boston asked, is the wall tile something that you can come back before the board and say you know look. We're ready for the tile. We've got $382,000 in the contingency. I mean would you need our approval to use it for that or could we just do it? Chamberlin replied I don't think so. You've already, we keep a log of any of this happen money we happen to spend. We log it. You're always able to see it . I share with Mrs. Kington. It's always there. This isn't something we do, you know behind anybody's back. So I'm not saying I would give you a report to tell you hey it looks like we're in good shape. This is a voluntary thing we don't have to do it. You know I'll come and give you monthly updates. So somewhere 6-8 months down the road. We could come and say hey we've got this funds left. If you'd like to do this. Now's the time to do it okay. We want to do it before we paint walls, obviously. You know so we maybe get a little bit of money back it. won't be much. It should be a decent number to come back at some point. Stull advised, well I was just going to say if we could vote on it now as far as accepting that. If there is money in that contingency still left. So that you don't have to come back. We can just do it if it's if the money is there. Boston replied, I think that's what he intended. Chamberlin replied, one of the reasons we do this. We know there's going to be little things as we move forward through the project and I hate to have to come back in front of you every now and then, say we need $500 for this. Can you give us a change order to do this? This lets the money already be there, so it sometimes a contractor will call me and say hey I've got an issue here. I need an answer today and we're able do that. So that we don't hold up a project. So it's just cleaner, but again we log all of it. It's all there. So at the right time, as a courtesy I would just come and say hey we've got this much left. Do you want to do the tile? Boston replied, you did the same thing with Crab Orchard. Chamberlin replied, yes we did the very same thing. Hamby replied, you kept us very well informed. Boston continued, you watch the contingency fund and thank you for, I mean it is there. So I'm comfortable. Chamberlin replied, and I would be shocked if we're not bringing the vast majority of it back to you. Boston replied, don't make promises you can't keep. Chamberlin replied, I said I would be surprised. I didn't promise. Boston replied, okay. Any discusson? **(2nd motion)** Safdie replied, I'd like to move that we accept the $10,852,691 bid from Lee Adcock Construction. Boston replied, and that we recommend to County Financed and that we have appropriate or we have adequate appropriations. Safdie replied, that's a wonderful amendment. Boston replied, we just have to use that wording. Hamby replied, I would second that. Boston asked, any further discussion? No one responded. A Roll Call Vote was taken.

Motion to waive Roberts Rules of Order to allow discussion before a motion is made.

VOICE VOTE: (mover-yes) Boston

(seconder-yes) Safdie

Yes: 7, No: 0

MOTION: **Motion Carried**

Motion to accept the $10,852,691 bid from Lee Adcock Construction and that we recommend to County Finance and that we have we have adequate appropriations.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 7, No: 0

MOTION: Motion Carried

6. *South Elementary Renovation Bids (See Exhibit #3) Boston advised, next is the South Elementary Renovation Bid for our classrooms. Again, we get to discuss this prior to making any decisions on this. I'll open the floor for discussions. Safdie asked, all right, so where's the money going to come from? Boston replied, well tell me again Kim. You said we were going to end up closer if all your predictions are correct and we're going to give you a little latitude on that, because you never know. But $10 million is what you think we will end up. Bray replied, this year. Boston continued, and that's what. Bray replied, we'll start next year with. Boston asked, and that is what the County Finance looks at. Right? Bray nodded, yes. Boston continued, so I know that during budget last year we left; Chris was it 2.1 or 2.4? King replied, I think 2.4. Boston continued, in the Fund Balance for this very reason. We said, you know we don't know what's coming up. It's better safe than sorry. So we had 2.4 of that, that we're going to end up is what we allotted or allowed, saved, whatever you want to call it. For the CCHS and South project last year. I don't like to backtrack. I would like to see us do those South classrooms. Now we don't have to do the flooring. Even though it would save, we've got some contingency funds. I think $200 in that one. Don't we? Chamberlin replied, we do and again that would be work that could be done at the very end if we don't go through that contingency fund and we get down to play in the project. That's work that needs to be done over a summer. Obviously, it wouldn't happen this summer, but that's where it could be next summer, but the only time I want to do it. So again, if the funds are there, that would be an easy thing to add back in. Boston replied, I know that if we take this out of our Fund Balance, that means that this year going into the budget season that there are a lot of things that are going to have to be reassessed. Bray replied, correct. I guess I didn't understand we'd save that money. Of course, I wasn't in this position last year, so I may have missed that. Boston replied, well Chris will tell you how much we argued about that. Stout replied, I watched it. I wasn't on the board yet, but I watched it. I mean it was quite lengthy discussions and conversations over you know, we don't know where we're going to be and we prefer having the 2.4 in Fund Balance for this very reason, because if the high school had come in at $12 million, you know, we'd be talking about the very same thing just a different project. But if we saved for that and we set aside for that. I would really like to see those classrooms added. Hamby replied, I agree. Bray replied, we would have to take money from somewhere else. Boston replied, it would have to be the Fund Balance? Bray replied, no I mean we don't have it in the Fund Balance. I mean what I did, what I said. I didn't realize that I was supposed to set aside that 2.4. So I just used the 10 that were used we're going to end with and started with this year and then I built the budget based around the departmental budgets and based on that using what you know those funds we would only have $2.777 left in Fund Balance next year. Stepp replied, and we would need 2.2 for the 3% by law, 2.2 and change. Boston asked, but that is if, are you looking Kim at the 23-24 budget that you've created? Bray replied, correct. Boston replied, okay so that can be. Bray replied, it will have to be. Boston replied, reassess. Bray replied, right and like I said, that's my mistake. I didn't realize I was supposed to save 2.4 out of the 10. Boston replied, it wasn't like we had a savings account. That was just kind of like the purpose behind doing that. Bray replied, yes. We will have to reassess. Safdie replied, we'll have to reassess and there are two components in that. 1 is that 3% was held back and then in addition to that 3% the 2.4 million dollars was held back. So that we could spend it on emergency projects. Stout replied, and also not knowing TISA. Boston replied, exactly. The other discussion and we also have the million in the other line item, that we kind of fund ESSER. Bray

replied, correct. Boston continued, in and out. We pay and then they reimburse use. Safdie replied, ESSER is not paid for any of this? Boston replied, it would not be paying for any of this. We would have to bite the bullet and reassess. I guess and fortunately for us we've not done the 23-24 budget. So we wouldn't have to reevaluate salaries. We can reevaluate other things I mean like, you had proposed to almost a 5 million dollar maintenance budget. Bray replied, correct. Boston replied, well I mean we could reassess that and use part of that and we would have the money and get those classrooms. Hamby replied, I'd like to see those classrooms completed. Boston continued, well I mean I think the money is there. We just have to make it, be there. I mean we'll have to reassess and maybe back off a little bit of the $5 million dollar maintenance. Safdie replied, there's one other thing that I was curious about and Kim you can answer this. When in 2023-24 in August. How long do we have to wait before we get reimbursed from the state for a portion? When does that state money, the first check from the state come? Bray replied, I guess with TISA it will be the same as the BEP. Safdie asked, September or October? Boston replied, yeah. Safdie continued, oh I know it's one month. We have to have enough money in our till to cover salaries. Boston replied, the expenses. Safdie continued, right expenses for that month. Do you see a problem with that? Bray replied, not at this point, no. Stepp replied, and we don't get a BEP drop in May, correct? Maybe June is the next one. Bray replied, June. Boston replied, we don't get one in May but we get one in June. Stepp replied, correct. Stepp advised, so some of the fund balance will take care of May expenses. Safdie asked, so if I'm understanding correctly then, what we, from where our money from the board's perspective. If we made a motion or move to approve this bid, then that for all practical purposes would have to come from our Fund Balance? Bray replied, right and one thing to keep in mind. This is food for thought, One of the big reasons that the Fund Balance is going to be where it is at the end of this year is because we had several unfilled positions. Multiple, so that is probably what's put; because we had originally projected the Fund Balance at the end of this year would be like 7 6 and basically the difference is these unfunded are these unfilled positions. Which are positions we still need. Safdie replied, yeah but with TISA hopefully that would provide us with the necessary funds to fill those positions. Boston replied, well you're also looking at, we're going from a $58 million dollar budget to roughly you said? Bray replied, 64. With ESSER we're going to get 64 total. Boston replied, from TISA. Bray continued, from TISA and local together. Boston asked, that includes the local match? Bray replied, correct. That's what the last estimate that I have said. Safdie replied, okay so the local doesn't. Boston replied, so the local is included in the TISA. It's not added too. Bray replied, it is not. Stepp replied, they decided, they predicted what the local contribution should be, but they don't nail that down until May. Boston replied, okay I still think that a $5 million dollar maintenance projected expense is pretty aggressive. Bray replied, well in some of these items up here are very high ticket. I mean the Martin electric alone $745,000. Some of those projects are smaller, but they're what the principals requested on their wish list. So we try to respect that and get quotes. Mary has been working like a little demon getting all of these quotes for concrete and gravel and electric and alarm systems. Boston replied, well I mean we may just have to, you know to reassess until we find out where we're going to be. Safdie asked, if there are any, if this board approves any; give and take this maintenance budget. I think it really needs to be made clear that the board; it's not Mary's fault. They don't need to be coming out and cussing at her. Boston replied, and I don't think anybody does. We do the best that we can with the funds that we have and I think we do a very good job. I would really like to see those classrooms. This project has been in the making for 2 1/2 years - 3 years. I'd like to see it through. We may have to scrench just a little bit, but we've screnched before. Stout asked, how would we, at this point how do we perceive if we were to pull that money? It impacting what we would need to import towards learning. So we need tutoring, because I know ESSER funds are coming soon. So towards learning or towards security, which was the topic at the last meeting including Homestead. Boston replied, we would have to reassess once all the numbers are there, but we don't have the luxury of having that time. We've either got to accept the bid or we don't. Stout replied, so we've been making the commitment to the money now, but not really knowing how we're going to work out making sure we've got that minimum 3%. Boston replied, well I think the plan has always

been; once the ESSER funds are ended. There's no way we can maintain. We just can't do it. I don't think any system could do that. Each and every year. We may have to reassess how much we're putting into tutoring. How much we're putting into or how much can we? But I don't think you can. I mean we can't pick up ESSER Funds and those expenditures. Hamby replied, there's no way. Stout replied, making sure that we're not taking away from #1 purpose of the learning. Botson replied, well if you add that thought to the mix is if you put a child in a classroom, they're learning. So those classrooms are important. Now we've got other important areas that we've got to look at and I understand that, but you also have to look, at you know where we put these kids. How many teachers do we have sharing one classroom? South is not the only one that needs classrooms and we're going to have to look at that as well. Stout replied, so I guess from the flip side of it then if we didn't approve it then what would we be doing. What would we be able to do at South to make sure we accommodate the CTE and the classrooms that are needed. Nichols asked, so have we done a study to see how many kids aren't getting a classroom and how many teachers are sharing the classrooms out there. I mean have we done that? Boston replied, this was done, this proposal was done. Stepp replied, two years ago. Boston continued, yeah two years ago, two and a half years ago and it was a need then. It's not that need has not gone away. Nichols asked, so there was like a study that was done? Boston replied, well they apparently the powers that be, thought this was the best use of the money. Hamby replied, and it will get rid of the portables right? Boston asked, Dawn are you still using one? Hall replied, I'm still using one portable. Nichols replied, one portable at South. Boston replied, and that will get rid of that. Which has been a goal for the last seven years just to get rid of all of our portables and we're still working on it. Stepp replied, well what I'm working on now and I've asked the principals for future. When we're talking about these types of projects, I've asked to create a capacity chart that shows every school's attendance, classrooms, what their actual capacity is and that kind of stuff. So I'm developing some of those parts that would help us make those decisions in the future. Stout asked, so based on the information we have now capacity wise itself. Stepp replied, we're still collecting and trying to get all that together. If you look at it and you just put them by room and all that you know, South's capacity isn't maxed out, but if you look at programs and Dawn has a good plan on what programs are going to be where. In those rooms will be used, but I don't have cleared data yet, because you got Pre-K numbers and then you got K-2 numbers and so on. The different grade bands require different numbers of kids in classroom. I don't have an exact look, but from what I have capacity wise, I don't think any of our schools are close to being maxed out yet. Boston replied, but facilities is ever changing. I don't care which school you go to, it's ever changing. Stepp replied, but if you do it by the direct numbers or just classroom. This amount of students, then it comes out to be you know whatever percentage 70-80% whatever. You have to look at starting adding programs. Then you're looking well we need; we're adding CTE this and STEM that and all this. Then you're looking at having to plan out actually using the rooms. Stout asked, so if we didn't add the rooms. Stepp replied, I think North is using two portables right now. Is that correct? Boston and Hamby replied, yes. Stepp continued, one for CTE. I think maybe. Something like that. Stout asked, and those are the only two schools using portables that are left right now. Boston replied, I think. Hamby replied, they are on list for next year renovation. Stout asked, so if we weren't able to figure out how to do the classrooms this year, would it compromise the CTE program over there? Would we not be able to develop it out or would we be able to have a workaround for it. That would be talking to Mrs. Hall and we just see what what's there and who has to move. You'd have to move a lot of stuff around and probably RTI in a closet or something. I don't know. Hamby replied, and then we lose this bid and it's going to come up higher yeah. Safdie asked, Mrs. Hall why do we need those classrooms? Hall replied, so I currently have four classrooms that are being shared by multiple occupants. I've have three teachers in one classroom. I have my RTI room houses four individuals all day long with upwards of 10 to 15 kids. I'm still using one portable for one of my CTE classes. I have some people in this room. It's used part of the day for this. For this part of the day for this. So currently we do not have space for every single person in capacity as far as the programs that he's offering. We are able to offer RTI for our children, SPED services for our children. You're looking at speech and

occupational therapy. They're doing those in hallways currently, because I do not have a space to do them. So you know when you look at the numbers like you said, as we add more programs and more resources for our children. When I have someone come, when my safe schools counselors come, I have them in a closet counseling. When I have you know different people that come in to do testing for kids, we don't have a place that is quiet. We're moving them here to here. I think most schools are going to be somewhat in that range. At one time South had a 1,000 kids and had multiple classrooms that way and we had seven portables, but Mary has worked very hard, because they're weren't in good condition. We have one that's still being used for students and I I doubled up. When I started I had all of them being used when I had 5 there. Safdie asked, how's your Art Program? Hall replied, so I have a room for art. I do have a room for art. I have a room for music. All my special areas have rooms. My CTE rooms are shared part of the day. They might be, but next year they'll be full-time with the grant that we're receiving. So then my problem becomes the people that I was using those rooms in the afternoon. I don't have a spot for. So I'm thinking you know. We're going to have school and we're going to teach children. We're going to love them and we're going to be able to do, but the classrooms would be an added bonus for us. Safdie replied, I'm sure that most of you all are aware that over the past since 2004 the Board of Education has made one of its significant priorities to get rid of portables. So I'm glad you're down to one. Let's get rid of that one. Stepp replied, you do great job Mrs. Hall. Boston replied, I think it would, it would be a pinch. I think we're going to pinch ourselves, but. Nichols asked, does Kim think we can pinch ourselves. Bray replied, as long as I don't blame Mary and I. Safdie replied, blame it on me. Boston replied, we will send out nice cards explaining. You know we've got to start somewhere and you know I don't think this board has enough money. That's okay, you're getting bathroom partitions this year and you're getting a paved; I mean we're doing the best we can do and still taking care of our facilities and if I have a child that needs braces, you know. I've got a child that needs braces and the other one gets flip-flops. I'm sorry it's just the way it is. It's the need at the time. Nichols replied, we'll get caught up. Boston replied, we will and and with such an aggressive maintenance, I don't think anybody's gonna blame you and Mary. If anybody bullies you, let me know, but I think now is the opportunity in which to get this done. We had this in mind last year when did the budget and I hate to see us go backwards. So now's the time if someone would like to make a motion that we we recommend to the County Finance to accept the 2.2 bid and we have the adequate appropriation. Safdie replied, I move that we accept the $2,210,000.00 bid from FTM Contracting and. Boston replied, and we have adequate appropriation. Safdie continued, and we have adequate appropriations. Hamby replied, I'll second. Nichols replied, we won't blame Kim and Mary. Boston asked, any more discussion? Stout replied, just one quick question. We're doing this just with the base bid and we're going to handle the alternate one like we were for the tiles? Boston replied, for the contingency, we can do the flooring if it's not. Stout continued, just the base bid that we're recommending. Boston replied, and we've got 200 in this particular project. A Roll Call Vote was taken.

Boston advised, we have voted to accept that and move forward with that project. Stepp advised, I'd like to thank you guys for being patient with me learning how this works. We've had several other people give us some good advice and that's why I filled out that whole Google Doc. That's just all stuff for you guys, but thanks for your patience. Boston replied, I will say this that Mrs. Bray and Mr. Stepp both have been tremendous working through. They knew their information and it's been helpful very, very helpful. Nichols replied, we appreciate you, both of you. Boston continued, I know that we don't have a full board here tonight, but I think I'm gonna throw this out, but we are going to have to seriously start looking at Homestead. Nichols replied, the safety of that concerns me greatly. Safdie asked, do you want to have Mr. Stepp explain? Stepp replied, this came on my mind after last week, but the safest way for Homestead is to be a single-entry facility. I thought about it a lot and I've mentioned it to some of you guys. I would think coming up with a wing for the, I think it's Pre-K through 3rd grade is in the new construction part. Everybody else is spread out in the different buildings, which creates a safety concern. I know all of our partners in law enforcement agree with us. That it's a huge,

huge undertaking to figure out a safety way for that. So by adding a wing there to cover the other classes that are in these cottages that's connected to the new part would make it a single entry facility and that's just my thinking, initial thinking the past week and a half here. Safdie asked, Teresa where would you like to go with this, at this point? Boston replied, I just wanted to make every okay; okay we've gotten past the CCHS Auditorium and South classrooms, but Homestead is a security issue, a safety issue. So I think as everything develops and Mr. Stepp further develops this idea. Then we're already one step closer and we've been made aware that it's coming. Stepp replied, Mr. Chamberlin and I, we talked about possibly meeting in the next week or two and go out there and look at that and then give you options, report on kind of what we talked about and stuff maybe for the next board meeting. If that would satisfy. Hamby replied, that would be great. Boston replied, y'all can be ready to bring up the discussion. Safdie replied, in discussion there's lots of ways in doing that. There's significant public awareness that has to take place in the Homestead Community to guarantee that the school will maintain its historic value, but also its use. So that it the little classrooms don't deteriorate. Stepp replied, and that was my discussion with Mr. Chamberlin. We talked about placement of a new wing that would allow the historical integrity to stay intact. I've just thought out loud what some of you just thinking about we have system services that could occupy those different pods. So that would have to be maintained. We'd have somebody in those every day. So there's different options and we're growing also as a system. So our services are growing and departments are growing to match those needs. So it would be used. They wouldn't be just left there. Safdie replied, there wouldn't be really any cost savings, because the utilities would be the same. Plus more, because of that. Boston replied, it's almost like repeating the Justice Center. Chamberlin replied, been there, haven't we? Safdie continued, been to Homestead, haven't we Mr. Chamberlin? Chamberlin replied, a couple of times. Boston replied, okay I just wanted to put that out there so everybody could kind of start thinking about that.

Motion to accept the $2,210,000.00 bid from FTM Contracting and we have adequate appropriation.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 7, No: 0

MOTION: **Motion Carried**

7. Old Business - Boston replied, is there any old business that needs to be discussed? Safdie replied, yes. Boston replied, I am so sorry. The Crossville Chronicle produces a Cumberland Now Magazine. This last month was on some of our students. If you have not seen this, it's incredible. It highlights some of our students and it's wonderful. Stepp replied, they did a great job. Boston replied, she did a great job, plus you were kind enough to go get all the board members a copy. That we are sending home so that we can have and thank you and if you would tell Heather Mullinix we said thank you. She did a great job and we appreciate that.

8. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.

9. Adjournment - Boston replied, if no questions from the media, I'll entertain a motion to adjourn. Hamby replied, I make a motion to adjourn. Stull replied, second. The meeting adjourned at 6:06pm.

Motion to adjourn at 6.06 p.m.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 7, No: 0

MOTION: **Motion Carried**

_____
William Stepp
Director of Schools

_____
Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on April 19, 2023.

_____
Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

Board of Education
April 13, 2023 5:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Thursday, April 13, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 5:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Absent
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

Also in Attendance:

Earl Patton, Attorney
Moira "Mo" Cahrnot, Media

1. Call to Order- Ms. Teresa Boston (See above)

2. Moment of Silence/Pledge of Allegiance- Ms. Teresa Boston- Boston led the board members in a Moment of Silence. After a moment of silence, Boston led the audience in the Pledge of Allegiance.

3. Roll Call (See Above)

4. *Approval of Agenda (See Exhibit #1) Boston advised, next is the Approval of the Agenda. Hamby advised, I make a motion to approve the agenda. Hale advised, second. Boston advised, okay I have a first and second to approve the agenda. A Voice Vote was taken.

   Motion to approve the agenda.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Hale

Yes: 7, No: 0

MOTION: **Motion Carried**

5. *South Cumberland Elementary Renovation and New Construction Re-Bid - Boston advised, next on the agenda is the South Cumberland Elementary Renovation Rebid. We're going to let Mr. Stepp kind of take us up to where we need to be on this. Stepp replied, so after the original recommendation was approved, Mrs. Bray and Mr. Chamberlin talked about it not being Federal money anymore, funding this project and with that being the case, then Federal regulations and requirements aren't needed for this. Which would be possible to save this one we think up to 10%. Is that right Mr. Chamberlin? Chamberlin replied, 0 to 10. Something like that. Chamberlin replied, I've talked with some different people about it and we've heard numbers somewhere between 5 and 10%. Kind of the guesses that some contractors have given me. The contractor that was low, I did ask them to go back to their subcontractors and say what can you save. They came back with a response of $25,000. Which is about 1%. It's a little bit of a guess on our part, but we think it should be more than that and, again, I think the only way we know we're getting fair dollars would be to put it back out to bid. So therefore, that was my recommendation and I think the Finance Department would probably have pushed us in that direction a little bit too. When you know you're already asking people for credits and the fairness of whether you're getting dollar for dollar. Stepp replied, so, with that being said, that's when I sent the information email out to everyone to explain. Just that, so that we knew it would be a savings. So if this is something that we want to do, there's a couple of steps in place. So there'd have to be a motion to rescind our recommendation and then a motion to rebid. Chamberlin replied, so basically we just need you to have a motion to reject all bids. You can go back and just say you want to rescind your original motion and you want to reject the bids and put it back out to bid again. Boston asked, if we put it back out to bid again, are the materials and supplies going to be even an increase to where? Chamberlin replied, we've not seen anything that's made us think that the prices are escalating at the moment. It's certainly always a yes, Mrs. Boston, but we do our best. But I'm not aware of anything that would make me think that we would see a big jump in prices. There's always a little risk when you put anything back out to bid. It's rare that they go down in price, but this is so clean when it comes to the wage rates. For instance, Sheet Metal Workers, when you have wage rates involved. They're rates are $47 an hour for Cumberland County. That's probably double what's normally paid. It's a big impact. Stout asked, so Mr. Chamberlin when you said that the lowest bidder came back at $25,000 less. That was the FTM Contracting, which was the one that we had made the recommendation for? Chamberlin replied, yes ma'am. Stout continued, okay, so hearing the 5 to 10% savings. Is that what you're kind of hearing the range from the other three bids from? Chamberlin replied, I've just made some calls to contractors that we work with and just said hey if you look at the difference between a project with wage rates and without. What do you see in labor rates and that's basically what they said. They think labor rates generally increase between 5 and 10% for a project. So if you figured labor would be roughly half of a project cost. That would be say a million dollars on this project, give or take. If you're looking at 5% I mean that's $50,000 if you get 10% on it you're looking at a $100,000 worth of savings. So it's a little bit of a risk certainly. The prices could go up in materials, but we can do this in about three weeks time. I just need enough time to get it in the paper and meet the requirements from the Finance Department to advertise it, but since everybody's already looked at it and priced it, we can turn it around. I think in about three weeks time. Boston asked, would it be your recommendation to rebid? Chamberlin replied, it's my recommendation. Hamby advised, Mrs. Boston, I'd like to make a motion that we rescind and

reject the bid that we previously had. Boston replied, we would only rescind our recommendation. We can't reject. Chamberlin replied, you went to then reject the bids and that's your prerogative at any time. You know, projects you can reject any and all bids, for any reason you want, at any time prior to signing a contract, obviously. Boston replied, we've already got a motion approved that we make the recommendation to the County Finance. Hamby replied, I make a motion to withdraw and reject that bid. Boston replied, okay. Stout replied, second. Boston replied, okay, so we have a first and a second to rescind and reject our recommendation to the County Finance and the County Commission for the bid on South. **(1st motion)** Any discussion. No one responded. A Roll Call Vote was taken.

Hamby advised, I would like to make a motion that we allow this South project to be rebid. Boston advised, I'll second that. **(2nd motion)** Any discussion? Hale asked, I wondered where are we getting the money for the South project now? Boston replied, it's coming out of our general fund. Hale asked, and about how much is it? Boston replied, well the first bid was $2.2 million. Hamby advised, and we had done that in the last special called. Hale replied, yeah, which I couldn't be. Stout replied, the nice thing is, we have a little more time with this now, because we were under time constraints previously. So now we have time to get into the budget and really dig in and look and make sure we're good before accepting anything else when it comes back in. Boston replied, well we've got some time. It's not Federal Funds, it's our money and so that loosens the constraints. Nichols advised, it keeps a little bit more in our rainy day, if we can. Hamby advised, and South needs this completed. When you hear about things happening and counseling going on in closets and students having to meet out in the hallways and classrooms. We need this. Boston advised, well and let me just throw this out there. This is not pertinent, but South was due a renovation of $750,000 two years ago. We did not do that. This is in fact part of their renovation and so they've kind of been anxiously waiting for this. Hamby advised, I did the motion and you did the I second. Boston advised, I did the second. Any further discussion? Boston asked, does everybody understand the motion? Everyone replied, yes. A Roll Call Vote was taken.

Boston advised, the motion passes. Mr. Stepp you are to. Stepp replied, I'll get with Mr. Chamberlin and Mr. Brock and we'll follow that process. Chamberlin replied, we'll get it out as fast as we can. We should be able to get the advertisement written in the morning. Boston asked, and you feel very; I guess I'm making myself feel better. Just to support that. Chamberlin replied, don't hang me. Boston replied, but this is your business. Chamberlin replied, I think it's the right thing to do even if it comes back at the same price. It's still the right thing to do, to know that you're looking out for the taxpayers money. Nichols advised, yeah we're using our money wisely. Being good stewards. Boston replied, I don't think we ever do, to do that, but I just want to make myself feel warm and fuzzy. That we're doing the right thing. Chamberlin replied, and I did talk to the other bidder, that was second. Just to say, you know, will you rebid this if we put back out and I did get a yes. Well, I would think at least the low bidder and the second would definitely look at it if not more. Boston replied, okay so you think we will? Chamberlin replied, yes we should have two or three back I would think anyway. Boston replied, perfect. Nichols replied, maybe somebody new. Chamberlin replied, stranger things have happened.

Motion to rescind and reject our recommendation to the County Finance and the County Commission for the bid on South.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stout

Yes: 7, No: 0

MOTION: **Motion Carried**

Motion to allow this South project to be rebid.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Boston

Yes: 7, No: 0

MOTION: **Motion Carried**

6. Old Business - Boston asked, any old business to discuss? No one responded.

7. Adjournment - Boston continued, if not I'll entertain a motion to adjourn. Hamby advised, I'll make a motion to adjourn. Stout replied, second. The meeting adjourned at 5:10pm.

Motion to adjourn at 5:10 p.m.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stout

Yes: 7, No: 0

MOTION: **Motion Carried**

_____

William Stepp
Director of Schools

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Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said

minutes to the office of the Director of Schools on April 19, 2023.

_____

Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

(*) Indicates Board Approval Required
April 27, 2023 at 6:00 PM - Board of Education Meeting

1. Call to Order
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

2. Moment of Silence/Pledge of Allegiance
Hallie Evans-CCHS
Kylie Tanner-CCHS
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

3. Welcome to Visitors
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

4. Special Recognition
-TSBA SCOPE Student Recognition
Owen Brown
Kami Farley
Emily Griffis
Camdyn Holbrook
Elijah Vandever
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Information Item

5. Kids First Award
Agenda Item Type: Action Item
Attachments: (1)

- Kids First Award Tabitha Troglin

6. Roll Call
Agenda Item Type: Procedural Item

7. Declaration of Conflict
Speaker(s): - Mr. Earl Patton
Agenda Item Type: Procedural Item

8. *Approval of Regular and Special Called Minutes
Agenda Item Type: Action Item
Attachments: (4)

- March 15, 2023 Special Called Minutes
- March 16, 2023 Regular BOE Minutes
- April 5, 2023 Special Called Minutes
- April 13, 2023 Special Called Minutes

9. *Approval of Agenda
Agenda Item Type: Action Item

Attachments: (1)

- Agenda

10. Acknowledgement of Elected Officials
Agenda Item Type: Action Item

11. Community Comments
Agenda Item Type: Information Item

12. School Board Reports
Agenda Item Type: Information Item

12.A. TLN Report
Speaker(s): - Ms. Shannon Stout
Agenda Item Type: Information Item

13. Board Member(s) Report from Training(s)
Agenda Item Type: Information Item

14. Legal Report
Speaker(s): - Mr. Earl Patton
Agenda Item Type: Information Item

15. Junior Reserve Officer Training Corps (JROTC)-Mr. Harry Dodson
Agenda Item Type: Action Item

16. Excel Energy Group Presentation-Mark Gregory
Agenda Item Type: Action Item
Attachments: (1)

- EXCEL Energy Group

17. Director's Report
Speaker(s): - Mr. William Stepp
Agenda Item Type: Information Item

17.A. *Student EW Appeal from DHA
Agenda Item Type: Action Item

17.B. *Math Textbook Adoption Approval
Agenda Item Type: Action Item
Attachments: (1)

- Math Textbook Adoption Approval

17.C. *Request to Apply & Participate in Federal Grants
Agenda Item Type: Action Item
Attachments: (1)

- Federal Grants Request

17.D. *Approval of Food Services Equipment Bid Packet

Agenda Item Type: Action Item
Attachments: (1)

- Approval of CCSNP Equipment Bid

17.E. *Approval of Food Service Annual Bid Packet
Agenda Item Type: Action Item
Attachments: (1)

- Food Service Annual Bid

17.F. *Innovative School Model Overview
Agenda Item Type: Action Item
Attachments: (1)

- ISM Overview

17.G. *CTE Work Based Learning Coordinator Job Description-ISM
Agenda Item Type: Action Item
Attachments: (1)

- Job Description- WBL Industry 4.0 Coordinator

17.H. *CTE Middle School Career Coach Job Description-ISM
Agenda Item Type: Action Item
Attachments: (1)

- Job Description-Middle School Career Coach

17.I. *Request for Grant Participation BBLC
Agenda Item Type: Action Item
Attachments: (1)

- Approval for BBLC Grant Participation

17.J. *Request for Grant Participation DIDD
Agenda Item Type: Action Item
Attachments: (1)

- Approval for DIDD Grant Participation

17.K. *Stockpile Days Calendar Amendment
Agenda Item Type: Action Item
Attachments: (1)

- Cumberland County Schools Stockpile PD Approval Letter - 4.14.2023

17.L. Mallory Varner, Speech/Language Pathologist Agreement
Agenda Item Type: Information Item
Attachments: (1)

- Mallory Varner, SLP Agreement

17.M. Calvin University Agreement
Agenda Item Type: Information Item
Attachments: (1)

- Calvin University Agreement

17.N. Annual Planning Calendar
Agenda Item Type: Information Item
Attachments: (1)

- Annual Planning Calendar

17.O. FYI
Agenda Item Type: Information Item

17.O.1. Attendance Report
Agenda Item Type: Information Item
Attachments: (1)

- Warm Body Count

17.O.2. Personnel Report
Agenda Item Type: Information Item
Attachments: (2)

- Personnel Report
- CCSNP Personnel Report

17.O.3. Substitute List
Agenda Item Type: Information Item

17.O.4. School News Articles
Agenda Item Type: Information Item
Attachments: (12)

- Brown Newsletter
- CCHS Newsletter
- Crab Orchard Newsletter
- Homestead Newsletter

- Martin Newsletter
- North Newsletter
- Phoenix Newsletter
- Pine View Newsletter
- Pleasant Hill Newsletter
- SMHS Newsletter
- South Newsletter
- Stone Elementary Newsletter

17.O.5. School Calendar of Events
Agenda Item Type: Information Item
Attachments: (12)

- Brown Calendar
- CCHS Calendar
- Crab Orchard Calendar
- Homestead Calendar
- Martin Calendar
- North Calendar
- Phoenix Calendar
- Pine View Calendar
- Pleasant Hill Calendar
- SMHS Calendar
- South Calendar
- Stone Calendar

18. School Board Committees
Agenda Item Type: Information Item

18.A. Policy Committee
Speaker(s): - Ms. Rebecca Hamby
Agenda Item Type: Committee Report Item

18.A.1. *Approval of First and Final Reading of Policies
Agenda Item Type: Action Item
Attachments: (9)

- 1.106 Code of Ethics
- 1.1062 Non-Retaliation
- 1.107 Board Member Conflict of Interest
- 2.300 State and Federal Aid Eligibility Determination
- 2.402 Investment Earnings
- 4.209 Alternative Credit Options
- 4.501 School Volunteers
- 5.115 Assignment Transfer

- 5.602 Staff Time Schedules

18.A.2. *Approval of Second Reading of Policies
Agenda Item Type: Action Item
Attachments: (1)

- 1.809 Civility

18.B. Athletic Committee
Speaker(s): - Mr. Nick Davis
Agenda Item Type: Committee Report Item

18.C. Budget Committee Meeting
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Committee Report Item

18.D. Building and Grounds Committee
Speaker(s): - Mr. Robert Safdie
Agenda Item Type: Committee Report Item
Attachments: (1)

- CCHS Band Tower Proposal

18.E. Safety Committee
Speaker(s): - Ms. Rebecca Hamby
Agenda Item Type: Committee Report Item

18.F. Contract Committee
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Committee Report Item

19. Chief Financial Officer's Report
Agenda Item Type: Information Item

19.A. Monthly Financial Report
Agenda Item Type: Information Item
Attachments: (1)

- Financial Report

19.B. Monthly Sales Tax Report
Agenda Item Type: Information Item
Attachments: (1)

- Sales Tax Report

19.C. *141 Budget Amendments
Agenda Item Type: Action Item
Attachments: (7)

- 141 Budget Amendment General Budget Reallocation to BOE Construction Account
- 141 Budget Amendment General Budget Rellocation for CCHS Auditorium
- 141 Budget Amendment General Fund Reallocation
- 141 Budget Amendment General Fund Reallocation South Bldg Project
- 141 Budget Amendment North Kids Club
- 141 General Fund Budget Amendment
- 141 Innovative School Model Grant Budget Amendment

19.D. *142 Budget Amendments
Agenda Item Type: Action Item
Attachments: (8)

- 142 901 IDEA Budget Amendment
- 142 911 IDEA Budget Amendment
- 142 Budget Amendment TN ALL Corps
- 142 Perkins Basic Budget Amendment
- 142 TEIS Budget Amendment
- 142 Title 1 Budget Amendment
- 142 Title 2 Budget Amendment
- 142 Title 3 Budget Amendment

20. *Consent Agenda
Agenda Item Type: Consent Agenda

20.A. *Review Only Policies
Agenda Item Type: Consent Item
Attachments: (54)

- 2.100 Fiscal Management Goals
- 2.201 Line Item Transfer Authority
- 2.400 Revenues
- 2.401 Gifts and Bequests
- 2.403 Surplus Property Sales
- 2.500 Deposit of Funds
- 2.600 Bonded Employees
- 2.700 Accounting System
- 2.701 Financial Reports and Records
- 2.703 Audits
- 2.800 Expenditure of Funds
- 2.801 Petty Cash Accounts
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.8051 Credit Cards Credit Lines

- 2.806 Bids and Quotations
- 2.807 Requisitions
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management
- 5.102 Classifications and Qualifications
- 5.104 Equal Opportunity Employment
- 5.105 Recruitment of Employees
- 5.108 Supervision
- 5.109 Evaluation
- 5.110 Compensation Guides and Contracts
- 5.1101 Differentiated Pay Plan
- 5.1102 Temporary Contracts
- 5.113 Professional Development Opportunities
- 5.1151 Telework During Emergencies
- 5.118 Backgrounds Investigations
- 5.119 Employment of Retirees
- 5.200 Separation Practices of Tenured Teachers
- 5.202 Suspension Dismissal of Non-Certified Employees
- 5.203 Recommendations and File Transfers
- 5.301 Emergency, Bereavement and Legal Leave
- 5.303 Personnel and Professional Leave
- 5.305 Family & Medical Leave
- 5.307 Physical Assault Leave
- 5.308 Sabbatical Leave
- 5.600 Staff Rights and Responsibilities
- 5.6001 County-Wide Employee Dress Code
- 5.604 Overtime Pay of Non-Certified Personnel
- 5.802 Qualifications and Duties of the Director of School
- 6.2001 Attendance During Postsecondary Visits
- 6.2011 Volunteer Pre-K Attendance
- 6.204 Attendance of Non-Resident Students
- 6.205 Student Assignments
- 6.3041 Title IX Sexual Harassment
- 6.310 Dress Code
- 6.311 Care of School Property
- 6.319 Alternative School Programs

20.B. *Approval of Volunteers
Agenda Item Type: Consent Item
Attachments: (8)

- CCHS Volunteer List

- Homestead Volunteer List
- Martin Volunteer List
- North Volunteer List
- Pine View Volunteer List
- SMMS Volunteer List
- South Volunteer List
- Stone Elementary Volunteer List

20.C. *Approval of Overnight and Out of State Field Trips
Agenda Item Type: Consent Item
Attachments: (5)

- CCHS Overnight Request-Track Fairview HS
- CCHS Overnight Request-Track-MTSU
- North Overnight Field Trip 2024 SY
- Pleasant Hill Overnight Field Trip
- SMHS Football Overnight Request Silver Point, TN 7-10-23 to 7-12-23

20.D. *Approval of Contracts
Agenda Item Type: Action Item
Attachments: (4)

- Brown Elementary and Simple Pix
- HES And Simple Pix Agreement 23-24
- SMHS and Life Touch Agreement
- South & Simple Pix Agreement

20.E. *Approval of Grants
Agenda Item Type: Consent Item
Attachments: (1)

- North Kids Club ARP Act Childcare Stabilization Fund Grant

20.F. *School Wide Fundraisers
Agenda Item Type: Consent Item
Attachments: (5)

- Brown School-Wide Fundraiser
- North School-Wide Fundraiser
- Pleasant Hill Elementary School-Wide Fundraiser
- SMHS School-Wide Fundraiser
- South School-Wide Fundraiser

20.G. *Approval of Disposal of Surplus Property
Agenda Item Type: Consent Item

Attachments: (9)

- CCHS Retired Inventory
- CCHS Senior Chromebooks Retired Inventory
- CTE, Food Service, SPED Retired Inventory
- Federal Programs Retired Inventory
- Homestead Retired Inventory
- Phoenix Retired Inventory
- Pleasant Hill Retired Inventory
- SMHS Retired Inventory
- SMHS Senior Chromebooks Retired Inventory

20.H. *Executive Approval
Agenda Item Type: Consent Item

21. Old Business
Agenda Item Type: Action Item

22. Questions from Media
Agenda Item Type: Information Item

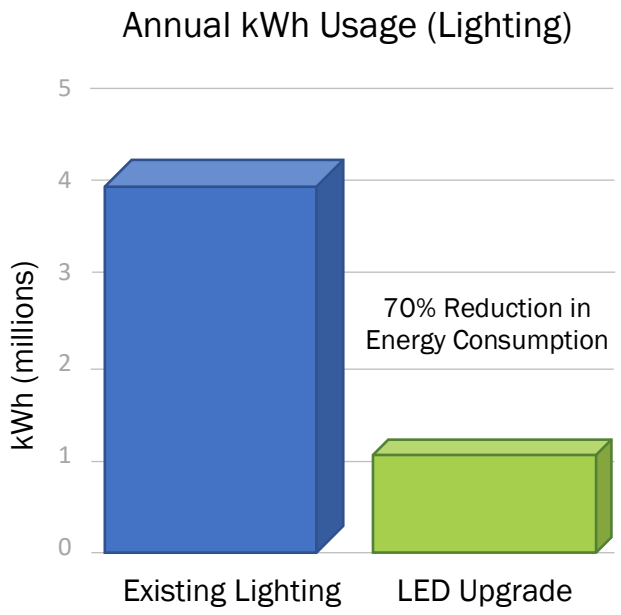
23. Adjournment
Agenda Item Type: Action Item
Comments:

FLIPPING THE SWITCH TO LED

Washington County Schools (TN) Case Study

PROJECT OVERVIEW

Similar to many districts across the country, Washington County Schools (TN) is tasked with improving older facilities, managing increased utility costs, and planning for financial uncertainty. In order to address these areas, the district is partnering with Excel Energy Group, a turnkey, specialized lighting company, to ensure students have a "bright" future by investing a little over $2.3 million into a new LED lighting system. Washington County Schools will pay zero out of pocket costs and fund the project with a low interest EESI Loan (Energy Efficient School Initiative), as the savings in energy and maintenance are contractually guaranteed by Excel to cover the cost of the project. The upgrade is expected to generate **$462,227 in annual savings** and **$10.4 million in cumulative savings** over the lifespan of the LED system.



SCOPE OF WORK

Excel is focused on maximizing energy savings while optimizing district light levels in the most financially efficient manner. At Washington County, roughly **16,400 interior and exterior light fixtures will be upgraded to new LED technology**. Fixture housings in great shape are generally retrofitted with LED lighting while old, unsightly fixtures are replaced. All gyms, emergency lighting, and exterior fixtures are upgraded to new LED fixtures for cosmetic and safety purposes. Occupancy sensors are installed to reduce hours of operation during unoccupied times.

Environmental Impact

4,768,292 lbs. of harmful CO_2 greenhouse gas emissions reduced annually is equivalent to:

Preserving 2,650 acres of forest from deforestation

Removing 470 cars off the road

260 homes total energy usage

Gibson County School District
LED Lighting Upgrade

All LED Lighting for Gibson

In 2018, Gibson County School District choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 6,800 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over $**120,000**.

Gibson County Speical School District had mostly existing T8 fluorescent lighting. With over 5,700 fixtures being T8, Excel was still able to save the District an additional $120,000 annually by switching all of the lighting to LED technology.

The lighting project chosen by Gibson County Schools was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **1,074,837** kwh annually. That means Gibson will eliminate over **1,675,672 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **85,526** gallons of gasoline or **830,930** pounds of coal annually.

Gibson County Special School District

Project Quick Facts:

Total Facilities:	10
Total Light Fixtures:	6,800
Total Sensors:	500
Total Cost:	$778,100
Annual Savings:	$123,000
Payback:	6.3 years

Decreased light wattage by an Average of 63% in each area!

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Franklin Special School District
LED Lighting Upgrade

Great Things for Franklin Special

In 2016, the Franklin Special School District partnered with Excel Energy Group to perform a lighting upgrade of their 10 facilities. The project involved replacing or upgrading over 12,000 total fixtures and sensors, reducing those facilities' lighting, and maintenance costs by over **54%** --an annual savings of over **$199,000**. Before this project, FSSD spent over **$348,000** a year on lighting and maintenance costs—now, they spend approximately **$149,000** annually.

Excel Energy Group designs energy -efficiency upgrades to provide the best possible value for energy savings. During the audit and design of a project, our experienced development team takes note of areas that have the potential for premium options. These can include: replacement of fixtures that will potentially need replacement in the next five years; upgrading the fixture types to improve the aesthetics of an area; additional lighting controls for areas noted by the auditor.

Franklin Special School District made the great choice of approving these additional upgrades to their energy efficiency project. After the project was complete, the District now has all their fixtures in new or like-new condition. Many areas also saw an improvement in the look of the lighting.

The Administration Annex had many existing surface mounted fixtures that were able to be replaced with a recessed troffer. From the design of these areas and the new layout, they were able to reduce the total number of fixtures while maintaining light levels. The look of the building's lighting was greatly improved, all while reducing the overall energy usage.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity usage by **1,437,000** kwh annually. That means FSSD will eliminate over **1,010 tons** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **113,637** gallons of gasoline or **1,077,648 pounds** of coal annually.

FRANKLIN SPECIAL SCHOOL DISTRICT

Project Quick Facts:

Total Facilities:	10
Total Light Fixtures:	11,800
Total Sensors:	1,100
Total Incentives:	$99,200
Total Cost:	$1,375,000
Annual Savings:	$199,000
Payback:	6.4 years

Decreased light wattage by an Average of **52% in each area!**

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Maryville City School District
LED Lighting Upgrade

All LED Lighting for Maryville

In 2018, Maryville City School District choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 13,700 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over **$222,000**.

Maryville City School District had mostly existing T8 fluorescent lighting. With over 9,500 fixtures being T8, Excel was still able to save the District an additional $222,000 annually by switching all of the lighting to LED technology.

The lighting project chosen by Maryville City Schools was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **1,673,000** kwh annually. That means Maryville will eliminate over **2,744,921 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **140,101** gallons of gasoline or **1,362,227** pounds of coal annually.

Maryville City School District

Total Facilities:	9
Total Light Fixtures:	12,900
Total Sensors:	800
Total Cost:	$1,231,700
Annual Savings:	$222,000
Payback:	5.5 years

Decreased light wattage by an Average of 58% in each area!

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West Carroll Special School District
LED Lighting Upgrade

All LED Lighting for West Carroll

In 2018, West Carroll Special School District choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 2,100 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over **$49,000**.

Excel Energy Group assisted the District in obtaining project incentive money through TVA which helped pay for the project. The incentive money allowed for easy, affordable financing of the project.

West Carroll Special School District had mostly existing T8 fluorescent lighting. With over 1,800 fixtures being T8, Excel was still able to save the District an additional $49,500 annually by switching all of the lighting to LED technology.

The lighting project chosen by West Carroll Schools was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that

added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

West Carroll
SPECIAL SCHOOL DISTRICT

West Carroll Special School District

Project Quick Facts:

Total Facilities:	5
Total Light Fixtures:	2,000
Total Sensors:	180
Total Cost:	$253,300
Total Incentive:	$14,700
Annual Savings:	$49,500
Payback:	4.8 years

Decreased light wattage by an Average of **60% in each area!**

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **398,100** kwh annually. That means West Carroll will eliminate over **653,229 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **33,341** gallons of gasoline or **324,179** pounds of coal annually.

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Putnam County Schools
LED Lighting Upgrade

All LED Lighting for Putnam County

In 2018, Putnam County Schools choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 24,000 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over **$480,000**.

Excel Energy Group assisted the District in obtaining project incentive money through TVA which helped pay for the project. The incentive money allowed for easy, affordable financing of the project.

Putnam County Schools had mostly existing T8 fluorescent lighting. With over 18,000 fixtures being T8, Excel was still able to save the District an additional $480,800 annually by switching all of the lighting to LED technology.

The lighting project chosen by Putnam County Schools was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **3,785,000** kwh annually. That means Putnam County Schools will eliminate over **6,211,060 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **317,012** gallons of gasoline or **3,082,373** pounds of coal annually.

PUTNAM COUNTY SCHOOL SYSTEM

ENGAGE INSPIRE ACHIEVE

Putnam County Schools

Total Facilities:	21
Total Light Fixtures:	24,000
Total Sensors:	1800
Total Cost:	$2,528,500
Total Incentive:	$186,400
Annual Savings:	$480,800
Payback:	4.9 years

Decreased light wattage by an Average of **50% in each area!**

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Dyersburg City School District
LED Lighting Upgrade

All LED Lighting for Dyersburg

In 2017, Dyersburg City School District choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 8,100 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over **$142,900**.

Excel Energy Group assisted the District in obtaining project incentive money through TVA which helped pay for the project. The incentive money allowed for easy, affordable financing of the project.

Dyersburg City School District had mostly existing T8 fluorescent lighting. With over 6,100 fixtures being T8, Excel was still able to save the District an additional $142,900 annually by switching all of the lighting to LED technology.

The lighting project chosen by Dyersburg City Schools was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **1,135,000** kwh annually. That means Dyersburg will eliminate over **1,862,359 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **95,055** gallons of gasoline or **924,236** pounds of coal annually.

Dyersburg City School District

Project Quick Facts:

Total Facilities:	9
Total Light Fixtures:	7,600
Total Sensors:	500
Total Cost:	$747,700
Total Incentive:	$58,400
Annual Savings:	$142,900
Payback:	4.8 years

Decreased light wattage by an Average of 60% in each area!

(501) 821-8840 | www.excelenergygroup.com

Giles County Schools
LED Lighting Upgrade

All LED Lighting for Giles Schools

In 2017, Giles County Schools choose Excel Energy Group as the lighting contractor to update their existing lighting system with new LED technology. The projects involved replacing or upgrading over 9,000 total fixtures and sensors, reducing those facilities' lighting and maintenance costs by over **65%**--an annual savings of over **$217,000**.

Excel Energy Group assisted the District in obtaining project incentive money through TVA which helped pay for the project. The incentive money allowed for easy, affordable financing of the project.

Giles County Schools had mostly existing T8 fluorescent lighting. With over 7,500 fixtures being T8, Excel was still able to save the District an additional $217,000 annually by switching all of the lighting to LED technology.

The lighting project chosen by Giles County was a Premium Design, which means it includes cosmetic upgrades in addition to energy efficiency.

Areas were noted during the audit as fixtures that could use to be replaced. Some of these fixtures were replaced with similar items that kept the same look. Other areas had surface mounted fixtures that were in a recessed ceiling. Per the design of Excel, these fixtures were replaced with recessed troffers that

added a cleaner look to the classrooms and offices where they were installed.

Excel Energy Group not only provides retrofit and replacement of interior lighting but exterior lighting as well. Fixtures like wall packs, canopies and flood lights are replaced with LED lighting. Also less common items like pole lighting and flag pole floods can be replaced with LED lighting.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity and gas usage by **1,455,300** kwh annually. That means Giles Co. will eliminate over **2,387,689 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **121,868** gallons of gasoline or **1,184,942** pounds of coal annually.

GILES COUNTY SCHOOLS

Project Quick Facts:

Total Facilities:	13
Total Light Fixtures:	9,000
Total Sensors:	700
Total Cost:	$999,300
Total Incentive:	$74,600
Annual Savings:	$217,800
Payback:	4.2 years

Decreased light wattage by an Average of 60% in each area!

(501) 821-8840 | www.excelenergygroup.com

Hickman County School District
LED Lighting Upgrade

Bright Choices at Hickman County

In 2017, Hickman County School District partnered with Excel Energy Group, Inc. to ensure students have a "bright" future by investing in a $1 million LED lighting system. The efficiency project included a complete upgrade of their facilities to LED.

Replacement and retrofit of these fixtures reduced the lighting and maintenance costs by over **60%**--an annual savings of **$215,930**. Before the school district was spending over **$310,000** annually on lighting and now they spend approximately **$63,000**.

One of the first questions a customer may ask themselves when looking into District–wide improvements is: How should we pay for this project? Excel Energy Group makes this decision as easy as possible with their assistance and guidance.

Hickman County decided to finance their project using funds from the Energy Efficient Schools Initiative (EESI). This program allows schools to finance energy efficient projects with low interest rates. Hickman County was able to secure financing for their project at an interest rate of 0.75%. Excel Energy Group assisted Hickman in the application process to make it as easy as possible for the customer.

Luckily, Hickman County Schools did not have to finance the entire amount of the project. Excel Energy Group also secured over $79,000 in incentives to help pay for the project. These funds were available to the customer through the EnergyRight Solutions program with TVA and the local power company.

THE BOTTOM LINE:

Excel was able to reduce the District's electricity by **1,632,784** kwh annually. That means LRCA will eliminate over **2,529,700 pounds** of carbon dioxide from the atmosphere every year—the equivalent of removing the emissions from burning **1,224,472** pounds of coal or **129,119** gallons of gasoline annually.

Hickman County Schools

Total Facilities:	10
Total Light Fixtures:	10,400
Total Sensors:	630
Total Cost:	$1,035,384
Total Incentive:	$79,905
Annual Savings:	$215,930
Payback:	4.4 years

Decreased light wattage by an Average of **48% in each area!**

(501) 821-8840 | www.excelenergygroup.com

EL Paso ISD
LED Lighting Upgrade

100% Funded = **100% Satisfied**

El Paso Independent School District Case Study

Scope of **Project**

Excel Energy Group is focused on maximizing savings while optimizing district light levels in the most financially efficient manner. **At El Paso ISD, that meant a replacement or retrofit of over 70,000 interior and exterior fixtures to 100% LED lighting throughout the district's 57 facilities including classes, gymnasium, and exteriors.** Installation of NEW LED panels and a complete redesign of their lighting provided significant cosmetic improvements to the appearance of the school, as well as a significant annual savings. Occupancy Sensors were included throughout the facilities to manage and reduce hours of operation during unoccupied times. The end result ensured El Paso Independent School District met all IES Standards in their facilities, and provided complete disposal, recycling and permitting of their replaced equipment.

El Paso Independent School District was

100% FUNDED

from **guaranteed** energy savings for this project, and we'd like to help you do the same!

This upgrade is expected to generate $30.3 million in cumulative energy savings over 20 years.

LED Lighting **Upgrade Summary**

Initial Cost	$13,766,438
Potential Incentives	($468,954)
Net Cost	**$13,297,484**
Total Annual Energy Savings	**$1,245,965**
Annual Material Savings	**$139,433**
Annual HVAC Savings	**$130,936**

TOTAL ANNUAL SAVINGS

$1,516,334

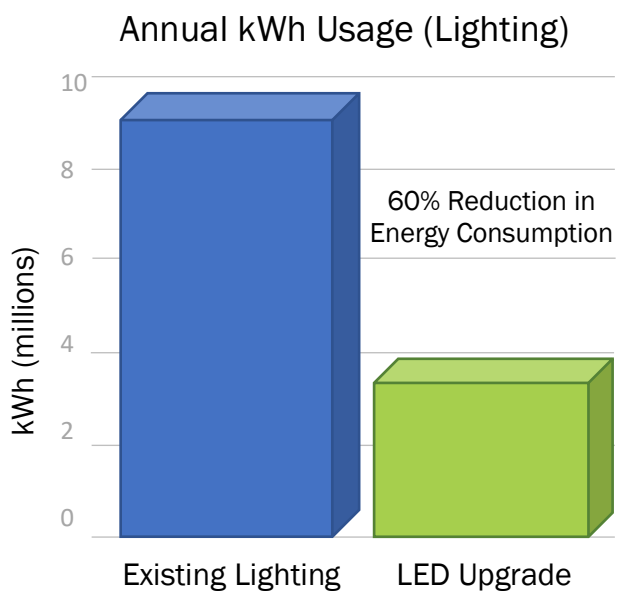
This NEW LED upgrade resulted in an Annual kWh Reduction of **14,529,630 kWh**

FLIPPING THE SWITCH TO LED

Kansas City, Kansas Public Schools Case Study

PROJECT OVERVIEW

Similar to many districts across the country, Kansas City, Kansas Public Schools (KCKPS) is tasked with improving older facilities, managing increased utility costs, and planning for financial uncertainty. In order to address these areas, KCKPS is partnering with Excel Energy Group, a turnkey, specialized lighting company, to ensure students have a "bright" future by investing a little over $4.4 million into a new LED lighting system. KCKPS will pay zero out of pocket costs for this project, as the savings in energy and maintenance are contractually guaranteed by Excel to cover the cost of the project. The upgrade is expected to generate $849,368 in annual savings and $21 million in cumulative energy savings over the lifespan of the LED system.



Wyandotte High School | Kansas City, KS

SCOPE OF WORK

Excel is focused on maximizing energy savings while optimizing district light levels in the most financially efficient manner. At KCKPS, roughly 44,000 interior and exterior light fixtures will be upgraded to new LED technology. Fixture housings in great shape are generally retrofitted with LED lighting while old, unsightly fixtures are replaced. All gyms, emergency lighting, and exterior fixtures are upgraded to new LED fixtures for cosmetic and safety purposes. Occupancy sensors are installed to reduce hours of operation during unoccupied times.

Environmental Impact

9,352,358 lbs. of harmful CO_2 greenhouse gas emissions reduced annually is equivalent to:

Preserving 5,540 acres of forest from deforestation

Removing 917 cars off the road

490 homes total energy usage

Project References

	City	State	Contact	Phone	Units Installed
Current & Upcoming LED Projects					
Franklin County School District	Winchester	TN	Mr. Stanley Bean	931-967-0626	
Del Valle ISD	Del Valle	TX	Mr. Steven Alves	512-386-3050	
El Paso ISD	El Paso	TX	Mr. Alan Wiernicki	915-230-2426	64,900
Kansas City Public Schools	Kansas City	KS	Mr. Dennis Covington	913-627-2455	43,800
Clarksville-Montgomery County Schools	Clarksville	TN	Mr. Gene Fish	931-358-4219	33,900
Putnam County School System	Cookeville	TN	Mr. Jerry Boyd	931-526-9777	23,700
Arkansas Tech University	Russellville	AR	Mr. Brian Lasey	479-968-0261	22,600
Galveston ISD	Galveston	TX	Dr. Kelli Moulton	409-766-5121	16,900
University of Arkansas Pine Bluff	Pine Bluff	AR	Mr. Robert Wall	870-575-8831	16,500
Washington County Schools	Jonesborough	TN	Mr. Jerry S. Boyd	423-753-1100	16,400
Hawkins County School District	Rogersville	TN	Mr. Matt Hixson	423-272-7629	15,700
Canutillo ISD	Canutillo	TX	Dr. Pedro Galaviz	915-877-7400	14,100
Russellville School District	Russellville	AR	Mr. Chris Campbell	479-968-1306	13,700
Pine Tree ISD	Longview	TX	Mr. Tony Hollins	903-295-5109	13,200
Maryville City Schools	Maryville	TN	Dr. Mike Winstead	865-982-7121	12,000
Franklin Special School District	Franklin	TN	Dr. David Snowden	615-794-6624	11,800
Little Rock School District	Little Rock	AR	Mr. Sterling Miller	314-854-9103	11,800
Jonesboro Public Schools	Jonesboro	AR	Dr. Kim Wilbanks	870-933-5800	11,200
San Marcos ISD	San Marcos	TX	Dr. Michael Cardona	512-393-6700	10,500
Hickman County School District	Centerville	TN	Mrs. Michelle Gilbert	931-729-3391	10,400
Benton School District	Benton	AR	Mr. Mike Skelton	501-778-4861	9,700
Giles County School District	Pulaski	TN	Mr. Phillip Wright	931-363-4558	9,000
Lake Hamilton School District	Pearcy	AR	Mr. Steve Anderson	501-767-2306	8,700
Kansas City Public Schools	Kansas City	MO	Lloyd Jackson	870-403-2661	8,500
Hot Springs School District	Hot Springs	AR	Mr. Mike Hernandez	501-624-3372	8,300
Marion School District	Marion	AR	Mr. Don Johnston	870-739-5100	7,900
Whitehall School District	Whitehall	AR	Dr. Larry Smith	870-247-2196	7,750
Dyersburg City Schools	Dyersburg	TN	Mr. Neel Durbin	731-286-3600	7,600
Wayne County School District	Waynesboro	TN	Mr. Marlon Davis	931-722-3548	7,500
Moffat County School District	Craig	CO	Mr. Dave Ulrich	970-824-3268	7,400
Camden Fairview School District	Camden	AR	Mr. Johnny Embry	870-836-4193	7,000
Gibson County Special School District	Trenton	TN	Mr. Eddie Pruett	731-692-3803	6,800
Eanes ISD	Austin	TX	Mr. Jeremy Trimble	512-732-9000	6,100
Monett R-I School District	Monett	MO	Dr. Brad Hanson	417-235-7422	5,900
El Dorado School District	El Dorado	AR	Mr. Jim Tucker	870-864-5001	5,750
Wynne Public Schools	Wynne	AR	Mr. Carl Easley	870-238-5020	5,400
Town of Smyrna	Smyrna	TN	Mr. Harry Gill	615-497-6378	5,200
Lorena ISD	Lorena	TX	Dr. Joe Kucera	254-857-3239	4,500
Watson Chapel School District	Pine Bluff	AR	Mr. Danny Hazelwood	870-879-0220	4,360
Dumas Public Schools	Dumas	AR	Mr. Kelvin Gragg	870-382-4571	4,200
Warren School District	Warren	AR	Mr. Bobby Acklin	870-226-8500	4,100
Edna ISD	Edna	TX	Mr. Robert O'Connor	361-782-3573	3,900
Millington Municipal Schools	Millington	TN	Mr. Phil LeBlanc	901-351-2487	3,900
Prairie Grove School District	Prairie Grove	AR	Dr. Allen Williams	479-846-4213	3,900
Star City School District	Star City	AR	Dr. Richard Montgomery	870-628-4237	3,700

	City	State	Contact	Phone	Units Installed
Pottsville School District	Pottsville	AR	Mr. Larry Dugger	479-968-8101	3,400
East Otero School District	La Junta	CO	Mr. Rick Lovato	719-384-6909	3,350
Hood County	Granbury	TX	Mr. Jay Riley	817-579-3214	3,100
Emerson Taylor Bradley School District	Emerson	AR	Mr. Gary Hines	870-694-2251	3,100
Harrisburg School District	Harrisburg	AR	Mr. Danny Sample	870-578-2416	3,100
Clinton School District	Clinton	AR	Mr. Andrew Vining	501-508-2030	3,000
Benton Harmony Grove	Haskell	AR	Mr. Daniel Henley	501-778-6271	2,800
Fordyce School District	Fordyce	AR	Dr. Albert Snow	870-352-3005	2,800
Little Rock Christian Academy	Little Rock	AR	Mr. Jim Fink	501-868-9822	2,700
Atkins School District	Atkins	AR	Mr. Joe Fisher	479-641-7871	2,600
Lafayette County School District	Lewisville	AR	Mr. Robert Edwards	870-921-5500	2,600
Crossett School District	Crossett	AR	Mr. Gary Williams	870-364-3112	2,500
Drew Central School District	Monticello	AR	Mr. Billy Williams	870-367-5369	2,500
McGehee School District	McGehee	AR	Mr. Thomas Gathen	870-501-1660	2,500
Seagraves ISD	Seagraves	TX	Mr. Joshua Goen	806-387-2035	2,400
Muldrow Public Schools	Muldrow	OK	Mr. Ron Flanagan	918-427-7406	2,400
Corning School District	Corning	AR	Mrs. Kellee Smith	870-857-6818	2,400
Flippin School District	Flippin	AR	Mr. Dale Query	870-453-2233	2,400
Lawrence County School District	Walnut Ridge	AR	Mr. Terry Belcher	870-759-2300	2,400
Carlisle Public Schools	Carlisle	AR	Mr. Jason Clark	870-552-3931	2,300
Lincoln Consolidated School District	Lincoln	AR	Mrs. Mary Ann Spears	479-824-7305	2,300
Prescott School District	Prescott	AR	Mr. Robert Poole	870-887-3016	2,300
Dewitt School District	DeWitt	AR	Mr. Nick Hill	870-946-3576	2,200
Piggott School District	Piggott	AR	Mr. Barry DeHart	870-598-2572	2,200
Cleveland County School District	Rison	AR	Mr. Craig Dupuy	870-325-6344	2,100
Eureka Springs School District	Eureka Springs	AR	Mr. Byran Pruitt	479-253-5999	2,100
Ozark Mountain School District	St. Joe	AR	Mr. Jayme Jones	870-439-2218	2,000
Perryville School District	Perryville	AR	Mr. Walt Davis	501-889-2327	2,000
Rivercrest School District	Wilson	AR	Mr. Mike Smith	870-655-8633	2,000
West Carroll School District	Atwood	TN	Mr. Dexter Williams	731-662-4200	2,000
Camden Harmony Grove-Camden Campus	Camden	AR	Mr. Walt Pigott	870-574-0971	1,900
Ouachita River School District	Mena	AR	Mr. Jerry Strasner	479-394-2348	1,800
Danville Public Schools	Danville	AR	Mr. Gregg Grant	479-495-4800	1,700
Magazine School District	Magazine	AR	Mr. Brett Bunch	479-969-2566	1,700
Pierce City R-VI School District	Pierce City	MO	Mr. Russ Moreland	417-476-2555	1,700
Parker's Chapel Schools	El Dorado	AR	Mr. Mike White	870-862-4641	1,650
Cross County Schools District	Cherry Valley	AR	Mr. Jerry Buchanan	870-588-3338	1,600
McCrory School District	McCrory	AR	Mr. Bob Casteel	870-731-2535	1,600
Mountain Pine School District	Mountain Pine	AR	Mr. Robert Gray	501-767-1540	1,600
Shirley School District	Shirley	AR	Mrs. Tyrene Gardner	501-723-8191	1,500
Centerpoint School District	Amity	AR	Mr. Dan Breshears	870-356-2912	1,500
Deer/Mt. Judea	Deer	AR	Mr. Andrew Curry	870-428-5433	1,500
Desoto Regional Health	Mansfield	LA	Mr. Todd Eppler	318-872-4610	1,500
Springhill Medical Center	Springhill	LA	Mr. Vince Sedminik	318-539-1001	1,500
Sargent School District	Mone Vista	CO	Mr. Brian Crowther	719-852-4023	1,400
Peyton School District	Peyton	CO	Mr. Tim Kistler	719-749-2330	1,400
Big Sandy Schools 100J	Simla	CO	Mr. Steve Wilson	719-541-2292	1,400
County Line School District	County Line	AR	Mr. Taylor Gattis	479-635-2222	1,400
Hector School District	Hector	AR	Mr. Mark Taylor	479-284-2021	1,400
Quitman School District	Quitman	AR	Mr. Dennis Trexler	501-589-3156	1,400
Swink School District	Swink	CO	Mr. Kyle Hebberd	719-384-8103	1,300
Cotter School District	Cotter	AR	Mrs. Vanessa Thomas-Jones	870-435-6171	1,300

	City	State	Contact	Phone	Units Installed
Hermitage School District	Hermitage	AR	Dr. Tracy Tucker	870-463-2246	1,300
Spring Hill School District	Hope	AR	Mrs. Angie Raney	870-777-8236	1,250
Sangre De Cristo School District	Mosca	CO	Mr. David Crews	719-378-2321	1,200
City Corporation - Russellville	Russellville	AR	Mr. Steve Mallett	479-968-2105	1,200
Dierks School District	Dierks	AR	Ms. Holly Cothren	870-286-2450	1,200
Miller R-II School District	Miller	MO	Dr. Dustin Storm	417-452-3515	1,200
Omaha School District	Omaha	AR	Mr. Jacob Sherwood	870-426-5400	1,200
Tahoka ISD	Tahoka	TX	Mr. Alan Umholtz	254-855-6345	1,200
Western Yell Co. School District	Havana	AR	Mr. Joe Staton	479-476-4116	1,200
Wonderview School District	Wonderview	AR	Mr. Jamie Stacks	501-354-0211	1,200
Calhan School District	Calhan	CO	Mr. David Slothower	719-347-2766	1,100
Alpena School District	Alpena	AR	Dr. Andrea Martin	870-437-2228	1,100
Barton-Lexa School District	Lexa	AR	Mr. David Tollett	870-572-7294	1,100
Hillcrest School District	Hillcrest	AR	Mr. Greg Crabtree	870-528-3856	1,100
Kirby School District	Kirby	AR	Mr. Jeff Alexander	870-398-4212	1,100
Ouachita School District	Donaldson	AR	Mr. Ronnie Kissire	501-384-2318	1,100
Conway Christian School	Conway	AR	Mr. Jason Carson	501-336-9067	1,000
Meadow ISD	Meadow	TX	Mr. Darrian Dover	806-539-2246	1,000
Liberal R-II School District	Liberal	MO	Mr. William Harvey	417-843-5115	1,000
Blevins School District	Blevins	AR	Mr. Billy Lee	870-874-2801	1,000
Southeast Dept of Human Service - Warren	Warren	AR	Mr. K Rex Mayfield	870-931-2664	1,000
Miami-Yoder School District	Rush	CO	Mr. Dwight Barnes	719-478-2206	900
Cotopaxi School District	Cotopaxi	CO	Mrs. Danielle Van Esselstine	719-942-4131	900
Poyen School District	Poyen	AR	Mr. Ronnie Kissire	501-332-8884	900
Blanket ISD	Blanket	TX	Mr. David Whisenhunt	325-748-5311	900
New Home ISD	New Home	TX	Mr. Shane Fiedler	806-924-7543	900
Sanford School District	Sanford	CO	Mr. Kevin Edgar	719-274-5167	800
Elbert 200 School District	Elbert	CO	Mrs. Kelli Thompson	303-648-3030	800
Hermleigh ISD	Hermleigh	TX	Mr. Brent Dawson	325-863-2451	800
Lavaca School District	Lavaca	AR	Mr. Steve B. Rose	479-674-5611	800
Hampton School District	Hampton	AR	Mr. Jimmy Cunningham	870-798-2742	600
Rising Star ISD	Rising Star	TX	Mr. Joe Branham	254-643-1981	600
Dawson Education Service Coop	Arkadelphia	AR	Mr. Darin Beckwith	870-246-3077	500
Camden Harmony Grove - Sparkman Campu	Camden	AR	Mr. Walt Pigott	870-574-0971	500
Plainview RE-2 School District	Sheridan Lake	CO	Mr. Jess Buller	719-729-3331	470
Primero RE-2 School District	Weston	CO	Mr. Bill Naccarato	718-868-2715	400
Calhoun County Courthouse	Hampton	AR	Judge Floyd Nutt	870-798-4818	160
Arkansas Baptist College	Little Rock	AR	Mr. Charles Ripley	501-517-3185	25
Lamesa ISD - Gymnasium	Lamesa	TX	Mr. Adam Oliva	806-872-5461	25

Completed LED Projects

Completed Fluorescent Projects

	City	State	Contact	Phone	Units Installed
North Kansas City Schools	North Kansas City	MO			34,500
Pulaski County School District	Little Rock	AR	Dr. Gary Smith	501-490-6209	44,500
Fort Smith Public Schools	Ft. Smith	AR	Dr. Benny Gooden	501-785-2501	20,500
University of Arkansas at Fayetteville	Fayetteville	AR	Mr. Cary Parks	501-258-3011	17,500
Texarkana Schools	Texarkana	AR	Mr. Bill Goff	501-772-3371	7,500
Cabot Schools	Cabot	AR	Dr. Frank Holman	501-843-3363	7,300
West Memphis Schools	West Memphis	AR	Mr. Bill Kessinger	870-735-1915	7,000
Forrest City Schools	Forrest City	AR	Mr. Lee Vent	870-633-1485	6,000
Russellville Schools	Russelville	AR	Mr. Johnny Thaxton	501-968-1306	5,400
Blytheville Schools	Blytheville	AR	Mr. Charles Van Pelt	870-762-2053	5,000
Crossett Schools	Crossett	AR	Ms. Barbara Gates	870-364-3112	5,000
Lee County Schools	Marianna	AR	Mr. Wayne Thompson	870-295-7100	5,000
Hope Schools	Hope	AR	Dr. Carlos Price	870-777-2251	4,800
Camden Fairview Schools	Camden	AR	Mr. Jerry Guess	870-836-4193	4,500
Helena/West Helena Schools	Helena	AR	Mr. Rodney Echols	870-338-8172	4,500
Mountain Home Schools	Mountain Home	AR	Mr. Steve Singleton	870-425-2501	4,100
Valley Springs Schools	Valley Springs	AR	Mr. Charles Trammell	870-429-9205	4,000
Hamburg Schools	Hamburg	AR	Mr. Bobby Harper	870-853-9851	4,000
Paragould Schools	Paragould	AR	Mr. Tom Kimbrell	870-239-2105	4,000
Searcy Schools	Searcy	AR	Mr. Calvin Estes	501-268-3517	4,000
Siloam Springs Schools	Siloam Springs	AR	Dr. Spear/Rick Keyes	501-524-3191	4,000
Harrison Schools	Harrison	AR	Dr. Charles Adair	870-741-7600	3,800
Alma Public Schools	Alma	AR	Mr. David Wooley	501-632-4791	3,600
Arkadelphia Schools	Arkadelphia	AR	Dr. Frank Holman	870-246-5564	3,500
Greenbrier Schools	Greenbrier	AR	Mr. Mike Mertens	501-679-4808	3,500
Pocahontas School District	Pocahontas	AR	Mr. Mark Van Camp	870-892-4573	3,500
Southern Mississippi Co. Schools	Wilson	AR	Mr. Harold Clemons		3,500
Wynne Schools	Wynne	AR	Mr. Darrell Smith	501-238-5000	3,400
Southern Arkansas University	Magnolia	AR	Mr. Billy Machen	870-235-4065	3,340
Heber Springs Schools	Heber Springs	AR	Mr. Forest Kyle	501-362-2451	3,200
UALR Library	Little Rock	AR	Mr. Jim Joyner	501-569-3390	3,100
Dumas Schools	Dumas	AR	Mr. Don McHan	870-382-4571	3,000
Lake Hamilton Schools	Hot Springs	AR	Mr. Danny Frazier	501-767-2306	3,000
Newark School District	Newark	AR	Mr. Guy Santucci	870-799-8691	3,000
Jonesboro Schools	Jonesboro	AR	Mr. Clint Byard	870-933-5800	2,800
Truman School District	Truman	AR	Mr. Joe Waleszonia	870-483-6444	2,800
Babtist Medical Center	Little Rock	AR	Mr. Phil Hall	501-202-2269	2,700
Fordyce Schools	Fordyce	AR	Ms. Charlotte Nichols	870-352-3005	2,700
Mena Schools	Mena	AR	Mr. Jimmy Jones	501-394-1710	2,600
Dermott Schools	Dermott	AR	Mr. Bruce Terry	870-538-5264	2,500
Lakeside Schools	Hot Springs	AR	Mr. Danny Slay	501-262-1880	2,500
Watson Chapel	Pine Bluff	AR	Mr. Danny Knight	870-879-0220	2,500
Bald Knob Schools	Bald Knob	AR	Dr. Jeff Heverling	501-724-3361	2,400
Corning Schools	Corning	AR	Mr. Albert Brown	870-857-6818	2,400
Waldron Public Schools	Waldron	AR	Mr. Floyd Marshall	501-637-3179	2,400
Central Flying Station	Little Rock	AR	Mr. Dick Holbert	501-375-3245	2,300
Magnolia Schools	Magnolia	AR	Dr. Don Moore	501-234-4933	2,200
DeWitt Schools	DeWitt	AR	Mr. Jim Emerson	870-946-3576	2,100
Mountain View School District	Mountain View	AR	Mr. Mark Rector	870-269-3443	2,100
Carlisle Schools	Carlisle	AR	Dr. Ron Wilson	501-552-3931	2,000
Gentry Public Schools	Gentry	AR	Dr. Randy Barrett	501-736-2253	2,000
Green Forest Schools	Green Forest	AR	Mr. James Johnston	870-438-5201	2,000
Warren Schools	Warren	AR	Mr. Carl Barger	570-226-6738	2,000
Highland School District	Hardy	AR	Mr. Ronnie Brogden	870-856-3275	2,000
El Dorado Schools	El Dorado	AR	Mr. Bob Watson	870-864-5005	1,900
Gosnell Schools	Gosnell	AR	Mr. Stan Williams	870-532-4000	1,900
Malvern Schools	Malvern	AR	Mr. David Craig	501-332-7500	1,900
Mansfield Public Schools	Mansfield	AR	Dr. Larry Austin	501-928-4006	1,900
Star City Schools	Star City	AR	Mr. Ray Wynn	870-628-4237	1,900
Cedarville Schools	Cedarville	AR	Mr. David Green	501-474-7220	1,800
Prescott Schools	Prescott	AR	Mr. Ron Wright	870-887-3016	1,800
West Fork Schools	West Fork	AR	Mr. John Selph	501-839-2231	1,800
Paris School District	Paris	AR	Mr. Richard Abernathy	501-963-3243	1,800
Berryville Schools	Berryville	AR	Dr. Don Roberts	870-423-3311	1,700
Booneville Schools	Booneville	AR	Mr. Aaron Hosman	501-675-3504	1,700
Clarendon Schools	Clarendon	AR	Mr. Dennis Meins	870-747-3351	1,700
England Schools	England	AR	Mr. Jerome Wesson	501-842-2669	1,700
Eudora Schools	Eudora	AR	Mr. Thomas Gathen	870-355-2546	1,700

	City	State	Contact	Phone	Units Installed
Harrisburg Schools	Harrisburg	AR	Mr. Danny Sample	870-578-2416	1,700
Lonoke Schools	Lonoke	AR	Mr. Dee Human	501-676-2042	1,700
McGehee Schools	McGehee	AR	Ms. Barbara Wood	870-222-3670	1,700
Walnut Ridge Schools	Walnut Ridge	AR	Mr. Terry Belcher	870-886-6634	1,700
Westside Schools	Jonesboro	AR	Mr. Dick Young	870-935-7503	1,700
Cave City Schools	Cave City	AR	Mr. Larry Brown	870-283-5391	1,600
East Poinsett County Schools	Lepanto	AR	Mr. Gerald Jennings	870-475-2472	1,600
Jackson County Schools	Tuckerman	AR	Mr. Pete Whitby	870-349-2232	1,600
Dover Schools	Dover	AR	Mr. Dan Lovelady	501-331-2916	1,550
Bearden Schools	Bearden	AR	Mr. Jim Garrett	870-687-2236	1,500
Charleston Public Schools	Charleston	AR	Mr. Jeff Stubblefield	479-965-7160	1,400
Bergman Schools	Bergman	AR	Mr. Larry McKinney	870-741-5213	1,400
Eureka Springs Schools	Eureka Springs	AR	Mr. Reck Wallis	501-253-5999	1,400
Fountain Lake Schools	Fountain Lake	AR	Mr. Charles Clark	501-623-5655	1,400
Glen Rose Schools	Glen Rose	AR	Mike McNabb	501-332-3694	1,400
Hoxie Schools	Hoxie	AR	Mr. Danny Stanford	870-886-2401	1,400
Manilla Schools	Manilla	AR	Mr. Roland Wells	870-561-4419	1,400
Ouachita Medical Center	Camden	AR	Mr. Charles Jeffus	870-836-1297	1,400
Yellville Summit School District	Yellville	AR	Mr. Tommy Tyler	870-449-4061	1,400
Elkins Schools	Elkins	AR	Mr. John Smith	501-643-2172	1,350
Buffalo Island Schools	Monette	AR	Mr. George Ed Holland	870-486-5411	1,300
Huntsville Schools	Huntsville	AR	Ms. Dana Samples	501-738-2011	1,300
Junction City Schools	Junction City	AR	Mr. Alvin Kelley	870-924-4575	1,300
Oaklawn Park	Hot Springs	AR	Mr. Eric Jackson	501-623-4411	1,300
Perryville Schools	Perryville	AR	Mr. Calvin Tabor	501-889-8461	1,250
Cross County Schools	Cherry Valley	AR	Mr. Don Smith	870-588-3338	1,250
Marked Tree Schools	Marked Tree	AR	Mr. Larry Garrison	870-358-2913	1,250
Bismark Schools	Bismark	AR	Mr. Cliff Wishum	501-865-4888	1,200
Clay County Schools		AR	Ms. Kelly Scobey	870-595-3151	1,200
Piggot Schools	Piggot	AR	Mr. Barry Scott	870-598-2572	1,200
Cotter Schools	Cotter	AR	Mr. Bob Miller	870-435-6171	1,100
Dierks Schools	Dierks	AR	Mr. Wayne Freppon	870-286-2191	1,100
Hughes Schools	Hughes	AR	Dr. Randy Crowder	870-339-2570	1,100
Rison Schools	Rison	AR	Mr. Scotty Holderfield	870-325-2231	1,100
Riverside Schools	Lake City	AR	Mr. Larry Nowlin	870-237-4329	1,100
Taylor Schools	Tyalor	AR	Mr. Jerry Camp	870-694-2251	1,100
Hazen Schools	Hazen	AR	Mr. Danny Hazelwood	870-255-4549	1,020
Alpena School District	Alpena	AR	Mr. Robert Smalley	870-437-2220	1,000
Barton Schools	Barton	AR	Mr. Roy Kirkland	870-572-7294	1,000
Bay School District	Bay	AR	Mr. Jim Canada	870-781-3711	1,000
Bradford Schools	Bradford	AR	Mr. Arthur Dunn	501-344-2707	1,000
Brookland Schools	Brookland	AR	Ms. Gene goza	870-932-2080	1,000
Clarksville Schools	Clarksville	AR	Mr. Dean Pitts	501-754-8454	1,000
First National Bank	El Dorado	AR	Mr. Mike Houston	870-863-3181	1,000
Hermitage Schools	Hermitage	AR	Mr. John Jordan	870-463-2246	1,000
Izard County Consolidated Schools	Brockwell	AR	Mr. Fred Walker	870-258-7700	1,000
Johnson Co. Westside School District	Coal Hill	AR	Mr. Jim Lloyd	501-497-1171	1,000
Mt. Ida Schools	Mt. Ida	AR	Dr. Jim Regnier	870-867-2323	1,000
White County Schools	Judsonia	AR	Mr. Monty Betts	501-729-3992	1,000
Wickes Schools	Wickes	AR	Mr. Richard Holbert	870-385-7101	1,000
Wonderview Schools	Hattieville	AR	Ms. Rhonda Smith	501-354-0211	1,000
Sloan-Hendrix Schools	Imboden	AR	Mr. Michael Holland	570-886-2401	980
Jasper School District	Jasper	AR	Mr. Tommy Stokes	870-446-2223	950
Turrell Schools	Turrell	AR	Mr. Alfred Hogan	870-343-2533	950
Ola Schools	Ola	AR	Mr. Earl Jamison	501-489-5251	925
Pangburn Schools	Pangburn	AR	Mr. Jerome Browing	501-728-4511	920
Black Rock Schools	Black Rock	AR	Mr. Bobby McMillon	870-878-6273	900
Caddo Hills Schools	Caddo Hills	AR	Mr. Rick Green	870-356-3857	900
Harmony Grove Schools	Camden	AR	Mr. Harold Davidson	870-574-0971	900
Marmaduke Schools	Marmaduke	AR	Mr. Jerry McIntosh	870-597-2723	900
Nemo Vista Schools	Center Ridge	AR	Mr. Bill Jackson	501-893-2925	900
Norphlet Schools	Norphlet	AR	Mr. Eddie Miller	870-546-2781	900
North Point Ford/Lincoln/Mazda	N. Little Rock	AR	Mr. Paul Reiser	501-945-1200	900
Emerson Schools	Emerson	AR	Mr. Ron Harris	870-547-2218	850
Marvell Schools	Marvell	AR	Mr. Ulicious Reed	870-829-2101	850
Parkin Schools	Parkin	AR	Mr.Clint Williams	870-755-2742	850
Bradley Schools	Bradley	AR	Mr.Darrell Porter	870-894-3313	800
County Line Schools	Branch	AR	Dr. Kay Johnson	501-635-2222	800
Deer Schools	Deer	AR	Mr. Richard Denniston	870-428-5433	800
Delight Schools	Delight	AR	Mr. Randy Hughes	870-379-2214	800

	City	State	Contact	Phone	Units Installed
Lakeside Schools	Lake Village	AR	Ms. Joyce Vaught	870-265-7300	800
Lead Hill Schools	Lead Hill	AR	Mr. Bob Tutt	870-436-5249	800
Lockesburg Schools	Lockesburg	AR	Mr. Lavon Flaherty	870-289-5161	800
Magnet Cove Schools	Magnet Cove	AR	Dr. Harlan Buttrum	501-624-5355	800
Midland Schools	Pleasant Plains	AR	Mr. Lee Roy Brewer	501-345-2852	800
Mountain Pine Schools	Mountain Pine	AR	Mr. Ron Looper	501-767-1540	800
Omaha Schools	Omaha	AR	Dr. David Land	870-426-5400	800
City of Maumelle	Maumelle	AR	Mr. Mike Watson	501-851-2500	800
Magazine Schools	Magazine	AR	Mr. James Isaacs	870-969-2556	750
Mammoth Spring Schools	Mammoth Spring	AR	Mr. Houston Case	870-625-3612	750
Stephens Schools	Stephens	AR	Mr. Gary Kees	870-786-5443	750
Fouke Schools	Fouke	AR	Mr. Charlie Williams	870-653-4311	710
Armorel Schools	Armorel	AR	Mr. Joseph Cornelison	870-763-6639	700
Crawfordsville Schools	Crawfordsville	AR	Mr. Earvin Smith	870-823-5577	700
Cushman Schools	Cushman	AR	Mr. Gary Anderson	870-793-6321	700
Gillett Schools	Gillett	AR	Mr. Johnnie Johnson	870-548-2281	700
Hatfield Schools	Hatfield	AR	Mr. John Ponder	870-389-6164	700
Mineral Springs Schools	Mineral Springs	AR	Dr. Pat Adcock	870-287-4748	700
Ozark Schools	Ozark	AR	Mr. Scott Stone	501-667-4118	700
Stone County Schools	Timbo	AR	Mr. Dave Campbell	870-746-4603	650
Arkansas City Schools	Arkansas City	AR	Ms. Gene Gregory	870-877-2491	600
Biggers-Reyno Schools	Biggers	AR	Mr. J.M. Edington	870-769-2480	600
Cabot Schools	Cabot	AR	Mr. Leon Miles	501-843-3363	600
Cord-Charlotte Schools	Charlotte	AR	Mr. Jerrell Lillard	870-799-3704	600
Cutter Morning Star Schools	Hot Springs	AR	Mr. Carl Hughes	501-262-2414	600
Marion Schools	Marion	AR	Mr. Jeff Altemus	870-739-5100	600
McRae Schools	McRae	AR	Mr. Jeff Williams	501-726-3587	600
St. Paul Schools	St. Paul	AR	Mr. Bill Schafer	501-677-2411	600
Union Schools	Union	AR	Mr. Bruce Griffin	870-863-8472	600
Waldo Schools	Waldo	AR	Mr. Richard Britt	870-693-5731	600
Wilburn Schools	Wilburn	AR	Mr. Billy Jackson	501-362-6107	600
Winslow Schools	Winslow	AR	Dr. Roger Oge`	501-634-2062	600
Plainview Schools	Plainview	AR	Mr. Jimmy Cunningham	501-272-4241	575
Sulpher Rock Schools	Sulpher Rock	AR	Mr. Jerry Rose	870-799-3374	550
Fountain Hill Schools	Ft. Hill	AR	Mr. Keith Alexander	870-853-9277	515
Clinton Schools	Clinton	AR	Ms. Truett Love	501-745-2135	500
Delaplaine School District	Delaplaine	AR	Mr. Ronnie Lee	870-428-5433	500
Horizon Bank	Hot Springs	AR	Mr. Alan Kimball	501-624-5501	500
Leslie Schools	Leslie	AR	Mr. Roger Massey	870-447-2431	500
Piggly Wiggly	Arkadelphia	AR	Mr. Andy Riethmaeir	870-246-4641	480
McNeil School District	McNeil	AR	Mr. Terry Bo Ray	870-695-3500	475
Jessieville Schools	Jessieville	AR	Mr. George Foshee	501-984-5381	460
River Valley Schools	Strawberry	AR	Mr. Randy Scarbrough	870-528-3856	450
Bright Star Schools	Bright Star	AR	Mr. Sammy Bray	870-691-2800	400
Carthage Schools	Carthage	AR	Mr. Allen McDonald	870-254-2231	400
M&P Bank	Camden	AR	Mr. Jim Jordan	870-836-8136	400
Mt. Judea Schools	Mt. Judea	AR	Mr. Tommy Flud	870-434-5362	400
Walker School District	Magnolia	AR	Mr. Bertram Garmon	870-234-5654	400
Kingston Schools	Kingston	AR	Mr. Mike Cox	501-665-2995	350
Oden Schools	Oden	AR	Mr. Vernon Morrison	870-326-4311	350
Beebe School District	Beebe	AR	Mr. Keith Williams	501-882-5463	300
Oark Schools	Oark	AR	Ms. Estel Grigg	501-292-3353	300
Piggly Wiggly	Hot Springs	AR	Mr. Bob Tucker	501-623-4381	300
Plastics Ingenuity	Maumelle	AR	Mr. Dan Walker	501-851-0704	300
Bryant City Government	Bryant	AR	Mr. Gary Hollis	;01-847-5559 Ext.10	300
Arch Ford Coop	Plummerville	AR	Dr. Mike Hargis	501-354-2269	250
Arlington Hotel	Hot Springs	AR	Mr. John Burford	501-623-7771	200
Hot Springs Chamber of Commerce	Hot Springs	AR	Mr. Jay Chessir	501-321-1700	200
Southwest Education Cooperative	Hope	AR	Mr. Anthony Gadberry	870-777-3076	200
Dawson Education Cooperative	Arkadelphia	AR	Mr. Rick Saunders	870-246-3077	150
Precision Aerospace Technologies, Inc.	Batesville	AR	Mr. Chris Emerson	870-251-2533	15
Rutherford County School District	Murfreesboro	TN	Mr. Gary Clarty	615-416-3157	65,600
Hamilton County Schools	Chattanooga	TN	Mr. Greg Higgins	423-304-1211	27,200
Wilson County Schools	Lebanon	TN	Mr. Jim Duncan/Mr. Mikey Hall	615-444-3282	24,600
Maury County Schools	Columbia	TN	Mr. Eddie Hickman	931-388-8403	24,000
Hardin County Schools	Savannah	TN	Mr. Michael Davis	731-925-3943	14,400
Franklin County Schools	Winchester	TN	Dr. Rebecca Sharber	931-967-0626	13,500
Cumberland County Schools	Crossville	TN	Mr. Dan Horst	615-332-2671	13,000
Lawrence County Schools	Lawrenceburg	TN	Mr. Larry Davis/Mr. David Crowell	931-762-3581	12,600
Cheatham Co. Schools	Ashland City	TN	Dr. Tim Webb	615-306-3450	12,400

	City	State	Contact	Phone	Units Installed
Bradley County Schools	Cleveland	TN	Mr. Johnny Mull	423-400-6757	10,800
Cleveland City Schools	Cleveland	TN	Mr. Paul Ramsey	423-310-6464	10,700
Knox County Schools	Knoxville	TN	Mr. Zane Foraker	865-293-7331	9,800
Dickson County Schools	Dickson	TN	Mr. Charlie Daniel/Mr. Gary Kimmons	615-446-7571	9,200
Lauderdale County Schools	Ripley/Halls	TN	Mr. Bobby Webb	901-635-2941	8,500
Hardeman County Schools	Bolivar	TN	Mr. Steve Young	901-658-2510	8,000
Franklin Special School District	Franklin	TN	Dr. David Snowden	615-794-6624	8,000
McNairy County	Selmer	TN	Mr. Charlie Miskelly	901-645-3267	6,500
Obion County School District	Troy	TN	Ms. Donna Neblitt	901-885-9743	5,000
Shelby County Schools	Memphis	TN	Dr. Bobby Webb	901-321-2500	5,000
Weakley County	Dresden	TN	Mr. Richard Barber	731-364-2755	4,900
Gibson County Schools	Dyer	TN	Mr. John Scott/Mr. Jim Acree	901-692-3803	4,200
Lebanon Special Sch. Dist.	Lebanon	TN	Mr. Andy Brummett	615-449-6060	4,100
Benton County Schools	Camden	TN	Mr. Randall Robertson	731-584-6111	3,700
Trenton Public Schools	Trenton	TN	Mr. Larry Ridings	901-855-1191	3,500
Franklin County Government	Winchester	TN	Mayor Richard Stewart	931-967-2905	3,200
Maury County Government	Columbia	TN	Mr. Ronnie Bates	931-626-0322	3,100
Lewis County Schools	Hohenwald	TN	Mr. Tim Webb	931-796-3264	2,900
Memphis City Schools	Memphis	TN	Mr. Tony Wright	901-416-0813	2,800
Humboldt Schools	Humboldt	TN	Mr. Butch Twyman	901-784-2652	2,800
Marion County Schools	Jasper	TN	Mr. Fred Taylor	423-942-3434	2,600
Cannon County Schools	Woodbury	TN	Ms. Barbara Parker	615-563-5752	2,500
Trousdale County Schools	Hartsville	TN	Ms. Margaret Oldham	615-374-2193	2,400
McKenzie School District	McKenzie	TN	Dr. Bently Rowdon	901-352-2246	2,300
Washington County	Jonesborough	TN	Mr. Willie Shrewsbury	423-791-1437	2,000
Huntingdon School District	Huntingdon	TN	Mr. Danny Truett	901-986-2222	2,000
Fayetteville City Schools	Fayetteville	TN	Mr. Billy Joe Evans	931-433-5542	1,900
University of Tennessee at Chattanooga	Chattanooga	TN	Mr. Warren Simpson	423-425-4500	1,700
Baptist Hospital Tipton	Covington	TN	Mr. James Smith	901-476-2621	1,700
Sweetwater City Schools	Sweetwater	TN	Dr. Keith Hickey	423-337-7051	1,600
Babtist Hospital Lauderdale	Ripley	TN	Mr. Jerry Vowell	901-635-1331	1,100
Manchester City Schools	Manchester	TN	Dr. Keith Brewer	931-728-2316	1,100
McKenzie Methodist Hospital	McKenzie	TN	Mr. Ted Lowder	901-352-4197	800
S. Carroll County School District	Clarksburg	TN	Mr. David Huss	901-986-4502	700
Alamo City Schools	Alamo City	TN	Mr. Reecha Black	901-696-5515	650
Carroll County Schools	Huntingdon	TN	Mr. Charlotte Tucker	901-986-4482	450
Union University	Jackson	TN	Mr. Will Butcher	731-661-9818	400
Hollow Rock-Bruceton Schools	Bruceton	TN	Mr. Cliff Sturdivant	901-586-7657	300
Town of Estill Springs	Estill Springs	TN	Ms. Tina Smith	931-649-5188	150
University of Louisiana at Monroe	Monroe	LA	Mr. Jason Roubique	318-342-5171	9,600
East Baton Rouge School District	Baton Rouge	LA	Mr. Toby Dodson	225-933-9555	4,500
Lafayette Consolidated Government	Lafayette	LA	Mr. Jim Gros	337-291-5626	3,000
Caddo Parish Schools	Shreveport	LA	Mr. Greg Spurlock	318-603-6346	2,100
McNeese State University	Lake Charles	LA	Mr. Kevin Martin	337-475-5888	2,000
Louisiana Delta Community College	Monroe	LA	Mr. Mike Colvin	318-372-0415	750
Desoto County Schools	Hernando	MS	Mr. Robert Earl Phillips	662-429-5271	20,000
Tupelo Public School District	Tupelo	MS	Mr. Bobby Sheffield/ Mrs. Julie Hinds	662-841-8906	9,300
Union County Schools	New Albany	MS	Mrs. Brenda Reedy	662-534-1960	3,800
Tate County Schools	Senatobia	MS	Mr. Truman Albritton	662-562-5861	3,600
Columbus Municipal School Distrcit	Columbus	MS	Mr. Kenneth Hughes	662-241-7408	2,400
Starkville High School	Starkville	MS	Mr. Leon Clark	662-324-4130	2,000
Marshall County Schools	Holly Springs	MS	Mr. Don Randolph	662-252-4271	300
University of South Carolina	Columbia	SC	Mr. Jeff Lingefelt	803-938-3784	1,700
Arlington ISD	Arlington	TX			9,600
Northside ISD	San Antonio	TX			6,600
Hill College	Hillsboro	TX			6,100
La Marque ISD	La Marque	TX	Mr. Andrew Wong	214-493-1458	1,000
Columbus School District	Columbus	TX	Mr. Robert O'Connor	979-732-5704	150
Habersham County Schools	Clarkesville	GA	Mr.Will Butcher	706-778-7579	9,600
Perry Community School District	Perry	IA	Mr. Kevin McLaughlin	515-490-8466	2,500
BGM Community School District	Brooklyn	IA	Supt. Brad Hohensee	641-522-7058	1,000
Sante Fe Trail USD 434	Carbondale	KS	Dr. Steve Pegram	785-665-7168	3,000
Silver Lake USD 372	Silver Lake	KS	Dr. Randy Freeman	785-582-4026	2,500
Bluestem School District	Leon	KS	Mr. Dennis Engels	316-742-3261	2,400
Hugoton USD 210	Hugoton	KS	Mr. Mark Crawford	620-544-4397	2,200
North Lyon USD 251	Americus	KS	Mr. Mike Nulton	620-443-5116	1,700
Holcomb USD 363	Holcomb	KS	Mr. Robert O'Connor	620-277-2629	1,700
Lakin USD 215	Lakin	KS	Mr. Randall Steinle	620-355-6761	1,600
Deerfield USD 216	Deerfield	KS	Mr. Jon Ansley	620-426-8516	1,400
Satanta USD 507	Satanta	KS	Ms. Ardith Dunn	620-649-2234	1,300

	City	State	Contact	Phone	Units Installed
Montezuma USD 371	Montezuma	KS	Mr. Jay Zehr	620-846-2293	1,200
Moscow USD 209	Moscow	KS	Mr. Larry Philllipi	620-598-2205	1,200
Cimarron USD 102	Cimarron	KS	Mr. Mike Waters	620-855-7743	1,100
Spearville USD 381	Spearville	KS	Mr. Daryl Stegman	620-385-2676	950
Bucklin USD 459	Bucklin	KS	Mr. Skip Landis	620-826-3828	900
Ingalls USD 477	Ingalls	KS	Mr. Dave Novack	620-335-5136	800
Syracuse USD 494	Syracuse	KS	Ms. Joan Friend	620-384-7872	600
Copeland USD 476	Copeland	KS	Mr. Jay Zehr	620-668-5565	500
Ashland USD 220	Ashland	KS	Mr. Bill Day	620-635-2220	200
Kismet-Plains USD 483	Plains	KS	Mr. Elton Argo	620-563-7103	80
Moffat County School District	Craig	CO	Mr. Mike Taylor	970-824-5622	5,800
Academy 20 School District	Colorado Springs	CO	Mr. Dan Yaeger	719-234-1606	3,400
El Paso County Schools	Fountain	CO	Mr. Gary Hofstettler	719-382-1325	3,000
Big Sandy 100J School District	Simla	CO	Mr. Steve Wilson	719-541-2292	1,100
Elizabeth C-1 Schools	Elizabeth	CO	Mr. Mike Drake	303-646-1849	1,100
Springfield School District RE-4	Springfield	CO	Mr. Mike Page	719-523-6554	800
Peetz School District	Peetz	CO	Mr. Dean Koester	970-334-2435	700
Elbert Schools	Elbert	CO	Ms. Kelli Loflin	303-648-3030	600
Walsh School District	Walsh	CO	Mr. Kyle Hebberd	719-324-5400	600
Pritchett School District	Pritchett	CO	Ms. Stephanie Hund	719-523-4045	500
Primero RE-2 School District	Weston	CO	Mr. Eric Davies/Mr. Garland Gabbard	719-868-2715	500
La Veta School District	La Veta	CO	Mr. Dave Seaney	719-742-3562	500
Baca County Conservation District	Springifeld	CO	Ms. Misty George	719-523-4522	100
Genoa Hugo Schools	Hugo	CO	Mr. Robert Ring	719-743-2428	100
Buffalo RE-4 School District	Merino	CO	Mr. Dave Kautz	970-522-7424	Gym
Wiggins RE-50 School District	Wiggins	CO	Mr. John Kopetzky	970-483-7762	Gym
Marshall School District	Marshall	MO	Mr. Joe Aull/Mr. Kevin Hart	660-886-7414	5,300
Lebanon R-III School District	Lebanon	MO	Dr. Duane Widhalm	417-532-9142	4,200
Ozark R-VI School District	Ozark	MO	Dr. Jordan Needham	417-581-7694	3,700
Union R-XI Schools	Union	MO	Dr. Veann Tilson	636-583-8626	3,600
Willard R-II School District	Willard	MO	Dr. Kent Medland	417-742-2584	3,500
Hallsville R-IV School District	Hallsville	MO	Mr. John Robertson	573-819-8580	3,200
Nixa R-II School District	Nixa	MO	Dr. Kleinsmith	417-725-7400	3,200
Bolivar R-I School District	Bolivar	MO	Dr. Dennis Cooper	417-326-5291	3,200
Republic R-III School District	Republic	MO	Dr. Carol Morgan	417-732-3605	3,000
Lamar R-I School District	Lamar	MO	Mr. Mike Resa	417-682-3527	2,900
Webb City R-VII Schools	Webb City	MO	Dr. Ron Lankford	417-673-6000	2,800
Logan-Rogersville Schools	Rogersville	MO	Dr. Alan Markley	417-753-2891	2,700
Cassville R-IV School District	Cassville	MO	Mr. Marvin Henningson	417-847-5525	2,500
Charleston R-I Schools	Charleston	MO	Mr. Terry Rowe	573-683-3776	2,300
Malden School District	Malden	MO	Dr. Englehardt	573-276-5794	2,200
Fox C-6 Schools	Arnold	MO	Mr. Tim Crutchley	636-296-8000	2,100
Warsaw R-IX Schools	Warsaw	MO	Michael Stevenson	660-438-7120	2,000
Forsyth R-III Schools District	Forsyth	MO	Marty Garrison	417-546-6384	1,900
Doniphan R-I School District	Doniphan	MO	Mr. Jack Leatherman	573-996-3819	1,800
Mtn. View-Birchtree School District	Mtn. View	MO	Ms. Tina Woolsey	417-934-2020	1,800
Twin Rivers R-X School District	Brosley	MO	Mr. Terry Brashers	573-328-4321	1,800
Scott County R-IV Schools	Benton	MO	Don Abner	573-545-3887	1,650
Bloomfield R-IVX School District	Bloomfield	MO	Mr. Michael Dumey	573-568-4564	1,600
Cabool R-IV School District	Cabool	MO	Dr. Wesley Davis	417-254-4661	1,500
Salem R-80 School District	Salem	MO	Mr. Steve Bryant	573-729-6642	1,500
Strafford R-VI School District	Strafford	MO	Mr. John Collins	417-736-7000	1,500
East Prairie R-II Schools	East Prairie	MO	Mr. Jack McIntosh	573-649-3562	1,500
Gainesville R-V School District	Gainesville	MO	Mr. Bill Luny	417-679-4260	1,500
Miller R-II School District	Miller	MO	Dr. Dane Allen	417-452-3515	1,500
Willow Springs School District	Willow Springs	MO	Mr. Derrick Hutsell	417-469-3260	1,400
Stockton R-I Schools	Stockton	MO	Mr. Ken Spurgeon	417-276-5143	1,400
Houston R-I School District	Houston	MO	Dr. Duane Widhalm	417-967-3024	1,400
Mansfield R-IV Schools	Mansfield	MO	Mrs. Arlene Magnin	417-924-8458	1,400
Thayer R-II Schools	Thayer	MO	Mr. Dan Chappell	417-264-7261	1,300
West St. Francois County	Leadwood	MO	Mr. Stacy Stevens	573-562-7535	1,300
Southwest R-V Schools	Washburn	MO	Mr. Jim Roe	417-826-5410	1,300
Spokane R-VII School District	Highlandville	MO	Mr. Daryl Bernskoetter	417-443-2200	1,200
Dixon R-I School District	Dixon	MO	Mr. Barry Morrow	573-759-7163	1,200
Hartville R-II Schools	Hartville	MO	Mr. John Link	417-741-7676	1,200
Marionville R-IX Schools	Marionville	MO	Mr. Larry Brown	417-258-7755	1,200
Summersville R-II Schools	Summersville	MO	Mr. Mike McAdams	417-932-4045	1,200
Purdy R-II Schools	Purdy	MO	Mr. Joe Layton	417-442-3216	1,200
Sparta R-III	Sparta	MO	Mr. David McGehee	417-634-4284	1,200
New Haven School District	New Haven	MO	Mr. Kyle Kruse	573-237-3231	1,100

	City	State	Contact	Phone	Units Installed
Laquey R-V School District	Laquey	MO	Mr. Bob Boulware	573-765-3716	1,100
Liberal Schools	Liberal	MO	Mr. Bill Harvey	417-843-5115	1,100
Pierce City R-VI Schools	Pierce City	MO	Mrs. Lois Klatt	417-476-2555	1,100
Sarcoxie School District	Sarcoxie	MO	Mr. Rick Cook	417-548-3134	1,100
Winona R-III Schools	Winona	MO	Mr. Scott Lindsey	573-325-8101	1,100
Bakersfield Schools	Bakersfield	MO	Mr. Jerry Taylor	417-284-7333	1,000
Ash Grove R-IV Schools	Ash Grove	MO	Mr. Richard Harris	417-751-2534	1,000
Crane R-III Schools	Crane	MO	Mr. Tyler Laney	417-723-5300	1,000
Hollister R-V School District	Hollister	MO	Dr. Tim Taylor	417-243-4005	1,000
Greenfield R-IV School District	Greenfield	MO	Mr. David Hardage	417-637-5321	900
Hickory County R-I Schools	Urbana	MO	Mr. Ron Wilken	417-993-4241	900
Lockwood R-I Schools	Lockwood	MO	Dr. Lyle Boyles	417-232-4513	900
Jasper County R-V Schools	Jasper	MO	Mr. Jeff Kyle	417-394-2416	900
Richland R-IV Schools	Richland	MO	Dr. Terry Wolfe	573-765-3241	850
Marion C. Early R-V Schools	Morrisville	MO	Dr. Ron McIntire	417-376-2255	800
Plato R-V School District	Plato	MO	Mr. Leon Slape	417-458-3333	800
Bell City R-II School District	Bell City	MO	Mr. Don Abner	573-733-4444	800
Richland R-I Schools	Essex	MO	Ms. Carrell Odem	573-283-5332	800
Osceola School District	Osceola	MO	Mr. Aron Bennett	417-646-8143	750
Delta R-V School District	Delta	MO	Mr. Tom Allen	573-794-2500	750
Stoutland R-II Schools	Stoutland	MO	Ms. Geanine Bloch	417-286-3984	750
Halfway R-III School District	Halfway	MO	Mr. Jon Oetinger	417-445-2351	700
Walnut Grove R-V Schools	Walnut Grove	MO	Ms. Tanya Hunter	417-788-2543	700
Bronaugh R-VII School District	Bronaugh	MO	Ms. Patricia Phillips	417-922-3211	650
Holcomb R-III Schools	Holcomb	MO	Mr. Darrell Wilburn	573-792-3631	650
Shell Knob 78 Schools	Shell Knob	MO	Mr. Bill Hadlow	417-858-6743	650
Humansville R-IV Schools	Humansville	MO	Mr. Greg Thompson	417-754-2535	650
Madison C-3 School District	Madison	MO	Mr. Fred Weibling	660-291-5115	600
Verona R-VII School District	Verona	MO	Dr. Robert Abeln	417-498-2274	600
Lutie R-VI School District	Theodosia	MO	Mr. Chris Felmlee	417-273-4274	600
Osage County R-I Schools	Chamois	MO	Mr. Tom Allen/Mr. Brad Strobel	573-763-5666	600
Laclede Co. C-5 Schools	Lebanon	MO	Mr. Jason Buckner	417-532-4837	600
Golden City R-III Schools	Golden City	MO	Mr. Charles Brazeale	417-537-4900	600
Macks Creek R-V Schools	Macks Creek	MO	Mr. Clinton Waters	573-363-5909	600
Wheatland R-II Schools	Wheatland	MO	Mr. Mark Beem	417-282-6433	600
Everton R-III Schools	Everton	MO	Mr. David Hardage	417-535-2221	600
Climax Springs Schools	Climax	MO	Mr. Tom Wolf	573-347-3905	550
Eminence R-I Schools	Eminence	MO	Mr. Chris Combs	573-226-3251	550
Oregon-Howell R-III Schools	Koshkonong	MO	Mr. Steve Morgan	417-867-5601	500
Pemiscot County R-III Schools	Caruthersville	MO	Mr. Anthony Hartsfield	573-333-1856	450
Chadwick School District	Chadwick	MO	Mr. Don Reynolds	417-634-3588	400
Phelps County R-III School District	Edgar Springs	MO	Ms. Kay McMurtrey	573-435-6293	350
Sheldon R-VIII School District	Sheldon	MO	Mr. Phyllis Sprenkle	417-884-5113	300
Stet XV School District	Stet	MO	Mr. Fred Weibling	660-484-3122	250
Ridgeway R-V School District	Ridgeway	MO	Mr. Troy Gregory	660-872-6813	250
Raymondville R-VIII School District	Raymondville	MO	Mr. Nathan Holder	417-457-6237	200
Ozark County Courthouse	Gainesville	MO	Mr. Dave Morrisson	417-679-4096	200
Holden R-III Schools	Holden	MO	Mr. Mike Ringen	816-850-4444	130
Alton R-IV School District	Alton	MO	Mrs. Sheila Wheeler	417-778-7216	Gym

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

To: Mr. William Stepp, Director of Schools &
Cumberland County Board of Education

From: Rebecca Farley, Chief Academic Officer

4-27-23

Mr. Stepp and Board,

Please see below and approve the math textbooks that the committee has selected for adoption for the 2023-2024 school year:

Kindergarten - 2nd Grade
Tennessee Reveal Math - McGraw Hill

3rd Grade - 5th Grade
enVision - SAVVAS

6th Grade - 8th Grade
TN Math - Big Ideas Learning (Cengage)

9th Grade - 12th Grade
TN Math - Big Ideas Learning (Cengage)

Please reach out with any questions you may have.

Thank you,

Rebecca Farley

Rebecca Farley

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

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp Director of Schools

Teresa Boston Board Chair

April 17, 2023

Mr. Stepp and the Cumberland County Board of Education:

The Cumberland County School District Office of Federal Programs respectfully requests permission to accept federal funding for and to participate in the following grant programs during FY24:

- Consolidated Funding Application
- 21st Century Community Learning Centers (21st CCLC)
- Turnaround Action Grant (TAG 2.0)
- Turnaround Action Grant (TAG 3.0)
- ESSER 2.0
- ESSER 3.0
- American Rescue Plan (ARP) Homeless 1.0
- American Rescue Plan (ARP) Homeless 2.0
- American Rescue Plan (ARP) Homeless System Navigator
- TN ALL Corps
- Department of Justice School Violence Prevention Program (COPS SVPP)*
- Stronger Connections Grant (SEL)*

I attest that the required assurances, deadlines, and necessary revisions will be honored throughout the year.

Sincerely,

Dr. Justin Whittenbarger
Federal Programs/ESSER
Cumberland County Schools

*Competitive funding and awaiting awards

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

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp ● Director of Schools Teresa Boston ● Board Chair

April 17, 2023

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Cumberland County Board of Education,

The Cumberland County School Nutrition Program is requesting approval for the attached bid specifications and conditions for the attached equipment bid packet. The project will be funded with school nutrition funds approved in the 2022-2023 Central Cafeteria Fund Budget Line 73100-710.

Respectfully,

Kathy Hamby
School Nutrition District Supervisor
Cumberland County Board of Education/Central Services

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

CUMBERLAND COUNTY SCHOOL NUTRITION PROGRAM
368 Fourth Street
Crossville, TN 38555
Phone: (931) 484-6722
Fax: (931) 484-6516

Bidders Checklist

- ☐ Signed Acceptance/Contract Agreement w/ Non-Collusion Statement
- ☐ Signed Debarment/Suspension Certification Statement
- ☐ Signed Certificate Regarding Lobbying
- ☐ Completed and Signed Bid Document (Vendor Generated)
- ☐ Envelope Clearly Labeled **"Combi Oven Steamer Bid "**, with Bid Opening Date.

The bid will be considered non-responsive if any of the above items are missing.

PLEASE PROVIDE 3 COPIES OF THE BID.

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp ● Director of Schools Teresa Boston ● Board Chair

Memorandum

Date: March 30, 2023

To: Nathan Brock, Cumberland County Finance Director

From: Kathy Hamby, School Nutrition District Supervisor

Subject: Equipment Bids

The Cumberland County School Nutrition Program requests the following vendors to receive the equipment bid packets:

Dykes Restaurant Supply
Attn: Carolyn Burton
750 Old Hickory Blvd, Suite 218
Brentwood, TN 37027
(P) (615) 309-8650 (F) (615) 309-8665
cburton@dykesfoodservice.com

Birmingham Restaurant Supply, Inc.
Attn: Adrienne Bailey
2428 6th Avenue South
Birmingham, AL 35233
(P) (205) 252-0076 (F) (205) 323-8630
estimating@brescoinc.com

Hotel & Restaurant Supply
Attn: Ashleigh Scruggs
3750 Winchester Road
Memphis, TN 38118
(P) (877) 460-8273 (F) (901) 368-0061
ascruggs@hnrsupply.com

Mobile Fixture & Equipment Co, Inc.
Attn: Nathan Duff
11220 Threadstone Lane
Knoxville, TN 37932
(P) (865) 693-3677 (F) (865) 693-3157
nathan.duff@mobilefixture.com

Douglas Equipment
Attn: Felicia Braun
301 North Street
Bluefield, WV 24701
(P) (800) 962-8618 Ext 1379
felicia@douglasequipment.us

KaTom Restaurant Supply, Inc.
Attn: Craig Dinwiddle/Crystal Ferguson
305 KaTom Drive
Kodak, TN 37764
(P) (865) 225-1561
CDinwiddie@katom.com
NKing@katom.com

Tri-Mark Strategic
Attn: Heidi Keller
3011 Industrial Parkway East
Knoxville, TN 37921
(P) (865) 545-5222 (F) (865) 522-4448
heidemarie.keller@trimarkusa.com

Tundra Restaurant Supply
Attn: Cheryl Miller
3825 Walnut Street, Unit E
Boulder, CO 80301
(P) (303) 545-1357
cmiller@tundrafmp.com

Equipment Replacement Project: Double Stack Combi Oven Steamer

With Hollow Carbon Water Filter System

***All preapproval requests MUST be made within 3 days of the bid issue date. A decision will be made within 3 days of request. ALL potential bidders will be made aware of all preapprovals within 7 days of the day the bid is issued.**

Item Quantity: 1 Each Vulcan Natural Gas ABC7G-NAT **DOUBLE** **or** **Pre-Approved Equal**
With Hollow Carbon Water Filter System

Brand/ Model Bid: _____
Total Cost (including all delivery, installation, and startup costs):_____

Location: The Phoenix School 208 Taylor Street Crossville, TN 38555

***A lift gate is required, and delivery should be made to each school listed above. Addresses are included in the bid packet. The successful bidder is to deliver, uncrate, sit the equipment in its proper location and make all final connections for a turnkey installation.

The owner is to prepare the room for the new equipment, to include any necessary painting or floor work and have connections ready for the successful bidder to make all final connections. The owner is to provide all properly sized utility requirements. A start-up inspection service by a factory authorized agent is required, and training regarding operation and cleaning is required.

It is recommended that all bidders visit the job site to fully understand the scope of the installation. The successful bidder will be responsible for all items not inclusive of the spec to assure a complete professional installation.

The CCSNP requires at least a 48 hour prior notice before delivery.

Statement of Non-Collusion

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIFES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1) The prices of this bid have been arrived at independently, with collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

2) Unless otherwise required by law, the prices in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened.

Authorized Signature: _____ ***Date:***_____

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

AD-1047

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT C
CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____

_____

_____
Name/Address of Organization

_____
Name/Title of Submitting Official

_____ _____
Signature **Date**

VULCAN

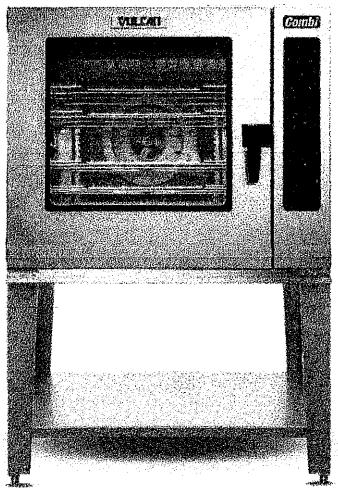
Project _____

AIA # _____ SIS # _____

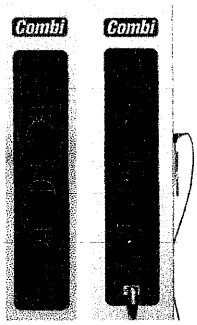
Item # _____ Quantity _____ C.S.I. Section 114000

ABC SERIES

Gas Boilerless Combi Oven Steamer



Model ABC7G
Shown on stand



ABC **ABC-P**

SELL SHEET

ANSI/NSF Standard #4

GAS-FIRED
c UL us
LISTED
ANS Z83.11 / CSA 1.8

SPECIFIER STATEMENT

Vulcan Combi Oven, Gas, Boilerless, 7 level full size combi, Model ABC or ABC-P. Engineered and assembled in USA. Just three knobs, no modes, only temperature, time and humidity for ultimate ease of use. Humidity level control automatically adjusts after setting temperature. Multiple cooking capabilities from one piece of equipment: Baking, Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing, Poaching, Stewing, Low Temp and Defrosting results. Direct steam creation for optimized cooking capability and production with minimal energy and water consumption. Auto-reversing fan with electrical braking system on fan motor. Large LED displays for temperature, time and humidity controls. Visual recall display of actual temperature and humidity LED's. Timer reloads for batch cooking after completion of timed cycle. Flashing door light & audible alarm system alert user when cooking cycle finished. Halogen door light behind heat reflective inner glass. (4) stainless steel Grab-N-Go Racks with 15½" x 3¼" cutout design for easy access to pans. Maximum capacity of (7) racks for a total of (7) 18" x 26" or (14) 12" x 20" pans. Machine diagnostics accessed thru controls or via USB. Cool to the touch & energy efficient heat reflective tempered glass door. All stainless steel interior cooking compartment, top, sides & fully insulated. One year limited parts and labor warranty.

Exterior Dimensions:
Combi: 35"H x 42.2"W x 43.5"D
Stand & Combi: 63.1"H x 42.2"W x 43.5"D
Stacked Combi: 75.2"H x 42.2"W x 43.5"D

MODELS

- ☑ **ABC7G-NAT** - Double
- ☐ **ABC7G-NATP**
- ☐ **ABC7G-PRO**
- ☐ **ABC7G-PROP**

STANDARD FEATURES

- Engineered and assembled in Louisville, Kentucky, USA
- Just three knobs, no modes, only temperature, time and humidity
- Patent-pending humidity level control automatically adjusts after setting temperature
- Multiple cooking capabilities from one piece of equipment: Baking, Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing, Poaching, Stewing, Low Temp and Defrosting results
- Boilerless combi uses direct steam creation optimizing cooking capability & production with minimal energy & water
- Auto-reversing fan with electronic braking system on fan motor
- Large LED displays for temperature, time and humidity controls
  - Temperature range: 80-450°F
  - Timer range: continuous (--:--) up to 23:59 hours and minutes
  - Humidity range: 0-100%
- Visual recall display of actual temperature and humidity LED's
- Timer reloads for batch cooking after completion of timed cycle
- Flashing door light & audible alarm system alert user when cooking cycle finished
- Halogen door light behind heat reflective inner glass
- (4) stainless steel Grab-n-Go Racks with 15½" x 3¼" cutout design for easy access to pans
- Machine diagnostics accessed thru controls or via USB
- Cool to the touch & energy efficient heat reflective tempered glass door
- All stainless steel cavity, top, sides & fully insulated
- One year limited parts and labor warranty (two year K-12)
- ABC-P models include food probe and fan speed control

OPTIONS

- ☐ Hollow Carbon Filter System – Good (Suggested Minimum)
  - CB15K-SYSTEM – 15,000 gal. (carbon only treatment)
  - CB30K-SYSTEM – 30,000 gal. (carbon only treatment)
- ☐ Water Softening – Better (Carbon CBK System Required)
  - WS-40 – 40 lb. capacity (hard water treatment)
- ☐ Reverse Osmosis System – Best
  - V3MRO-2 up to 200 gpd capacity, double unit
- ☐ Second year extended limited parts and labor warranty contract

ACCESSORIES (PACKAGED AND SOLD SEPARATELY)

- ☐ GASKIT-ABC – Propane & altitude kit (2,000-10,000 ft.)
- ☐ ADDRACK-ABC1 – (1) One additional Grab-N-Go Rack
- ☐ ADDRACK-ABC3 – (3) Three additional Grab-N-Go Racks
- ☐ 1220-BASKET – Fry Basket 12" x 20"
- ☐ ABC-HEAT – Combi heat shield
- ☐ Stands & Stacking Kits include: (1) Spray Hose and Drip Tray Kit
  - ABC-STAND – Stainless steel stand with base
  - STACK-ABC/G – Gas stacking kit for two ABC7G combis
  - STACK-ABC/CONV – Stack kit for combi/convection
- ☐ HOSEWTR-3/4BBV – s/s flex water hose 72" length, ¾" female NSHT (2 per unit recommended).

ABC SERIES – Gas Boilerless Combi Oven Steamer

Approved by _____ Date _____ Approved by _____ Date _____

ABC SERIES

Gas Boilerless Combi Oven Steamer

WATER QUALITY STATEMENT

The fact that a water supply is potable is no guarantee that it is suitable for steam generation. All steam equipment is subject to contamination and failure due to chemical and mineral content found in water. A suitable Hobart Water Treatment System and regular filter replacements coupled with routine deliming is the recommended minimum. Damage as a result of poor water quality or lack of required owner/operator maintenance is the responsibility of the owner/operator.

Your water supply must be within these general guidelines:

DYNAMIC WATER PRESSURE	30 - 60 psig
HARDNESS*	1 - 3 grains
SILICA	less than 13 ppm
TOTAL CHLORIDE	less than 30 ppm
pH RANGE	7-8
CHLORINE & CHLORAMINE	0 ppm
ALKALINITY	less than 20 ppm
TDS	less than 60 ppm
UN-DISSOLVED SOLIDS	less than 5 microns

* 17.1 ppm = 1 grain of hardness

Other factors affecting steam generation are iron content, amount of chlorination and dissolved gases. Water supplies vary from state to state and from locations within a state. Therefore it is necessary that the local water treatment specialist be consulted before the installation of any steam generating equipment.

USER RESPONSIBILITY

The product must be installed, cleaned and maintained as described in the Manual furnished with the product. It is the responsibility of the owner and installer to comply with local codes.

SERVICE CONNECTIONS

Water: ¾" NSHT female split water line connections (filtered and unfiltered).

Drain: 1" Stainless steel round tube connection to be piped to open drain, 60" maximum length before open air gap and not more than two bends or elbows.

Electrical: 120 Volt, 15 Amp, NEMA 5-15P plug and cord.

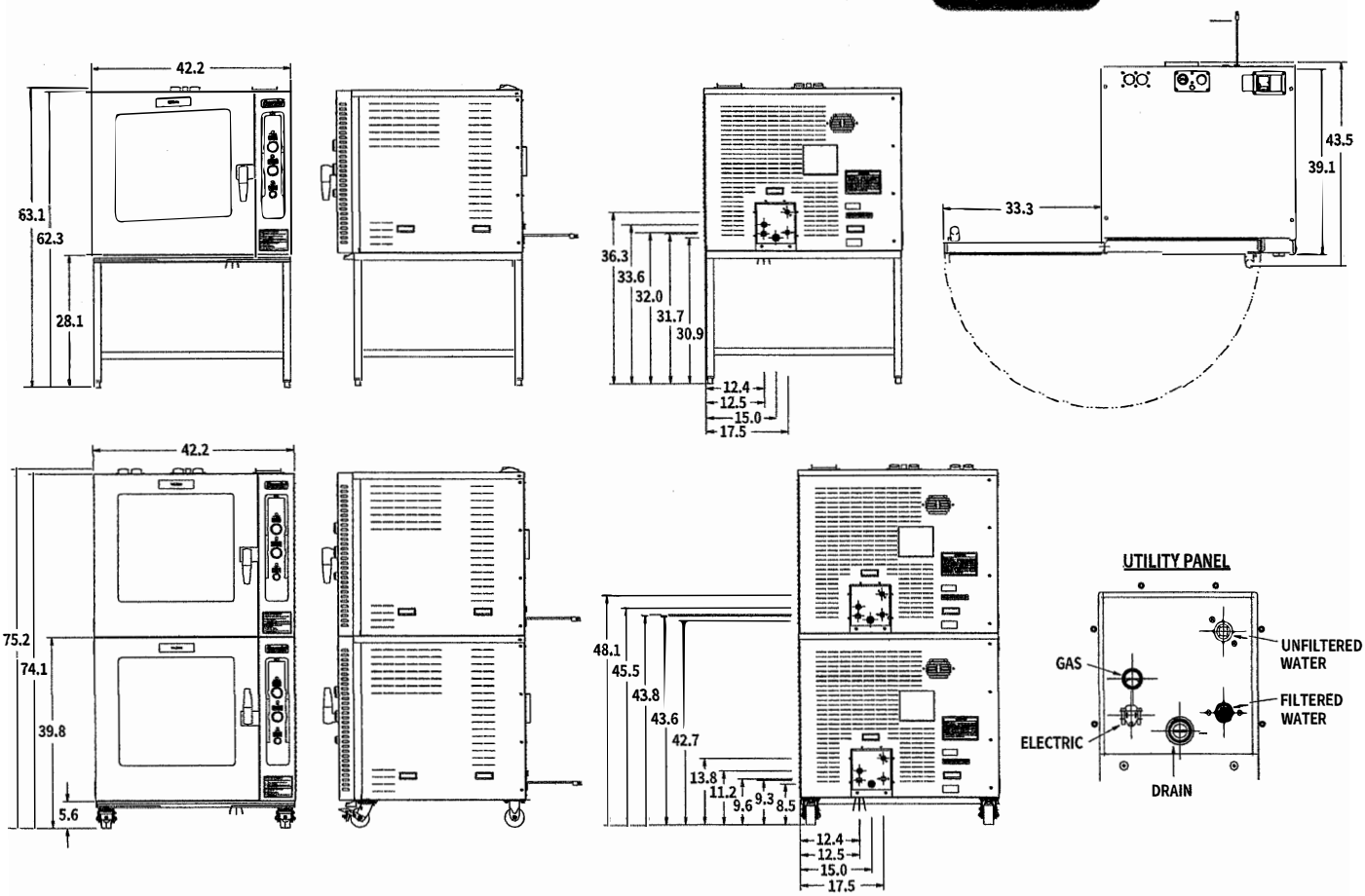
Gas: 80,000 BTU, ¾" NPT female connection. Supply gas pressure should be: Natural gas 5" - 10.5" W.C.; Propane gas 11" - 13" W.C.

NOTE

Clearance: Left 1", Back 4", Right 3" required, 18" recommended for service access on right side.

The spark ignition in this appliance can cause electrical noise that can false trigger the GFCI detection. Some GFCI's are more sensitive than others. The use of a higher trip tolerance GFCI will reduce nuisance tripping. Contact Technical Support for more information.

INSTALLATION MANUAL



MACHINE WEIGHT: 600 lbs.

CAD and/or Revit Files Available

As continued product improvement is a policy of Vulcan, specifications are subject to change without notice.

GENERAL

Attached are instructions and conditions for submitting an **Equipment Bid** for the Cumberland County School Nutrition Program (CCSNP). The objective of this bid is to select a supplier(s) in such a manner as to provide for open and free competition and comparability. This is a firm-fixed-price bid to be awarded by the total bottom line and will be awarded in writing to the responsive and responsible bidder whose bid is the lowest cost for the system. **Once awarded, a purchase order will be issued within 30 days of the bid opening.**

BID PERIOD

Sealed written bids will be received at the time and place specified on the Invitation to Bid. The postmark on the Bid by this date will not suffice. The bid must be received on/or before the date and time stated. Faxed or emailed bid documents will not be accepted. **This is a firm-fixed-price contract and is for a one-time purchase for the quantity specified.**

VENDOR QUALIFICATION

Potential bidders must meet the following criteria:

- ☐ Be able to provide a quality product as specified
- ☐ Offer reasonable pricing
- ☐ Provide dependable delivery of items ordered
- ☐ Meet specifications and bid conditions
- ☐ Demonstrate successful past performance

A potential bidder may be rejected for one or more of the following reasons:

- ☐ Inadequate or unacceptable product lines

BID AWARD

Sealed bids are to be opened at the office of the Cumberland County Finance Director, Nathan Brock, Cumberland County Courthouse, 2 N. Main Street, Suite 303, Crossville, TN 38555. Only the bottom-line total figure will be read at the bid opening. Bids will be examined for compliance with specifications and conditions outlined in the bid document before the award recommendation is made, and ONLY the Cumberland County Commission may award a bid.

All columns of the bid document must be completed in ink or typewritten. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. **Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.**

Mathematical calculations involving decimals must be carried to two (2) places.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, they shall at once request clarification from the CCSNP District Supervisor, Kathy Hamby khamby@ccschools.k12tn.net or 931-484-6722. All communication/discussions during the bid period will be shared with all bidders.

It shall be the sole responsibility of the bidder to make certain that all bids in the proper form are submitted by the date and time stated on the Invitation to Bid, to the Cumberland County Finance Director, Attn: Nathan Brock, Cumberland County Courthouse, 2 N. Main Street, Suite 303, Crossville, TN 38555.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor the bid as submitted.

The contract will be awarded in writing to the responsive and responsible bidder whose bid is the lowest cost for the system by the total bottom line. The CCSNP intends to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises, and labor surplus area firms with increased opportunities to do business with the School Nutrition Programs. Regardless of the procurement method used, price is the final determining factor for awarding the contract. **This is a firm-fixed-price contract and is for a one-time purchase for the quantity specified.**

CCSNP reserves the right to accept or reject any or all bids. All bidders will be notified in writing of the recommendation of the bid award within 10 days of bid opening unless unavoidable circumstances delay the process.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Cumberland County Finance Director, Nathan Brock, no later than 15 days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition Office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Director, the hearing official, and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing officer and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered.
4. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

Request for preapproval of an equal product should be made in writing with all supporting documentation at least 1 week before the time of the bid opening to the School Nutrition District Director. Faxed or email documents are permitted for preapproval requests.

TIE BID

A tie-bid exists when two or more bidders offer products that meet all specifications, terms, and conditions at identical prices, including discounts offered. In such case, a tie bid will be broken by the following methods in descending order of preference:

- Local businesses shall be given preference over non-local businesses.
- In the event of no local business OR multiple local businesses, the business with the closest driving proximity to the Cumberland County School Nutrition Office will be awarded the bid.

ORDERS/PAYMENTS/DISCOUNTS

The order should not be considered placed until the successful vendor receives a completed purchase order either by email or fax.

Payment will be issued by check once the equipment is received, the final connection is made, the startup inspection is completed by the awarded vendor to ensure the equipment is working properly, and the invoice is received.

All discounts, credits, and/or rebates will be applied to the invoice or deposited in the school nutrition account according to district procedures.

SHIPMENT AND DELIVERY

A lift gate may be required for this location and such cost must be included. The successful bidder is to deliver, uncrate, sit the equipment in its proper location and make all final connections for a turnkey installation.

The owner is to prepare the room for the new equipment, to include any necessary painting or floor work and have connections ready for the successful bidder to make all final connections. The owner is to provide all properly sized utility requirements.

A start-up inspection service by a factory authorized agent is required, and training regarding operation and cleaning is required.

It is recommended that all bidders visit the job site to fully understand the scope of the installation. The successful bidder will be responsible for all items not inclusive of the spec to assure a complete professional installation.

The CCSNP requires at least a 48 hour prior notice before delivery.

RECORDS

All contractors are required to retain all books, records, and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture or Comptroller General may have full access to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until the stated matter is closed.

VENDOR PERFORMANCE

If the vendor fails in full or part to perform or comply with any provision of this contract or the terms or conditions of any documents referenced and made a part hereof, the CCSNP may terminate this contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given the opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.

Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- The product does not meet bid specifications

BREACH

A party shall be deemed to have breached the contract if any of the following occurs:

1. Failure to provide products or services that conform to contract requirements or
2. Failure to maintain/submit any report required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract
4. Violation of any warranty

SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH

Upon the occurrence of any event of a breach, the school system may take anyone, or more, or all, of the following actions:

1. Give the vendor written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another timeline is specified; and if the event of a breach is not remedied within the time limit, terminate this contract with notice provided to the vendor

2. Give the vendor a written notice specifying the event of a breach and suspending all payments to be made under this contract and order that the portion of the contract price, which would otherwise accrue to the vendor during the period from the date of such notice until such time as the school system determines that the vendor has cured the breach, shall never be paid to the vendor

3. Set off against any other obligation the school system may owe to the vendor any damages the school system suffers because of any event of a breach.

4. Treat the contract as materially breached and pursue any of its remedies at law or in equity or both.

CONTRACT TERMINATION FOR CAUSE

If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the school district shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
In the event the contract is terminated for due cause by the system, the system shall have the option of awarding the contract to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

The school district may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a breach of contract by the school system. The school system must give notice of termination to the vendor at least 30 days before the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the school district be liable to the contractor for compensation for any service

which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

REGULATION COMPLIANCE

- All contracts awarded shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFR, Part 60).
- All contracts over $150,000 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q.), Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- A Certificate of Lobbying must be signed for all contracts over $100,000.
- A Certificate of Debarment/Suspension must be signed for all contracts over $25,000.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes, and regulations

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1) No employee, officer, or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
   Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent
   b. Any member of the immediate family
   c. His or her partner
   d. An organization that employs or is about to employ one of the above

2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
   a. Reprimand by Board of Education
   b. Dismissal by Board of Education
   c. Any legal action necessary

Civil Rights Assurance Statement:

The vendor hereby agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);

ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);

vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

William G. Stepp ● Director of Schools Teresa Boston ● Board Chair

Date: April 19, 2023

To: Cumberland County Board of Education
Mrs. Teresa Boston, Board of Education Chair
Mr. William Stepp, Director of Schools

From: Kathy Hamby, School Nutrition District Supervisor

Subject: Approval of the 2023 - 2024 Annual Food, Non-Food Supplies and Services Bid Packet

The Cumberland County School Nutrition Program is requesting approval of the 2023-2024 Annual Food, Non-Food Supplies and Services Bid Packet information. With the exception of the Beverage Category, all categories are awarded Total Bottom Line by Category. The Beverage Bid is awarded by Line Item. Bid contract periods will run from July 1 until June 30. The bid may be extended to cover a total of (5) five school years provided the vendor and the CCSNP/CCBOE are in mutual agreement to extend the bid contract.

The categories for bid are:

- Additional Beverages
- Fresh Produce
- Ice Cream
- Pizza Concept Program NEW! (Homemade pizza program to be launched at CCHS and SMHS)

The following categories will be renewed per bid conditions:

- Beverage (IWC)
- Chemicals and Janitorial Supplies (IWC)
- Main Food and Non-Food Supplies (IWC)
- Milk (Mayfield Dairy)
- Waste Pickup and Disposal (Cumberland Waste Disposal)

Bid Chart

Category	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Main Food/Non Food Supplies	Renewed Year 2	Renewed Year 3 w/ increase	Renewed Year 4 w/1.738 % increase	Bid	Renewed w/year 1 increase	Renew year 2 w/ increase
Chemicals and Janitorial Supplies	Renewed Year 2	Renewed Year 3 w/ increase	Renewed Year 4 w/1.738 % increase	Bid	Renewed w/year 1 increase	Renew year 2 w/ increase
Fresh Produce	Renewed Year 1	Renewed Year 2 w/no increase	Renewed Year 3 *	Renewed Year 4* w/no increase	Renewed w/increase	Bid
Milk	Renewed Year 4	Bid	Renewed Year 1 *	Renewed Year 2 w/no increase	Renewed Year 3	Renew year 4 w/ increase
Ice Cream	Renewed Year 4	Bid	Renewed Year 1 w/no increase	Renewed Year 2 w/no increase	Renewed w/increase	Bid
Additional Beverage (Coke)	Bid	Renewed Bid Year 1 w/increase	Renewed Year 2 w/ 1.616% increase	Renewed Year 3 w/1.616% increase	Renewed w/ year 4 increase	Bid
Beverage (IWC)	Renewed Year 2	Renewed Year 3 w/ increase	Renewed Year 4 w/1.738 % increase	Bid	Renewed w/ year 1 increase	Renew year 2 w/ increase
Additional Beverage (Trident)	Bid	Renewed Year 1 w/no increase	Renewed Year 2 w/ 2% increase	Renewed Year 3 w/no increase	Renewed w/ year 4 increase	Bid
Waste Disposal & Pickup	Bid	Bid	Renewed Year 1 w/no increase	Renewed Year 2	Renewed w/ year 3 increase	Renew year 4
Pizza Concept Program						Bid

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp · Director of Schools

Teresa Boston · Board Chair

Date: April 19, 2023

To: Nathan Brock, County Finance Director

From: Cumberland County School Nutrition Program

Topic: Vendors to Receive Bid Announcements

The Cumberland County School Nutrition Program would like the following vendors to receive the bid specifications and conditions packet for the school year 2023-2024. the bid term will run from July 1, 2023 through June 30, 2024. The bid may be extended to cover a total of (5) school years provided the vendor and the CCSNP/CCBOE are in mutual agreement to extend bid contract.

Fresh Produce

Institutional Wholesale Co., Inc
Bid Department
Attn: Shirley Barbosa
P.O. Box 458
Cookeville, TN. 38503

Hughes Produce
Attn: Lamar Hughes
P.O. Box 93
Dunlap, TN. 37327

Gordon Food Service
Bid Department
Attn: Brad King
1300 Gezon Parkway
Wyoming, MI. 49509

Palmer Foodservice
Attn: Bob Endsley
P.O. Box 1043
Shelbyville, TN. 37162

Ice Cream

Blue Bell Creameries, L.P.
Bid Department
423 North Norton Avenue
Sylacauga, AL. 35150

Southern Belle Dairy
Attn: Jimmy Prewitt
607 East Bourne Avenue
Somerset, KY. 42501

Ice Cream Warehouse
Bid Department
108 Service Park Lane
LeGrange, Georgie 30240

Performance Food Service
Bid Department
Attn: Kimberly Byers
4721 Singleton Station Road
Louisville, TN. 37777

Murfreesboro Pure Milk Co. Inc.
Bid Department
2450 Southgate Blvd
Murfreesboro, TN. 37128

Beverage

Institutional Wholesale Co. Inc.
Attn: Shirley Barbosa
P.O. Box 458
Cookeville, TN. 38503

Coca Cola Enterprises, Inc.
Bid Department
434 W. Spring Street
Cookeville, TN. 38501

Mayfield Dairy Company
Attn: Pat Purdy
P.O. Box 310
806 East Madison Avenue
Athens, TN. 37371

Trident Beverage
Attn: Buddy Todd
32611 Litchfield Bend Lane
Katy, TX. 77494

Performance Food Service
Bid Department
Attn: Kimberly Byers
4721 Singleton Station Road
Louisville, TN. 37777

Pizza Concept Program

Smart Mouth Foods
Bid Department
Attn: Butch Bellah
130 Allen Road, Ste. A
Atlanta, GA. 30328

Gordon Food Service
Bid Department
Attn: Brad King
1300 Gezon Parkway
Wyoming, MI. 49509

Beverage Bid

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

CUMBERLAND COUNTY SCHOOL NUTRITION PROGRAM
368 Fourth Street
Crossville, TN 38555
Phone: (931) 484-6722
Fax: (931) 484-6516

Bidders Checklist

- ☐ Signed Acceptance/Contract Agreement w/ Non-Collusion Statement
- ☐ Signed Debarment/Suspension Certification Statement
- ☐ Signed Certificate Regarding Lobbying
- ☐ Completed and Signed Buy American Statement
- ☐ Completed and Signed Bid Document
- ☐ Envelope Clearly Labeled **"Beverage Bid"** with Bid Opening Date.

The bid will be considered non-responsive if any of the above items are missing.

PLEASE PROVIDE 3 COPIES OF THE BID.

Cumberland County School Nutrition Program

Beverage Bid

Contract Agreement

Bid Period will run until June 30th

We have carefully examined and fully understand the General Bid conditions in furnishing the Cumberland County School Nutrition Program prices for items requested.

In compliance with the bid awards and subject to all terms and conditions listed in the General Bid conditions, the undersigned offers and agrees to sell to the Cumberland County School Nutrition Program all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

Statement of Non-Collusion

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIFES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1) The prices of this bid have been arrived at independently, with collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

2) Unless otherwise required by law, the prices in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened.

COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE
TELEPHONE	DATE
PARENT COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

AD-1047

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT C
CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____

_____

_____
Name/Address of Organization

_____
Name/Title of Submitting Official

_____ _____
Signature **Date**

Buy American Certification

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form to Kathy Hamby, SNS District Supervisor. All requests must be submitted at least 3 days prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using non-domestic food products were considered?

_____

I/We, _____, certify that all food items on this bid have at least **51** percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Buy American Certification

Instructions

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least ***(SFA: insert the number of days that the district must be notified by the vendor of a potential substitution. Allow enough time to communicate the approval or disapproval of the substitution request prior to delivery.)*** days prior to the scheduled delivery date.

Item as specified (include vendor number)	**Reason for exception (check one: "Limited or lack of availability" or "Price")**		**Alternative substitute item (include vendor number)**	**Price of Domestic Product**	**Price of Non-Domestic Product**	**Country of Origin**
	Limited or lack of availability	**Price**				
The vendor must list the name of the product as purchased. Include the vendor's item number.	**Check one reason for the exception: either limited/lack of availability *OR* price. An example of limited availability may be pineapples. There may not be enough bulk pineapples to supply commercial outlets. An example of price considerations could be that domestic watermelons are $7.00 each and non-domestic watermelons are $5.00 each.**		**The vendor must list the proposed substitution including the vendor number.**	**The vendor must list the price of the requested item (domestic).**	**The vendor must list the price of the suggested alternative item (non-domestic).**	**The vendor must list the country of origin for any Non-Domestic Product**
			Note: If the suggested alternative is due to limited or lack of availability, there will not be two price submissions (only the alternative price will be listed).			

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using Non-Domestic food products were considered?

_____

I/We, (***vendor name***), certify that all food items on this bid have at least (***vendor inserts percentage***) percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Beverages										
Product Description	Brand	Pack /Size	Usage	MFG. Product Code	Brand	Vendor Code	Pack Size	Unit Cost	Case Cost	Extended Price (Usage X Case Cost)
Drinks - Carbonated Low & Zero Calorie, Bottle, All Flavors	Coke Brand or PreApproved Equal	24/16.9 Oz. to 20 Oz.	1,110							
Drinks - Carbonated Low & Zero Calorie, Can, All Flavors	Coke Brand or PreApproved Equal	12/12 Oz.	108							
Sports Drink - Non Carbonated, Bottle, Zero Calories - All Flavors	Power Ade Zero or PreApproved Equal	24/20 Oz.	349							
Water - Vitamin Infused - All Flavors	Vitamin Water or PreApproved Equal	24/16.9 Oz. to 20 Oz.	354							
Water - Unflavored	Private Label	24/16.9 Oz. to 20 Oz.	602							
Water - Vapor Distilled, Enhanced with Electrolytes	Glaceau Smartwater or PreApproved Equal	24/20 Oz.	130							
Sports drink packed with electrolytes, coconut water and antioxidants. Low in sodium and high in potassium	Body Armor Sports or PreApproved Equal	8/12 Oz. or 12/16 Oz.	62							
Sports drink packed with electrolytes, coconut water and antioxidants. Low in sodium and high in potassium	Body Armor Enhanced or PreApproved Equal	24/20 Oz. to 24 23.7 Oz.	28							
Tea- Filtered Water, Brewed Tea Concentrate	Gold Peak Tea or PreApproved Equal	12/18.5 oz	124							
Water - Fruit Flavored	Tummie E Yummies or PreApproved Equal	12/10.1 Oz.	15							

The vendor who is awarded the unflavored water bid must provide refrigerated display coolers at no additional cost.
All drinks must meet Smart Snacks regulations grades 9 -12.

Company _____ Representative _____ Date _____

Additional Beverages										
Product Description	Brand	Pack /Size	Usage	MFG. Product Code	Brand	Vendor Code	Pack Size	Unit Cost	Case Cost	Extended Price (Usage X Case Cost)
Tea - Sweet, Concentrate, 5/1	Private Label	4/64 Oz.	20							
Juice 100% Concentrate, All Flavors, 5/1	Private Label	6/64 Oz.	108							

All products must meet Smart Snack regulations grades 9-12. Awarded vendor must provide tea urns, smoothie/slushie machines and service the machines at no additional cost.

Company _____ Representative _____ Date _____

CUMBERLAND COUNTY SCHOOLS

SCHOOL NUTRITION PROGRAM

Beverage Bid

GENERAL

Attached are instructions and conditions for submitting a **Beverage Bid** for the Cumberland County School Nutrition Program (CCSNP). The objective of this bid is to select a supplier(s) in such a manner as to provide for open and free competition and comparability. **This is a firm fixed price bid to be awarded by Line Item.**

All food must be processed and packaged in accordance with local, State of Tennessee, and FDA regulations contained in the Sanitary Food Transportation Act of 1990.

BID PERIOD

The bid period will run July 1st – June 30th.

Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on/or before the date and time stated. Faxed or emailed bid documents will not be accepted.

VENDOR QUALIFICATION

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified.
- Offer reasonable pricing.
- Provide dependable delivery of items ordered.
- Meet specifications and bid conditions.
- Demonstrate successful past performance.

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate truck fleets to handle predicted volume of goods.
- Inadequate sanitation
- Documented unacceptable product.

BID AWARD/BID PREPERATION

Bids are to be opened at the office of the Cumberland County Finance Director, Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555. Only the bottom-line total figure will be read at the bid opening. Bids will be examined for compliance with specifications and conditions outlined in the bid document before the award recommendation is made, and ONLY the Cumberland County Commission may award a bid.

All columns of the bid document must be completed in ink or typewritten. No erasures shall be permitted. **Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.**

Mathematical calculations involving decimals must be carried to two (2) places.

Bidder shall submit three(3) copies of bid proposal, product brochures and specifications.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, they shall at once request clarification from the CCSNP Supervisor, Kathy Hamby khamby@ccschools.k12tn.net or 931-484-6722. All communication/discussions during the bid period will be shared with all bidders.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted by the date and time stated on the Invitation to Bid, to the Cumberland County Finance Director, Att: Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

The contract will be awarded in writing to the responsive and responsible bidder(s) whose bid is the lowest cost for the system by Total Bottom Line. It is the intent of the CCSNP to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Programs. Regardless of the procurement method used, price is the final determining factor for awarding the contract. **This is a firm fixed price bid to be awarded by Line Item.**

CCSNP reserves the right to accept or reject any or all bids. All bidders will be notified in writing of the recommendation of bid award within 10 days of bid opening.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Cumberland County Finance Director, Nathan Brock, no later than 15 days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition Office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Director, the hearing official, and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All employees will be notified that they cannot purchase under this procurement until a final

decision is rendered.

4. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

Request for preapproval of an equal product should be made in writing with all supporting documentation at least 72 hours before the time of the bid opening to the School Nutrition Director. Faxed or email documents are permitted.

Selection of Vendor:

The Cumberland County School Nutrition Program will award to the most responsive and responsible vendor(s) based on the **LOWEST prices,** and the Cumberland County School Nutrition Program will provide minority firms, small businesses, women's business enterprises, the disadvantaged businesses, and labor surplus area businesses the opportunity to do business with the School Nutrition Program. **After meeting all general and specific bid conditions as a qualified vendor, PRICE is the sole determination for the award of the bid.**

The bid will be awarded based on firm-fixed, line items for the contract period. The bid/quoted price will be multiplied by the estimated usage to obtain an item total. All category totals will be awarded based on the sum of all extensions to obtain a fixed, line-item pricing and then each line will be totaled to determine the total bottom line for awarding the bid.

For the expanded bid tabulations, when different items, brands, or cases are bid, the bid tabulation will be based on equivalent serving sizes (for example: ½ cup Fruit/Vegetable), and not per case pricing tabulation. The estimated usage will be expanded to represent the serving usage.

Price readjustments of bid quotations are not permitted during the bid year and should ONLY be adjusted at the time of renewal **UNLESS** due to significate price changes caused by the supply chain instability the prices can be adjusted during the bid period as long as BOTH parties are in agreement of such changes.

BID RENEWAL

The CCSNP reserve(s) the right to renew all aspects of the bid one year at a time for an additional four (4) years based on price redeterminations. Price-redeterminations are only allowed annually at the time of contract renewal. **The Bureau of Labor, Consumer Price Index (CPI), U. S. Food and Beverages** will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the original base comparison month will be the prior December. For example, March 15, 2024 petitioned requests will be measured on the December 2023 Index. All re-calculation dates will begin at that point.

A written response will be due from the contractor no later than March 15.

TIE BID

A tie bid exists when two or more bidders offer products which meet all specifications, terms, and conditions at identical prices, including discounts offered. In such case, a tie bid will be broken by the following methods in descending order of preference:

- Local businesses shall be given preference over non-local businesses.
- In the event of no local business OR multiple local businesses, the business with the closest driving proximity to the Cumberland County School Nutrition Office will be awarded the bid.

ORDERS/INVOICES/STATEMENTS/PAYMENTS/DISCOUNTS

All orders will be placed with a company representative or placed electronically on a weekly bais. If site visits are conducted to retrive orders, a time will be set wihich is mutally agreeable and convienient for each party. Pre-numbered purchase orders with firm fixed prices will be used after the formal bidding process.

Invoices **or** packing slips/delivery slips should be furnished at the time of delivery. Invoices or packing slips/delivery slips must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. **Unsigned invoices or packing/delivery slips will not be paid.** If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school must be provided. If invoices and/or statements are mailed, they should be mailed to:

Cumberland County School Nutrition Program
368 Fourth Street
Crossville, TN 38555

Invoices will be checked at Central Office, any credits applied and processed for payment. All discounts, credits and/or rebates will be applied to the invoice or deposited in the school nutrition account according to district procedures. Payment will be issued by check once the product(s) are received, inspected, accepted, and invoice is received.

The Cumberland County School Nutrition Program will make every effort to pay all invoices within fifteen working days of receipt.

All schools serviced under this contract are tax exempt.

DELIVERY

- A required delivery schedule is attached with the list of schools.
- Deliveries shall be made to the school Monday thru Friday between the hours of 6:00 a.m. and 2:00 p.m. Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor. Each location shall have a consistant delivery schedule. Deliveries

shall **NOT** be made after 2:00 p.m. Managers will not be expected to extend working hours to receive late deliveries!

- Products must be delivered inside the cafeteria/food storage areas and coolers. The manager or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.
- All foods are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and repace any products that are damaged, stale, or out of date, at no charge.
- If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.
- Each School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.
- Delivery schedules will be altered to meet holiday and inclement weather schedules. Holidays shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. The calendar for the school year is included in the bid packet.
- Adjustments for inclement weather, national or local emergencies will include each school utilizing andy product delivered prior to the school closing. The system will notify the vendor as soon as possible about necessary delivery delays.
- Each School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition, and suitable for hauling of all items.
- The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.
- All product substiutions must be **pre-approved** by the School Nutrition Supervisor before delivery.

RECORDS

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

REPORTS

Contractors shall be required to submit product usage reports as requested by the School Nutrition Program Supervisor. Based on the request from a School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school site or combined system total.

Contractors shall be required to submit product utilization reports to the Cumberland County School Nutrition Program. ***The utilization report will be formulated in one report for all schools.*** When contracts are issued on an annual basis, utilization reports shall be requested by the Cumberland County School Nutrition Program by April 1 of each year. These reports shall be submitted for total quantity delivered per item in terms of bid units. Utilization reports shall represent the timeframe of August 1 – March 1. Payments for the month prior to the due dates of utilization reports may be withheld at the discretion of school district officials, until interim or final utilization reports are received.

The successful vendor will also provide a printed or electronic buying guide for all bid items as requested.

ADDITIONAL ITEMS ADDED TO THE BID

Sampling Items:
The Cumberland County School Nutrition Program reserves the right to purchase *new* items not on the current bid. The purchase will be a **one-time** only purchase and for the purpose of *evaluating items/sampling items* for future menus (student sampling), and all procurement regulations will be followed. If the item is acceptable with students, *the appropriate methods for procurement* will be followed for the purchase of these items. This purchase will be declared as a "purchase for sampling."

ADDING ITEMS DURING THE SCHOOL YEAR

The Cumberland County School Nutrition Program may purchase *new* items during the year. Each district will adhere to the local, state, and federal procurement regulations. The threshold amount will determine the appropriate procurement process.

ADDING ITEMS AT THE TIME OF CONTRACT RENEWAL

Since new products are developed and reformulated during the year, new items may be added to the bid at the time of the Contract Renewal. The addition of new items at the time of contract renewal must not change the scope of the original bid. Bid quotes will be obtained for all items and evaluated by the entire Cumberland County School Nutrition Program. The items will be added at a cost-plus fixed fee value.

- If an item cost is between $1.00 and $10.00, the fee will be $1.00.
- If an item cost is between $10.01 and $20.00, the fee will be $2.00.
- If an item cost is between $20.01 and $30.00, the fee will be $3.00.
- If an item cost is between $30.01 and $40.00, the fee will be $4.00.
- If an item cost is above $40.00, the fee will be $5.00.

The fixed fee cannot change. The items added will remain firm-fixed throughout the contract period. The awarded items will become part of the bid list.

VENDOR PERFORMANCE

If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, the CCSNP may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.
Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications.

BREACH

A party shall be deemed to have breached the contract if any of the following occurs:

1. Failure to provide products or services that conform to contract requirements or
2. Failure to maintain/submit any report required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract
4. Violation of any warranty

SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH

Upon the occurrence of any event of breach, the School system may take one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another timeline is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor.

2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as

   the School System determines that the Vendor has cured the breach, shall never be paid to the Vendor.

3. Set off against any other obligation the School System may owe to the Vendor any damages the School System suffers by reason of any event of breach.

4. Treat the contact as materially breached and pursue any of its remedies at law or in equity, or both.

CONTRACT TERMINATION FOR CAUSE

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
In the event the contract is terminated for due cause by the System, the System shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

The School District may, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the School System. The School System must give notice of termination to the Vendor at least 30 days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the School District be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

REGULATION COMPLIANCE

- All contracts awarded in excess of $10,000 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFR, Part 60).
- All contracts over $150,000 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q.), Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- A Certificate of Lobbying must be signed for all contracts over $100,000.
- A Certificate of Debarment/Suspension must be signed for all contracts over $25,000.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes, and regulations

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1) No employee, officer, or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
   Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent

b. Any member of the immediate family
c. His or her partner
d. An organization which employs or is about to employ one of the above.

2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
   a. Reprimand by Board of Education.
   b. Dismissal by Board of Education.
   c. Any legal action necessary.

BID EXTENTION

The terms of the bid and prices quoted to the CCSNP will be extended to the Cumberland County Jail unless prohibited by the National School Lunch and Breakfast Program's rules and regulations which are set forth by State and Federal agencies. The Cumberland County Jail will not jeopardize the CCSNP by utilizing any benefits or programs intended only for the National School Lunch and Breakfast program. The Cumberland County Jail is a local county government agency and a separate entity; therefore, all billing and ordering will be separate.

Civil Rights Assurance Statement:

The vendor hereby agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);

ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);

vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Cumberland County Schools

Brown Elementary	3766 Dunbar Road	Crossville, TN 38555
Crab Orchard Elementary	240 School Road	Crab Orchard, TN 37723
Cumberland County High School	660 Stanley Street	Crossville, TN 38555
Glen Martin Elementary	1362 Miller Avenue	Crossville, TN 38555
Homestead Elementary	3889 Highway 127 S	Crossville, TN 38555
North Cumberland Elementary	7657 Highway 127 N	Crossville, TN 38571
Pine View Elementary	349 Daysville Road	Rockwood, TN 37854
Pleasant Hill Elementary	486 Main Street	Pleasant Hill, TN 38578
South Cumberland Elementary	3536 Lantana Road	Crossville, TN 38572
Stone Elementary	1219 Cook Road	Crossville, TN 38555
Stone Memorial High School	2800 Cook Road	Crossville, TN 38555
The Phoenix School	208 Taylor Street	Crossville, TN 38555

Cumberland County Schools
2023-2024
Traditional Calendar

Board Approved 3/17/22

July 2023

M	Tu	W	Th	F
31				

August 2023

M	Tu	W	Th	F	
	1	2	~~3~~	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					20

September 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					19

October 2023

M	Tu	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

November 2023

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					17

December 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	~~15~~	
18	19	20	21	22	
25	26	27	28	29	
					19

January 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					20

February 2024

M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		
					20

March 2024

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					15

April 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					22

May 2024

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	~~24~~	
27	28	29	30	31	
					17

June 2024

M	Tu	W	Th	F

July 2024

M	Tu	W	Th	F

August 2024

M	Tu	W	Th	F

*No holiday parties prior to 12/15

Events

8/1	Convocation Day (No Students)
8/2	Administrative Day (No Students)
8/3	Students First Day 10:00 Release
8/4	Administrative Day (No Students)
8/7	First Full Day of School
9/4	Labor Day - No School
9/22	Teacher In-Service (No Students)
10/9-13	Fall Break - No School
11/22-24	Thanksgiving Break-No School
12/15	Abbreviated Day-10:00 Release
12/18-1/1	Winter Break - No School
1/2	Administrative Day (No Students)
1/3	School Resumes
1/15	MLK Holiday-No School
2/19	Teacher In-Service (No Students)
3/22-28	Spring Break - No School
3/29	Good Friday - No School
5/23	Administrative Day (No Students)
5/24	Students Last Day-10:00 Release

	Regular School Day
	No School-Holiday
	No School-F/S Breaks
	Admin Day-No Students
	Teacher In-Service-No Students
	Abbreviated Day-Early Release

Teacher Days

Paid Vacation-F/S Breaks 10 days	
In-Service-	8/1,9/22,2/19
Admin-	8/2,8/4,1/2,5/23
P/T Conf 1 day Unscheduled In-Service 2 days	

Please note: In the event school is cancelled in excess of the 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion

Ice Cream Bid

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

CUMBERLAND COUNTY SCHOOL NUTRITION PROGRAM
368 Fourth Street
Crossville, TN 38555
Phone: (931) 484-6722
Fax: (931) 484-6516

Bidders Checklist

- ☐ Signed Acceptance/Contract Agreement w/ Non-Collusion Statement
- ☐ Signed Debarment/Suspension Certification Statement
- ☐ Signed Certificate Regarding Lobbying
- ☐ Completed and Signed Buy American Statement
- ☐ Completed and Signed Bid Document
- ☐ Envelope Clearly Labeled **"Ice Cream Bid"** with Bid Opening Date.

The bid will be considered non-responsive if any of the above items are missing.

PLEASE PROVIDE 3 COPIES OF THE BID.

Cumberland County School Nutrition Program

Ice Cream Bid

Contract Agreement

Bid Period will run from July 1 - June 30

We have carefully examined and fully understand the General Bid conditions in furnishing the Cumberland County School Nutrition Program prices for items requested.

In compliance with the bid awards and subject to all terms and conditions listed in the General Bid conditions, the undersigned offers and agrees to sell to the Cumberland County School Nutrition Program all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

Statement of Non-Collusion

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIFES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1) The prices of this bid have been arrived at independently, with collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

2) Unless otherwise required by law, the prices in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened.

COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE
TELEPHONE	DATE
PARENT COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

AD-1047

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT C
CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____

_____

_____
Name/Address of Organization

_____
Name/Title of Submitting Official

_____ _____
Signature **Date**

Buy American Certification

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form to Kathy Hamby, SNS District Supervisor. All requests must be submitted at least 3 days prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using non-domestic food products were considered?

_____

I/We, _____, certify that all food items on this bid have at least **51** percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Buy American Certification

Instructions

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least ***(SFA: insert the number of days that the district must be notified by the vendor of a potential substitution. Allow enough time to communicate the approval or disapproval of the substitution request prior to delivery.)*** days prior to the scheduled delivery date.

Item as specified (include vendor number)	**Reason for exception (check one: "Limited or lack of availability" or "Price")**		**Alternative substitute item (include vendor number)**	**Price of Domestic Product**	**Price of Non-Domestic Product**	**Country of Origin**
	Limited or lack of availability	**Price**				
The vendor must list the name of the product as purchased. Include the vendor's item number.	**Check one reason for the exception: either limited/lack of availability *OR* price. An example of limited availability may be pineapples. There may not be enough bulk pineapples to supply commercial outlets. An example of price considerations could be that domestic watermelons are $7.00 each and non-domestic watermelons are $5.00 each.**		**The vendor must list the proposed substitution including the vendor number.**	**The vendor must list the price of the requested item (domestic).**	**The vendor must list the price of the suggested alternative item (non-domestic).**	**The vendor must list the country of origin for any Non-Domestic Product**
			Note: If the suggested alternative is due to limited or lack of availability, there will not be two price submissions (only the alternative price will be listed).			

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using Non-Domestic food products were considered?

_____

I/We, (***vendor name***), certify that all food items on this bid have at least (***vendor inserts percentage***) percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Ice Cream			Vendor Section						
Prod Description	Pack /Size	Usage	MFG. Product Code	Brand	Vendor Code	Pack Size	Unit Cost	Case Cost	Extended Price (Usage X Case Cost)
Birthday Cake **Cone**	24/2.5 oz.	285							
Chocolate and Vanilla Crumbled Cookie **Bar**	24/2.5 oz.	295							
Chocolate Light Ice Cream **Cup**	24/4 oz.	250							
Cotton Candy Twirl **Bar**	24/2.5 oz	75							
Crumbled Cookie **Cone**	24/2.5 oz.	375							
Fudge **Stix**	24/2.5 oz	125							
Fudge **Bar**	24/2.4 oz	200							
Low-fat Cookies and Cream Round **Sandwich**	20/4 oz.	375							
Low-fat Vanilla Ice Cream **Sandwich** w/ Chocolate Wafers	24/3.5 oz.	265							
Orange Sherbet **Cup**	24/4 oz.	50							
Orange Sherbet **Pop Ups**	24/3 oz.	150							
Sour Cherry **Bar**	24/2.5 oz.	25							
Strawberry Light Ice Cream **Cup**	24/4 oz.	175							
Strawberry Shortcake **Bar**	24/3 oz.	250							
Orange Cream **Bar**	24/2 oz.	35							
Rainbow polar **Pole**	24/1.6 oz.	85							
Sour Blue Raspberry Cyclone **Cup**	24/2.8 oz.	45							
Vanilla Light Ice Cream **Cup**	24/4 oz.	125							
								Bottom Line Total	

All items bid must meet Smart Snack regulations for grades K- 12

Company _____ Representative _____ Date _____

CUMBERLAND COUNTY SCHOOLS

SCHOOL NUTRITION PROGRAM

Ice Cream Bid

GENERAL

Attached are instructions and conditions for submitting an **Ice Cream Bid** for the Cumberland County School Nutrition Program (CCSNP). The objective of this bid is to select a supplier(s) in such a manner as to provide for open and free competition and comparability. **This is a firm fixed price bid to be awarded by Total Bottom Line.**

All food must be processed and packaged in accordance with local, State of Tennessee, and FDA regulations contained in the Sanitary Food Transportation Act of 1990.

BID PERIOD

The bid period will run July 1st – June 30th.

Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on/or before the date and time stated. Faxed or emailed bid documents will not be accepted.

VENDOR QUALIFICATION

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified.
- Offer reasonable pricing.
- Provide dependable delivery of items ordered.
- Meet specifications and bid conditions.
- Demonstrate successful past performance.

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate truck fleets to handle predicted volume of goods.
- Inadequate sanitation
- Documented unacceptable product.

BID AWARD/BID PREPERATION

Bids are to be opened at the office of the Cumberland County Finance Director, Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555. Only the bottom-line total figure will be read at the bid opening. Bids will be examined for compliance with specifications and conditions outlined in the bid document before the award recommendation is made, and ONLY the Cumberland County Commission may award a bid.

All columns of the bid document must be completed in ink or typewritten. No erasures shall be permitted. **Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.**

Mathematical calculations involving decimals must be carried to two (2) places.

Bidder shall submit three(3) copies of bid proposal, product brochures and specifications.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, they shall at once request clarification from the CCSNP Supervisor, Kathy Hamby khamby@ccschools.k12tn.net or 931-484-6722. All communication/discussions during the bid period will be shared with all bidders.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted by the date and time stated on the Invitation to Bid, to the Cumberland County Finance Director, Att: Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

The contract will be awarded in writing to the responsive and responsible bidder(s) whose bid is the lowest cost for the system by Total Bottom Line. It is the intent of the CCSNP to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Programs. Regardless of the procurement method used, price is the final determining factor for awarding the contract. **This is a firm fixed price bid to be awarded by Total Bottom Line.**

CCSNP reserves the right to accept or reject any or all bids. All bidders will be notified in writing of the recommendation of bid award within 10 days of bid opening.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Cumberland County Finance Director, Nathan Brock, no later than 15 days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition Office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Director, the hearing official, and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All employees will be notified that they cannot purchase under this procurement until a final

decision is rendered.

4. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

Request for preapproval of an equal product should be made in writing with all supporting documentation at least 72 hours before the time of the bid opening to the School Nutrition Director. Faxed or email documents are permitted.

Selection of Vendor:

The Cumberland County School Nutrition Program will award to the most responsive and responsible vendor(s) based on the **LOWEST prices,** and the Cumberland County School Nutrition Program will provide minority firms, small businesses, women's business enterprises, the disadvantaged businesses, and labor surplus area businesses the opportunity to do business with the School Nutrition Program. **After meeting all general and specific bid conditions as a qualified vendor, PRICE is the sole determination for the award of the bid.**

The bid will be awarded based on firm-fixed, line items for the contract period. The bid/quoted price will be multiplied by the estimated usage to obtain an item total. All category totals will be awarded based on the sum of all extensions to obtain a fixed, line-item pricing and then each line will be totaled to determine the total bottom line for awarding the bid.

For the expanded bid tabulations, when different items, brands, or cases are bid, the bid tabulation will be based on equivalent serving sizes (for example: ½ cup Fruit/Vegetable), and not per case pricing tabulation. The estimated usage will be expanded to represent the serving usage.

Price readjustments of bid quotations are not permitted during the bid year and should ONLY be adjusted at the time of renewal **UNLESS** due to significate price changes caused by the supply chain instability the prices can be adjusted during the bid period as long as BOTH parties are in agreement of such changes.

BID RENEWAL

The CCSNP reserve(s) the right to renew all aspects of the bid one year at a time for an additional four (4) years based on price redeterminations. Price-redeterminations are only allowed annually at the time of contract renewal. **The Bureau of Labor, Consumer Price Index (CPI), U. S. Food and Beverages** will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the original base comparison month will be the prior December. For example, March 15, 2024 petitioned requests will be measured on the December 2023 Index. All re-calculation dates will begin at that point.

A written response will be due from the contractor no later than March 15.

TIE BID

A tie bid exists when two or more bidders offer products which meet all specifications, terms, and conditions at identical prices, including discounts offered. In such case, a tie bid will be broken by the following methods in descending order of preference:

- Local businesses shall be given preference over non-local businesses.
- In the event of no local business OR multiple local businesses, the business with the closest driving proximity to the Cumberland County School Nutrition Office will be awarded the bid.

ORDERS/INVOICES/STATEMENTS/PAYMENTS/DISCOUNTS

All orders will be placed with a company representative or placed electronically on a weekly bais. If site visits are conducted to retrive orders, a time will be set wihich is mutally agreeable and convienient for each party. Pre-numbered purchase orders with firm fixed prices will be used after the formal bidding process.

Invoices **or** packing slips/delivery slips should be furnished at the time of delivery. Invoices or packing slips/delivery slips must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. **Unsigned invoices or packing/delivery slips will not be paid.** If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school must be provided. If invoices and/or statements are mailed, they should be mailed to:

Cumberland County School Nutrition Program
368 Fourth Street
Crossville, TN 38555

Invoices will be checked at Central Office, any credits applied and processed for payment. All discounts, credits and/or rebates will be applied to the invoice or deposited in the school nutrition account according to district procedures. Payment will be issued by check once the product(s) are received, inspected, accepted, and invoice is received.

The Cumberland County School Nutrition Program will make every effort to pay all invoices within fifteen working days of receipt.

All schools serviced under this contract are tax exempt.

DELIVERY

- A required delivery schedule is attached with the list of schools.
- Deliveries shall be made to the school Monday thru Friday between the hours of 6:00 a.m. and 2:00 p.m. Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor. Each location shall have a consistant delivery schedule. Deliveries

shall **NOT** be made after 2:00 p.m. Managers will not be expected to extend working hours to receive late deliveries!

- Products must be delivered inside the cafeteria/food storage areas and coolers. The manager or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.
- All foods are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and repace any products that are damaged, stale, or out of date, at no charge.
- If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.
- Each School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.
- Delivery schedules will be altered to meet holiday and inclement weather schedules. Holidays shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. The calendar for the school year is included in the bid packet.
- Adjustments for inclement weather, national or local emergencies will include each school utilizing andy product delivered prior to the school closing. The system will notify the vendor as soon as possible about necessary delivery delays.
- Each School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition, and suitable for hauling of all items.
- The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.
- All product substiutions must be **pre-approved** by the School Nutrition Supervisor before delivery.

RECORDS

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

REPORTS

Contractors shall be required to submit product usage reports as requested by the School Nutrition Program Supervisor. Based on the request from a School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school site or combined system total.

Contractors shall be required to submit product utilization reports to the Cumberland County School Nutrition Program. ***The utilization report will be formulated in one report for all schools.*** When contracts are issued on an annual basis, utilization reports shall be requested by the Cumberland County School Nutrition Program by April 1 of each year. These reports shall be submitted for total quantity delivered per item in terms of bid units. Utilization reports shall represent the timeframe of August 1 – March 1. Payments for the month prior to the due dates of utilization reports may be withheld at the discretion of school district officials, until interim or final utilization reports are received.

The successful vendor will also provide a printed or electronic buying guide for all bid items as requested.

ADDITIONAL ITEMS ADDED TO THE BID

Sampling Items:
The Cumberland County School Nutrition Program reserves the right to purchase *new* items not on the current bid. The purchase will be a **one-time** only purchase and for the purpose of *evaluating items/sampling items* for future menus (student sampling), and all procurement regulations will be followed. If the item is acceptable with students, *the appropriate methods for procurement* will be followed for the purchase of these items. This purchase will be declared as a "purchase for sampling."

ADDING ITEMS DURING THE SCHOOL YEAR

The Cumberland County School Nutrition Program may purchase *new* items during the year. Each district will adhere to the local, state, and federal procurement regulations. The threshold amount will determine the appropriate procurement process.

ADDING ITEMS AT THE TIME OF CONTRACT RENEWAL

Since new products are developed and reformulated during the year, new items may be added to the bid at the time of the Contract Renewal. The addition of new items at the time of contract renewal must not change the scope of the original bid. Bid quotes will be obtained for all items and evaluated by the entire Cumberland County School Nutrition Program. The items will be added at a cost-plus fixed fee value.

- If an item cost is between $1.00 and $10.00, the fee will be $1.00.
- If an item cost is between $10.01 and $20.00, the fee will be $2.00.
- If an item cost is between $20.01 and $30.00, the fee will be $3.00.
- If an item cost is between $30.01 and $40.00, the fee will be $4.00.
- If an item cost is above $40.00, the fee will be $5.00.

The fixed fee cannot change. The items added will remain firm-fixed throughout the contract period. The awarded items will become part of the bid list.

VENDOR PERFORMANCE

If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, the CCSNP may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.
Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications.

BREACH

A party shall be deemed to have breached the contract if any of the following occurs:

1. Failure to provide products or services that conform to contract requirements or
2. Failure to maintain/submit any report required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract
4. Violation of any warranty

SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH

Upon the occurrence of any event of breach, the School system may take one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another timeline is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor.

2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as

   the School System determines that the Vendor has cured the breach, shall never be paid to the Vendor.

3. Set off against any other obligation the School System may owe to the Vendor any damages the School System suffers by reason of any event of breach.

4. Treat the contact as materially breached and pursue any of its remedies at law or in equity, or both.

CONTRACT TERMINATION FOR CAUSE

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
In the event the contract is terminated for due cause by the System, the System shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

The School District may, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the School System. The School System must give notice of termination to the Vendor at least 30 days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the School District be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

REGULATION COMPLIANCE

- All contracts awarded in excess of $10,000 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFR, Part 60).
- All contracts over $150,000 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q.), Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- A Certificate of Lobbying must be signed for all contracts over $100,000.
- A Certificate of Debarment/Suspension must be signed for all contracts over $25,000.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes, and regulations

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1) No employee, officer, or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
   Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent

b. Any member of the immediate family
c. His or her partner
d. An organization which employs or is about to employ one of the above.

2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
   a. Reprimand by Board of Education.
   b. Dismissal by Board of Education.
   c. Any legal action necessary.

BID EXTENTION

The terms of the bid and prices quoted to the CCSNP will be extended to the Cumberland County Jail unless prohibited by the National School Lunch and Breakfast Program's rules and regulations which are set forth by State and Federal agencies. The Cumberland County Jail will not jeopardize the CCSNP by utilizing any benefits or programs intended only for the National School Lunch and Breakfast program. The Cumberland County Jail is a local county government agency and a separate entity; therefore, all billing and ordering will be separate.

Civil Rights Assurance Statement:

The vendor hereby agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);

ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);

vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Cumberland County Schools

Brown Elementary	3766 Dunbar Road	Crossville, TN 38555
Crab Orchard Elementary	240 School Road	Crab Orchard, TN 37723
Cumberland County High School	660 Stanley Street	Crossville, TN 38555
Glen Martin Elementary	1362 Miller Avenue	Crossville, TN 38555
Homestead Elementary	3889 Highway 127 S	Crossville, TN 38555
North Cumberland Elementary	7657 Highway 127 N	Crossville, TN 38571
Pine View Elementary	349 Daysville Road	Rockwood, TN 37854
Pleasant Hill Elementary	486 Main Street	Pleasant Hill, TN 38578
South Cumberland Elementary	3536 Lantana Road	Crossville, TN 38572
Stone Elementary	1219 Cook Road	Crossville, TN 38555
Stone Memorial High School	2800 Cook Road	Crossville, TN 38555
The Phoenix School	208 Taylor Street	Crossville, TN 38555

Cumberland County Schools
2023-2024
Traditional Calendar

Board Approved 3/17/22

July 2023				
M	Tu	W	Th	F
31				

August 2023					
M	Tu	W	Th	F	
	1	2	~~3~~	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					20

September 2023					
M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					19

October 2023					
M	Tu	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					17

November 2023					
M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					19

December 2023					
M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	~~15~~	
18	19	20	21	22	
25	26	27	28	29	
					11

January 2024					
M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					20

February 2024					
M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		
					20

March 2024					
M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					15

April 2024					
M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					22

May 2024					
M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	~~24~~	
27	28	29	30	31	
					17

June 2024				
M	Tu	W	Th	F

July 2024				
M	Tu	W	Th	F

August 2024				
M	Tu	W	Th	F

*No holiday parties prior to 12/15

Events

8/1	Convocation Day (No Students)
8/2	Administrative Day (No Students)
8/3	Students First Day 10:00 Release
8/4	Administrative Day (No Students)
8/7	First Full Day of School
9/4	Labor Day - No School
9/22	Teacher In-Service (No Students)
10/9-13	Fall Break - No School
11/22-24	Thanksgiving Break-No School
12/15	Abbreviated Day-10:00 Release
12/18-1/1	Winter Break - No School
1/2	Administrative Day (No Students)
1/3	School Resumes
1/15	MLK Holiday-No School
2/19	Teacher In-Service (No Students)
3/22-28	Spring Break - No School
3/29	Good Friday - No School
5/23	Administrative Day (No Students)
5/24	Students Last Day-10:00 Release

	Regular School Day
	No School-Holiday
	No School-F/S Breaks
	Admin Day-No Students
	Teacher In-Service-No Students
	Abbreviated Day-Early Release

Teacher Days

Paid Vacation-F/S Breaks	10 days
In-Service-	8/1,9/22,2/19
Admin-	8/2,8/4,1/2,5/23
P/T Conf	1 day Unscheduled In-Service 2 days

Please note: In the event school is cancelled in excess of the 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion

Fresh Produce Bid

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

CUMBERLAND COUNTY SCHOOL NUTRITION PROGRAM
368 Fourth Street
Crossville, TN 38555
Phone: (931) 484-6722
Fax: (931) 484-6516

Bidders Checklist

- ☐ Signed Acceptance/Contract Agreement w/ Non-Collusion Statement
- ☐ Signed Debarment/Suspension Certification Statement
- ☐ Signed Certificate Regarding Lobbying
- ☐ Completed and Signed Buy American Statement
- ☐ Completed and Signed Bid Document
- ☐ Envelope Clearly Labeled **"Fresh Produce Bid"** with Bid Opening Date.

The bid will be considered non-responsive if any of the above items are missing.

PLEASE PROVIDE 3 COPIES OF THE BID.

Cumberland County School Nutrition Program

Fresh Produce Bid

Bid Contract Agreement

Bid Period will run from July 1 – June 30

We have carefully examined and fully understand the General Bid conditions in furnishing the Cumberland County School Nutrition Program prices for items requested.

In compliance with the bid awards and subject to all terms and conditions listed in the General Bid conditions, the undersigned offers and agrees to sell to the Cumberland County School Nutrition Program all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

Statement of Non-Collusion

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIFES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1) The prices of this bid have been arrived at independently, with collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

2) Unless otherwise required by law, the prices in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened.

COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE
TELEPHONE	DATE
PARENT COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

AD-1047

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT C
CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____

_____

_____
Name/Address of Organization

_____
Name/Title of Submitting Official

_____ _____
Signature **Date**

Buy American Certification

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form to Kathy Hamby, SNS District Supervisor. All requests must be submitted at least 3 days prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using non-domestic food products were considered?

_____

I/We, _____, certify that all food items on this bid have at least **51** percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Buy American Certification

Instructions

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least ***(SFA: insert the number of days that the district must be notified by the vendor of a potential substitution. Allow enough time to communicate the approval or disapproval of the substitution request prior to delivery.)*** days prior to the scheduled delivery date.

Item as specified (include vendor number)	**Reason for exception (check one: "Limited or lack of availability" or "Price")**		**Alternative substitute item (include vendor number)**	**Price of Domestic Product**	**Price of Non-Domestic Product**	**Country of Origin**
	Limited or lack of availability	**Price**				
The vendor must list the name of the product as purchased. Include the vendor's item number.	**Check one reason for the exception: either limited/lack of availability *OR* price. An example of limited availability may be pineapples. There may not be enough bulk pineapples to supply commercial outlets. An example of price considerations could be that domestic watermelons are $7.00 each and non-domestic watermelons are $5.00 each.**		**The vendor must list the proposed substitution including the vendor number.**	**The vendor must list the price of the requested item (domestic).**	**The vendor must list the price of the suggested alternative item (non-domestic).**	**The vendor must list the country of origin for any Non-Domestic Product**
			Note: If the suggested alternative is due to limited or lack of availability, there will not be two price submissions (only the alternative price will be listed).			

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using Non-Domestic food products were considered?

_____

I/We, (***vendor name***), certify that all food items on this bid have at least (***vendor inserts percentage***) percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Fresh Produce				Vendor Section						
Product Description	Pack	Size	Usage	Mfg. Product Code	Brand	Vendor Code	Pack Size	Unit Cost	Case Cost	Extended Price (Usage x Case Cost)
Pineapple Chunk Fresh	1	5 Lb	278							
Grape Red Seedless Fresh	1	Case	95							
Clementine 10/3 Fresh	1	Case	61							
Egg Lg Loose Rp Fresh Grade Aa Usda	1	15 Doz	47							
Bananas Generic Fresh	1	40 Lb	125							
Pineapple Snack Pack Usa Fresh	50	1/2 Cup	50							
Grape White Seedless Fresh	1	Case	53							
Potato 80 Ct Baking Idaho Fresh	1	50 Lb	15							
Asparagus Large 11# Fresh	1	Case	25							
Red Pepper Fresh	1	5 Lb	18							
Yellow Pepper Fresh	1	3Lb	16							
Celery Diced 1/4" Fresh	1	5 Lb	8							
Potato 70 Ct Baking Idaho Fresh	1	50 Lb	3							
Coleslaw Mix Shrd Rd Cab&Car.Sep Fresh	4	5 Lb	11							
Fruit Medley Pine/Gra/Hdew Fresh	1	5 Lb	5							
Apple Red Del 125/138 Fresh **Locally Grown**	1	125/138	30							
Carrot Baby Peeled Usa Fresh	6	5 Lb	5							
Blueberry Fresh **Locally Grown**	12	Ea	45							
Pepper Yellow Bell Fresh	11	1 Lb	10							
Kiwi 36 Ct Fresh	1	Case	15							
Onion Red Fresh	1	5 Lb	5							
Carrot Shredded Usa Fresh	4	5 Lb	10							
Celery Stalk Usa Fresh	1	3Ct	10							
Strawberries 8/1 Fresh **Locally Grown**	8	1 Lb	50							
									Total Bottom Line	

Company Representative Date

CUMBERLAND COUNTY SCHOOLS

SCHOOL NUTRITION PROGRAM

Fresh Produce - Verifiable Market Bid

Cost Plus Fixed Fee

GENERAL

Attached are instructions and conditions for submitting a Fresh Produce Bid for the Cumberland County School Nutrition Program (CCSNP).

The objective of this bid is to select one primary produce supplier for all fresh and pre-cut fruits and vegetables as requested in this verifiable market bid. This is a firm fixed price bid to be awarded by **Total Bottom Line** where NO changes are allowed to the Fixed Free structure during the entire contract period including renewals. Prices are allowed to fluctuate weekly based on Verifiable Market information.

Verifiable resources for documentation include http://www.marketnews.usda.gov/portal/fv Fruit and Vegetable Market News Website and other third party market sources.)

The CCSNP agrees to use the designated contract distributor as the primary source for fresh produce items and services as listed herein as well as for comparable substitutes. The district may have the opportunity to take advantage of special purchases/deliveries from other sources such as the Department of Defense (DOD) produce program or locally grown produce. Section 9 (j) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(j)) is amended to encourage schools to purchase locally produced foods, to the maximum extent practicable and appropriate. The law allows schools to use geographical preference for the procurement of locally produced foods. This agreement does not prohibit the district from making such purchases. These purchases may be made by school or district wide. Bidders are STRONGLY encouraged to enter into purchase agreements with local producers and supply those local products on the school nutrition bid.

All food must be processed and packaged in accordance with local, State of Tennessee, and FDA regulations contained in the Sanitary Food Transportation Act of 1990.

BID PERIOD

The bid period will run July 1st – June 30th.

Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on/or before the date and time stated. Faxed or emailed bid documents will not be accepted.

VENDOR QUALIFICATION

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified.
- Offer reasonable pricing.
- Provide dependable delivery of items ordered.
- Meet specifications and bid conditions.
- Demonstrate successful past performance.

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate truck fleets to handle predicted volume of goods.
- Inadequate sanitation
- Documented unacceptable product.

BID AWARD/BID PREPERATION

Bids are to be opened at the office of the Cumberland County Finance Director, Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555. Only the bottom-line total figure will be read at the bid opening. Bids will be examined for compliance with specifications and conditions outlined in the bid document before the award recommendation is made, and ONLY the Cumberland County Commission may award a bid.

All columns of the bid document must be completed in ink or typewritten. No erasures shall be permitted. **Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.**

Mathematical calculations involving decimals must be carried to two (2) places.

Bidder shall submit three(3) copies of bid proposal, product brochures and specifications.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, they shall at once request clarification from the CCSNP Supervisor, Kathy Hamby khamby@ccschools.k12tn.net or 931-484-6722. All communication/discussions during the bid period will be shared with all bidders.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted by the date and time stated on the Invitation to Bid, to the Cumberland County Finance Director, Att: Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

The contract will be awarded in writing to the responsive and responsible bidder(s) whose bid is the lowest cost for the system by Total Bottom Line. It is the intent of the CCSNP to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Programs. Regardless of the procurement method used, price is the final determining factor for awarding the contract. **This is a firm fixed fee price bid to be awarded by Total Bottom Line.**

CCSNP reserves the right to accept or reject any or all bids. All bidders will be notified in writing of the recommendation of bid award within 10 days of bid opening.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Cumberland County Finance Director, Nathan Brock, no later than 15 days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition Office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Director, the hearing official, and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered.
4. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

Request for preapproval of an equal product should be made in writing with all supporting documentation at least 72 hours before the time of the bid opening to the School Nutrition Director. Faxed or email documents are permitted.

Selection of Vendor:

The Cumberland County School Nutrition Program will award to the most responsive and responsible vendor(s) based on the **LOWEST prices,** and the Cumberland County School Nutrition Program will provide minority firms, small businesses, women's business enterprises, the disadvantaged businesses, and labor surplus area businesses the opportunity to do business with the School Nutrition Program. **After meeting all general and specific bid conditions as a qualified vendor, PRICE is the sole determination for the award of the bid.**

The bid will be awarded based on firm-fixed, line items for the contract period. The bid/quoted price will be multiplied by the estimated usage to obtain an item total. All category totals will be awarded based on the sum of all extensions to obtain a fixed, line-item pricing and then each line will be totaled to determine the total bottom line for awarding the bid.

For the expanded bid tabulations, when different items, brands, or cases are bid, the bid tabulation will be based on equivalent serving sizes (for example: ½ cup Fruit/Vegetable), and not per case pricing tabulation. The estimated usage will be expanded to represent the serving usage.

Price readjustments of bid quotations are not permitted during the bid year and should ONLY be adjusted at the time of renewal **UNLESS** due to significate price changes caused by the supply chain instability the prices can be adjusted during the bid period as long as BOTH parties are in agreement of such changes.

BID RENEWAL

The CCSNP reserve(s) the right to renew all aspects of the bid one year at a time for an additional four (4) years based on a firm fixed price with NO price adjustments or redeterminations to the fee structure. The Fixed Fee structure determined by the contractor will remain in effect for each renewal year. Prices are allowed to fluctuate weekly based on Verifiable Market information. (Verifiable resources for documentation include http://www.marketnews.usda.gov/portal/fv Fruit and Vegetable Market News Website and other third party market sources.) The CCSNP reserve(s) the right to add/or delete products during the contract period. Pricing for added products will be based on a comparison of pricing offered by vendor to the pricing of the same item offered on the open market prior to adding an item to the contract listing. The CCSNP will notify the contractor of their intention to renew this contract and a written response will be due from the contractor no later than March 15.

TIE BID

A tie bid exists when two or more bidders offer products which meet all specifications, terms, and conditions at identical prices, including discounts offered. In such case, a tie bid will be broken by the following methods in descending order of preference:

- Local businesses shall be given preference over non-local businesses.
- In the event of no local business OR multiple local businesses, the business with the closest driving proximity to the Cumberland County School Nutrition Office will be awarded the bid.

ORDERS/INVOICES/STATEMENTS/PAYMENTS/DISCOUNTS

All orders will be placed with a company representative or placed electronically on a weekly bais. If site visits are conducted to retrive orders, a time will be set wihich is mutally agreeable and convienient for each party. Pre-numbered purchase orders with firm fixed prices will be used after the formal bidding process.

Invoices **or** packing slips/delivery slips should be furnished at the time of delivery. Invoices or packing slips/delivery slips must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. **Unsigned invoices or packing/delivery slips will not be paid.** If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school must be provided. If invoices and/or statements are mailed, they should be mailed to:

Cumberland County School Nutrition Program
368 Fourth Street
Crossville, TN 38555

Invoices will be checked at Central Office, and any credits applied and processed for payment. All discounts, credits and/or rebates will be applied to the invoice or deposited in the school nutrition account according to district procedures. Payment will be issued by check once the product(s) are received, inspected, accepted, and invoice is received.

The Cumberland County School Nutrition Program will make every effort to pay all invoices within fifteen working days of receipt.

All schools serviced under this contract are tax exempt.

DELIVERY

- A required delivery schedule is attached with the list of schools.
- Deliveries shall be made to the school Monday thru Friday between the hours of 6:00 a.m. and 2:00 p.m. Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor. Each location shall have a consistant delivery schedule. Deliveries shall **NOT** be made after 2:00 p.m. Managers will not be expected to extend working hours to receive late deliveries!
- Products must be delivered inside the cafeteria/food storage areas and coolers. The manager or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.
- All foods are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and repace any products that are damaged, stale, or out of date, at no charge.
- If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.
- Each School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.
- Delivery schedules will be altered to meet holiday and inclement weather schedules. Holidays shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. The calendar for the school year is included in the bid packet.
- Adjustments for inclement weather, national or local emergencies will include each school utilizing andy product delivered prior to the school closing. The system will notify the vendor as soon as possible about necessary delivery delays.
- Each School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition, and suitable for hauling of all items.

- The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.
- All product substiutions must be **pre-approved** by the School Nutrition Supervisor before delivery.

RECORDS

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

REPORTS

Contractors shall be required to submit product usage reports as requested by the School Nutrition Program Supervisor. Based on the request from a School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school site or combined system total.

Contractors shall be required to submit product utilization reports to the Cumberland County School Nutrition Program. ***The utilization report will be formulated in one report for all schools.*** When contracts are issued on an annual basis, utilization reports shall be requested by the Cumberland County School Nutrition Program by April 1 of each year. These reports shall be submitted for total quantity delivered per item in terms of bid units. Utilization reports shall represent the timeframe of August 1 – March 1. Payments for the month prior to the due dates of utilization reports may be withheld at the discretion of school district officials, until interim or final utilization reports are received.

The successful vendor will also provide a printed or electronic buying guide for all bid items as requested.

ADDITIONAL ITEMS ADDED TO THE BID

Sampling Items:
The Cumberland County School Nutrition Program reserves the right to purchase *new* items not on the current bid. The purchase will be a **one-time** only purchase and for the purpose of *evaluating items/sampling items* for future menus (student sampling), and all procurement regulations will be followed. If the item is acceptable with students, *the appropriate methods for procurement* will be followed for the purchase of these items. This purchase will be declared as a "purchase for sampling."

ADDING ITEMS DURING THE SCHOOL YEAR

The Cumberland County School Nutrition Program may purchase *new* items during the year. Each district will adhere to the local, state, and federal procurement regulations. The threshold amount will determine the appropriate procurement process.

ADDING ITEMS AT THE TIME OF CONTRACT RENEWAL

Since new products are developed and reformulated during the year, new items may be added to the bid at the time of the Contract Renewal. The addition of new items at the time of contract renewal must not change the scope of the original bid. Bid quotes will be obtained for all items and evaluated by the entire Cumberland County School Nutrition Program. The items will be added at a cost-plus fixed fee value at the SAME free structure as the initial bid. **The fixed fee cannot change. The items added will remain firm-fixed throughout the contract period.** The awarded items will become part of the bid list.

VENDOR PERFORMANCE

If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, the CCSNP may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.
Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications.

BREACH

A party shall be deemed to have breached the contract if any of the following occurs:

1. Failure to provide products or services that conform to contract requirements or
2. Failure to maintain/submit any report required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract
4. Violation of any warranty

SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH

Upon the occurrence of any event of breach, the School system may take one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another timeline is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor.

2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as

   the School System determines that the Vendor has cured the breach, shall never be paid to the Vendor.

3. Set off against any other obligation the School System may owe to the Vendor any damages the School System suffers by reason of any event of breach.

4. Treat the contact as materially breached and pursue any of its remedies at law or in equity, or both.

CONTRACT TERMINATION FOR CAUSE

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
In the event the contract is terminated for due cause by the System, the System shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

The School District may, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the School System. The School System must give notice of termination to the Vendor at least 30 days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the School District be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

REGULATION COMPLIANCE

- All contracts awarded in excess of $10,000 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFR, Part 60).
- All contracts over $150,000 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q.), Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- A Certificate of Lobbying must be signed for all contracts over $100,000.

- A Certificate of Debarment/Suspension must be signed for all contracts over $25,000.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes, and regulations

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1) No employee, officer, or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
   Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent
   b. Any member of the immediate family
   c. His or her partner
   d. An organization which employs or is about to employ one of the above.

2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
   a. Reprimand by Board of Education.
   b. Dismissal by Board of Education.
   c. Any legal action necessary.

BID EXTENTION

The terms of the bid and prices quoted to the CCSNP will be extended to the Cumberland County Jail unless prohibited by the National School Lunch and Breakfast Program's rules and regulations which are set forth by State and Federal agencies. The Cumberland County Jail will not jeopardize the CCSNP by utilizing any benefits or programs intended only for the National School Lunch and Breakfast program. The Cumberland County Jail is a local county government agency and a separate entity; therefore, all billing and ordering will be separate.

Civil Rights Assurance Statement:

The vendor hereby agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);

ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);

vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Cumberland County Schools
2023-2024
Traditional Calendar

Board Approved 3/17/22

July 2023

M	Tu	W	Th	F
31				

August 2023

M	Tu	W	Th	F	
	1	2	~~3~~	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					20

September 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					19

October 2023

M	Tu	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					17

November 2023

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					19

December 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	~~15~~	
18	19	20	21	22	
25	26	27	28	29	
					11

January 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					20

February 2024

M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		
					20

March 2024

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					15

April 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					22

May 2024

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	~~24~~	
27	28	29	30	31	
					17

June 2024

M	Tu	W	Th	F

July 2024

M	Tu	W	Th	F

August 2024

M	Tu	W	Th	F

*No holiday parties prior to 12/15

Events

8/1	Convocation Day (No Students)
8/2	Administrative Day (No Students)
8/3	Students First Day 10:00 Release
8/4	Administrative Day (No Students)
8/7	First Full Day of School
9/4	Labor Day - No School
9/22	Teacher In-Service (No Students)
10/9-13	Fall Break - No School
11/22-24	Thanksgiving Break-No School
12/15	Abbreviated Day-10:00 Release
12/18-1/1	Winter Break - No School
1/2	Administrative Day (No Students)
1/3	School Resumes
1/15	MLK Holiday-No School
2/19	Teacher In-Service (No Students)
3/22-28	Spring Break - No School
3/29	Good Friday - No School
5/23	Administrative Day (No Students)
5/24	Students Last Day-10:00 Release

	Regular School Day
	No School-Holiday
	No School-F/S Breaks
	Admin Day-No Students
	Teacher In-Service-No Students
	Abbreviated Day-Early Release

Teacher Days

Paid Vacation-F/S Breaks 10 days	
In-Service-	8/1,9/22,2/19
Admin-	8/2,8/4,1/2,5/23
P/T Conf 1 day Unscheduled In-Service 2 days	

Please note: In the event school is cancelled in excess of the 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion

Cumberland County Schools

Brown Elementary	3766 Dunbar Road	Crossville, TN 38555
Crab Orchard Elementary	240 School Road	Crab Orchard, TN 37723
Cumberland County High School	660 Stanley Street	Crossville, TN 38555
Glen Martin Elementary	1362 Miller Avenue	Crossville, TN 38555
Homestead Elementary	3889 Highway 127 S	Crossville, TN 38555
North Cumberland Elementary	7657 Highway 127 N	Crossville, TN 38571
Pine View Elementary	349 Daysville Road	Rockwood, TN 37854
Pleasant Hill Elementary	486 Main Street	Pleasant Hill, TN 38578
South Cumberland Elementary	3536 Lantana Road	Crossville, TN 38572
Stone Elementary	1219 Cook Road	Crossville, TN 38555
Stone Memorial High School	2800 Cook Road	Crossville, TN 38555
The Phoenix School	208 Taylor Street	Crossville, TN 38555

Homemade Pizza Concept Bid

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

CUMBERLAND COUNTY SCHOOL NUTRITION PROGRAM
368 Fourth Street
Crossville, TN 38555
Phone: (931) 484-6722
Fax: (931) 484-6516

Bidders Checklist

- ☐ Signed Acceptance/Contract Agreement w/ Non-Collusion Statement
- ☐ Signed Debarment/Suspension Certification Statement
- ☐ Signed Certificate Regarding Lobbying
- ☐ Completed and Signed Buy American Statement
- ☐ Completed and Signed Bid Document
- ☐ Envelope Clearly Labeled **"Pizza Concept Program Bid"** with Bid Opening Date.

The bid will be considered non-responsive if any of the above items are missing.

PLEASE PROVIDE 3 COPIES OF THE BID.

Cumberland County School Nutrition Program
Pizza Concept Program
Bid Contract Agreement
Bid Period will run from July 1, 2023 – June 30, 2024

We have carefully examined and fully understand the General Bid conditions in furnishing the Cumberland County School Nutrition Program prices for items requested.

In compliance with the bid awards and subject to all terms and conditions listed in the General Bid conditions, the undersigned offers and agrees to sell to the Cumberland County School Nutrition Program all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

Statement of Non-Collusion

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIFES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1) The prices of this bid have been arrived at independently, with collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

2) Unless otherwise required by law, the prices in this bid have not been knowingly disclosed by Bidder and will not be disclosed by Bidder directly or indirectly to any other bidder or competitor before bids are opened.

COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE
TELEPHONE	DATE
PARENT COMPANY	REPRESENTATIVE
ADDRESS	CITY, STATE, ZIP CODE

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

AD-1047

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT C
CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____

_____

_____
Name/Address of Organization

_____
Name/Title of Submitting Official

_____ _____
Signature **Date**

Buy American Certification

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form to Kathy Hamby, SNS District Supervisor. All requests must be submitted at least 3 days prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using non-domestic food products were considered?

_____

I/We, _____, certify that all food items on this bid have at least **51** percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Buy American Certification

Instructions

We require that suppliers comply with the Buy American provision in all program meals and:

1) certify that the products they are offering are domestic; **or**
2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least ***(SFA: insert the number of days that the district must be notified by the vendor of a potential substitution. Allow enough time to communicate the approval or disapproval of the substitution request prior to delivery.)*** days prior to the scheduled delivery date.

Item as specified (include vendor number)	**Reason for exception (check one: "Limited or lack of availability" or "Price")**		**Alternative substitute item (include vendor number)**	**Price of Domestic Product**	**Price of Non-Domestic Product**	**Country of Origin**
	Limited or lack of availability	**Price**				
The vendor must list the name of the product as purchased. Include the vendor's item number.	**Check one reason for the exception: either limited/lack of availability *OR* price. An example of limited availability may be pineapples. There may not be enough bulk pineapples to supply commercial outlets. An example of price considerations could be that domestic watermelons are $7.00 each and non-domestic watermelons are $5.00 each.**		**The vendor must list the proposed substitution including the vendor number.**	**The vendor must list the price of the requested item (domestic).**	**The vendor must list the price of the suggested alternative item (non-domestic).**	**The vendor must list the country of origin for any Non-Domestic Product**
			Note: If the suggested alternative is due to limited or lack of availability, there will not be two price submissions (only the alternative price will be listed).			

In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

What other alternatives to using Non-Domestic food products were considered?

_____

I/We, (***vendor name***), certify that all food items on this bid have at least (***vendor inserts percentage***) percent U.S. content and were processed in the U.S., except for those listed above.

Vendor Certification

_____ _____

Authorized signature *Date*

Cumberland County School Nutrition Program

Pizza Concept Bid Response Form

Item #	Description	Est. Annual Usage	Product #	Pack	Unit Price	Extended Price
1	Pizza Crust Dough	148,680				
2	Pizza Sauce	240				
3	Mozzarella Cheese	480				
4	Sliced Pepperoni Pizza Topping	240				
5	Sausage Pizza Topping	240				
6	Pizza Box	148,680				
					Extended Total	

Item #	Description	Quantity	Equipment Brand	Equipment Model	Unit Price	Extended Price
1	Conveyor Oven	1				
2	Pizza Warmer Cabinet	1				
3	3 Shelf Aluminum Rack with Casters	4				
4	Anodized Pizza Pans	1,200				
5	Smallware Package (provide listing of items included)	2				
6	Miscellaneous Items (provide listing of items included)	2				
					Extended Total	

	Projected Daily Pizza Usage	Cost Per Pizza*	Upcharge Per Pizza**	Total Cost Per Pizza
Cumberland County High School	388			
Stone Memorial High School	438			

*Costs Reflect Food & Paper Cost

**Upcharge is _____per pizza until equipment is paid off

_____ _____ _____

Company Representative Date

CUMBERLAND COUNTY SCHOOLS

SCHOOL NUTRITION PROGRAM

Comprehensive Foodservice Pizza Concept Program Bid

Invitation for bids on the following:

A Comprehensive Foodservice Pizza Concept Program (including equipment, food products, small wares, and training) for the purpose of improving participation within the School Nutrition Program.

Cumberland County School Nutrition Program, hereinafter called Cumberland County, is requesting your firm's participation in our bid for products and services rendered. Cumberland County will be awarding a bottom line, all or nothing bid. In addition, Cumberland County is requesting product information and nutritional information on all grain and meat/meat alternate products at the time of bid opening. Any other products on bid that require nutritional information must be supplied by 10 days after bid award. Our objective is to maximize our dollars and have the best quality product purchased to serve the very best for any menu occasion. Cumberland County is interested in:

1. Selecting suppliers in such a manner as to provide for open and free competition and comparability.
2. Creating strong partnerships with the suppliers of goods.
3. Taking advantage of economies of scale to help reduce costs.
4. Better utilization of good quality products with few, if any, substitutions.
5. Driving revenues through increased participation.

Cumberland County's estimated total purchases are around 3 million dollars annually in food and non-food products. We intend to deliver directly to each of the schools participating in the pizza program from the distributor company. We serve over 6,000 meals daily in the National School Lunch Program and 5,000 meals in the School Breakfast Program.

Furthermore, for Cumberland County to derive the full benefit of technology, we request that the program has the potential for our weekly orders to be transmitted electronically from each school's manager's office to the distributor.

Cumberland County is truly one bid, delivered to all participating locations and paid by one check to the vendor. Cumberland County will be responsible for payment of all purchases and services rendered. If purchases are not authorized by the School Nutrition Supervisor, then the responsibility of expenditure will fall back to the vendor.

Cumberland County intends to seek out these vendors that can maximize our dollars and provide us a high- quality product at competitive pricing. Substitutions for products on the bid must be **prior** approved by the School Nutrition Supervisor before each weekly delivery. Cumberland County reserves the right to make selection of vendors based upon total value of products and services.

If there are any questions regarding this solicitation, please call Kathy Hamby, School Nutrition Supervisor, Cumberland County School Nutrition Program at (931) 484-6722.

Manufacturer Specifications: **NO PRODUCTS WILL BE CONSIDERED FOR AN AWARD IF AN APPROVED NUTRITIONAL ANALYSIS SHEET AND SPEC SHEET FOR GRAIN PRODUCTS AND MEAT/MEAT ALTERNATE PRODUCTS DOES NOT ACCOMPANY THE BID. ANY OTHER PRODUCTS NUTRITIONAL DATA IS REQUIRED NO LATER THAN 10 DAYS AFTER THE BID AWARD.**

I. Terms and Conditions of Purchase

Project Requirements

This program shall encompass any school requested within Cumberland County.

Onsite Training:

(1) The proposer will provide staff for training purposes with three (3) initial training days on-site at each pizza program location at no cost to the Café Manager and staff.
(2) Other training options such as video and online training should be made available at no cost as needed and on-demand.
(3) Additional training should be made available as new products are introduced and if production issues arise during the school year.

Products, Supplies, and Equipment

The proposer shall provide all supplies, advertising materials, and equipment for this program. Cumberland County shall maintain all supplies and equipment in good working condition and will be responsible for replacing any company owned graphics, signage, or equipment that becomes inoperable or unsanitary due to neglect or which do not conform to the requirements established by the proposer.

1. **Pizza Product Specifications**
   a) The pizza dough must meet USDA guidelines as a single serving reimbursable pizza and must meet a 3-ounce grain equivalent and should be approximately 7" in diameter. Dough should meet USDA regulations and should be pre-pressed and docked. The dough should be proof ready (raw) and not par-baked. It should perform as a pan- style pizza and have the flexibility to make calzones and oven baked fold-over style sandwiches.
   b) The cheese must be one hundred percent (100%) skimmed, shredded Mozzarella and be IQF.
   c) The sauce shall be packaged in bags or approved containers and made from crushed tomatoes and not paste.
   d) The toppings shall not have any fillers or extenders.
   e) The program must offer a pre-assembled clam-shell box with a branded logo and place for marking both time and flavor.
   f) The entire pizza must be able to be fully baked on a conveyer oven supplied by proposer on a belt time of 3 ½ minutes or less. The oven should be supplied by the proposer, by one of the following options: at no up-front cost to the purchaser

(payment would be at an additional rate per case, specified in the proposal, for dough and clam-shell boxes for 180 days or until the balance is paid in full) or by payment for oven upon delivery. Price list must be included with Cost Proposal.

2. Preferred Equipment Specifications

General Equipment Specifications

All equipment (ovens, proof boxes, heated self-serve display cabinets/kiosk counters, menu boards) and small wares (pizza pans, pan holders, pizza cutters, bread loaf pans, ingredient containers, etc.) shall be supplied to the individual school up front. Any small wares that are lost or stolen will be the responsibility of Cumberland County after receipt of said items. The proposer will be responsible for the installation of all equipment. From that point forward the equipment maintenance is the sole responsibility of Cumberland County. Cumberland County will notify the proposer to see if they have loaner equipment available if their equipment cannot be repaired within twenty-four (24) hours. The proposer must have the ability to provide loaner equipment in the event of a breakdown of equipment and it must be provided within twenty- four hours of notification by Cumberland County. This service must be in place for the entirety of the contract period (even upon renewals). The proposer shall supply Cumberland County with a list of electrical needs for the operation of all electrical equipment. Cumberland County will be responsible for ensuring that all electrical connections are in place prior to beginning of this program.

Equipment Pickup option: If at any time during the first 180 school days contract period Cumberland County deems this program is not providing the guaranteed results, after following the best practices of the program, the proposer will pick up any and all equipment that was provided with this program at a pro-rated price (the purchaser will not owe anything further on the equipment).

Specific Equipment Specifications

a) All equipment and supplies must be supplied up-front to the purchaser.
b) Pizza concept equipment shall have a branded look and be supplied by the proposer to the purchaser.
c) Proposer shall supply necessary equipment to produce 30% of the total enrollment in pizzas each day ensuring that no pizza is baked for more than one (1) hour ahead of serving. The successful proposer shall determine and supply the necessary equipment per purchaser, and it could be but not limited to:
d) At least, one (1) oven. The oven(s) must be Electric Conveyer Impingement Ovens which do not require hoods and have the ability to bake one-hundred (100) seven-inch (7") pizzas per hour.
e) At least, one (1) two- or three-tiered self-serve pizza warmer with the ability to display at least 100 individual boxed pizzas if desired.
f) At least, one (1) five-to-six-foot kiosk with branded look.
g) Pricing should be listed for individual pieces of equipment. Cumberland County will only purchase what is necessary for their operation.
h) If the Cumberland County School Nutrition program has already purchased the necessary equipment, they will not be required to purchase additional equipment.

3. **Food Safety & Delivery**

a) **HACCP Requirements:** The district expects a Hazard Analysis Critical Control Point (HACCP) plan to be in place by proposers and their manufactures. Prior to awarding the bid, Cumberland County may require documentation.

b) **Inspection and testing:** The proposer agrees to permit access to its facilities at reasonable times for inspection of the materials covered under this contract, and the proposer facilities. The purchaser shall also have the right to test at its own cost the materials supplied under this contract.

c) **Net container quantity**: The minimum net quantity of all products in cans and jars shall be in accord with the Federal Food, Drug and Cosmetic Act. The individual specifications for standard fill for the products as prescribed in 21 CFR shall be applied.

d) **Standards of identify**: All products must conform to the U.S. minimum standards of identity as authorized by the Food, Drug and Cosmetic Act and the supporting regulations in 21 CFR. Failure to comply places the proposer in violation of the contract with Cumberland County as well as Federal law.

e) **Delivery Location**: After award, all deliveries shall be made, and all services provided to the location specified in the purchase order.

1. **INSPECTION AND ACCEPTANCE**

Before commencement of the contract, the proposer shall make an inspection of the facilities for which the program is intended, to ensure that the equipment proposed for the program will work in the space designated for use. Also, the proposer must visit all participating locations once every three (3) months to ensure proper execution of the program. This may be accomplished by the person delivering the product(s) if they are properly trained in the handling and execution of the program.

2. **WARRANTY**

The seller expressly warrants that all articles, material, and work covered by this contract will conform to each and every specification, sample or other description which is furnished to or is adopted by Cumberland County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the purchaser's acceptance of said material or goods or by payment for them. Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that the manufacturer will honor the standard written warranty provided.

3. **ACTS OF GOD**

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind, national or state declared emergencies, or other causes of similar character beyond their control and without their fault or negligence.

GENERAL

Attached are instructions and conditions for submitting an **Pizza Concept Program Bid** for the Cumberland County School Nutrition Program (CCSNP). The objective of this bid is to select a supplier(s) in such a manner as to provide for open and free competition and comparability. **This is a firm fixed price bid to be awarded by Total Bottom Line.**

All food must be processed and packaged in accordance with local, State of Tennessee, and FDA regulations contained in the Sanitary Food Transportation Act of 1990.

BID PERIOD

The bid period will run July 1st – June 30th.

Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on/or before the date and time stated. Faxed or emailed bid documents will not be accepted.

VENDOR QUALIFICATION

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified.
- Offer reasonable pricing.
- Provide dependable delivery of items ordered.
- Meet specifications and bid conditions.
- Demonstrate successful past performance.

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate truck fleets to handle predicted volume of goods.
- Inadequate sanitation
- Documented unacceptable product.

BID AWARD/BID PREPERATION

Bids are to be opened at the office of the Cumberland County Finance Director, Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555. Only the bottom-line total figure will be read at the bid opening. Bids will be examined for compliance with specifications and

conditions outlined in the bid document before the award recommendation is made, and ONLY the Cumberland County Commission may award a bid.

All columns of the bid document must be completed in ink or typewritten. No erasures shall be permitted. **Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.**

Mathematical calculations involving decimals must be carried to two (2) places.

Bidder shall submit three(3) copies of bid proposal, product brochures and specifications.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, they shall at once request clarification from the CCSNP Supervisor, Kathy Hamby khamby@ccschools.k12tn.net or 931-484-6722. All communication/discussions during the bid period will be shared with all bidders.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted by the date and time stated on the Invitation to Bid, to the Cumberland County Finance Director, Att: Nathan Brock, Cumberland County Court House, 2 N. Main Street, Suite 303, Crossville, TN 38555.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

The contract will be awarded in writing to the responsive and responsible bidder(s) whose bid is the lowest cost for the system by Total Bottom Line. It is the intent of the CCSNP to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Programs. Regardless of the procurement method used, price is the final determining factor for awarding the contract. **This is a firm fixed price bid to be awarded by Total Bottom Line.**

CCSNP reserves the right to accept or reject any or all bids. All bidders will be notified in writing of the recommendation of bid award within 10 days of bid opening.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Cumberland County Finance Director, Nathan Brock, no later than 15 days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition Office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Director, the hearing official, and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing

official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.

3. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered.
4. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

Request for preapproval of an equal product should be made in writing with all supporting documentation at least 72 hours before the time of the bid opening to the School Nutrition Director. Faxed or email documents are permitted.

Selection of Vendor:

The Cumberland County School Nutrition Program will award to the most responsive and responsible vendor(s) based on the **LOWEST prices,** and the Cumberland County School Nutrition Program will provide minority firms, small businesses, women's business enterprises, the disadvantaged businesses, and labor surplus area businesses the opportunity to do business with the School Nutrition Program. **After meeting all general and specific bid conditions as a qualified vendor, PRICE is the sole determination for the award of the bid.**

The bid will be awarded based on firm-fixed, line items for the contract period. The bid/quoted price will be multiplied by the estimated usage to obtain an item total. All category totals will be awarded based on the sum of all extensions to obtain a fixed, line-item pricing and then each line will be totaled to determine the total bottom line for awarding the bid.

For the expanded bid tabulations, when different items, brands, or cases are bid, the bid tabulation will be based on equivalent serving sizes (for example: ½ cup Fruit/Vegetable), and not per case pricing tabulation. The estimated usage will be expanded to represent the serving usage.

Price readjustments of bid quotations are not permitted during the bid year and should ONLY be adjusted at the time of renewal **UNLESS** due to significate price changes caused by the supply chain instability the prices can be adjusted during the bid period as long as BOTH parties are in agreement of such changes.

BID RENEWAL

The CCSNP reserve(s) the right to renew all aspects of the bid one year at a time for an additional four (4) years based on price redeterminations. Price-redeterminations are only allowed annually at the time of contract renewal. **The Bureau of Labor, Consumer Price Index (CPI), U. S. Food and Beverages**

will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the original base comparison month will be the prior December. For example, March 15, 2024 petitioned requests will be measured on the December 2023 Index. All re-calculation dates will begin at that point.

A written response will be due from the contractor no later than March 15.

TIE BID

A tie bid exists when two or more bidders offer products which meet all specifications, terms, and conditions at identical prices, including discounts offered. In such case, a tie bid will be broken by the following methods in descending order of preference:

- Local businesses shall be given preference over non-local businesses.
- In the event of no local business OR multiple local businesses, the business with the closest driving proximity to the Cumberland County School Nutrition Office will be awarded the bid.

ORDERS/INVOICES/STATEMENTS/PAYMENTS/DISCOUNTS

All orders will be placed with a company representative or placed electronically on a weekly bais. If site visits are conducted to retrive orders, a time will be set wihich is mutally agreeable and convienient for each party. Pre-numbered purchase orders with firm fixed prices will be used after the formal bidding process.

Invoices **or** packing slips/delivery slips should be furnished at the time of delivery. Invoices or packing slips/delivery slips must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. **Unsigned invoices or packing/delivery slips will not be paid.** If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school must be provided. If invoices and/or statements are mailed, they should be mailed to:

Cumberland County School Nutrition Program
368 Fourth Street
Crossville, TN 38555

Invoices will be checked at Central Office, any credits applied and processed for payment. All discounts, credits and/or rebates will be applied to the invoice or deposited in the school nutrition account according to district procedures. Payment will be issued by check once the product(s) are received, inspected, accepted, and invoice is received.

The Cumberland County School Nutrition Program will make every effort to pay all invoices within fifteen working days of receipt.

All schools serviced under this contract are tax exempt.

DELIVERY

- A required delivery schedule is attached with the list of schools.
- Deliveries shall be made to the school Monday thru Friday between the hours of 6:00 a.m. and 2:00 p.m. Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor. Each location shall have a consistant delivery schedule. Deliveries shall **NOT** be made after 2:00 p.m. Managers will not be expected to extend working hours to receive late deliveries!
- Products must be delivered inside the cafeteria/food storage areas and coolers. The manager or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.
- All foods are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and repace any products that are damaged, stale, or out of date, at no charge.
- If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.
- Each School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.
- Delivery schedules will be altered to meet holiday and inclement weather schedules. Holidays shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. The calendar for the school year is included in the bid packet.
- Adjustments for inclement weather, national or local emergencies will include each school utilizing andy product delivered prior to the school closing. The system will notify the vendor as soon as possible about necessary delivery delays.
- Each School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition, and suitable for hauling of all items.
- The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.
- All product substiutions must be **pre-approved** by the School Nutrition Supervisor before delivery.

RECORDS

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the

Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

REPORTS

Contractors shall be required to submit product usage reports as requested by the School Nutrition Program Supervisor. Based on the request from a School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school site or combined system total.

Contractors shall be required to submit product utilization reports to the Cumberland County School Nutrition Program. ***The utilization report will be formulated in one report for all schools.*** When contracts are issued on an annual basis, utilization reports shall be requested by the Cumberland County School Nutrition Program by April 1 of each year. These reports shall be submitted for total quantity delivered per item in terms of bid units. Utilization reports shall represent the timeframe of August 1 – March 1. Payments for the month prior to the due dates of utilization reports may be withheld at the discretion of school district officials, until interim or final utilization reports are received.

The successful vendor will also provide a printed or electronic buying guide for all bid items as requested.

MEAL PATTERN REQUIREMENTS FOR PROCUREMENT PROCEDURES

The following must be followed:

1. Product Documentation – CN Labels, Product Formulation Statements, Nutrition Fact Labels, and Ingredient Listings are included with the Bid (All grain products and meat/meat alternate products must be submitted with the Bid; all other product information listed above must be submitted within 10 days to the System after the bid award is made)
2. Whole Grains – Manufacturers must provide the ingredient listing. Remember only those items with whole grain listed as the primary ingredient by weight or the primary grain ingredient by weight will meet the requirement.
3. Whole Grains – Products must contain 50% or more whole grain to be counted as a whole grain product.
   If the product contains the FDA approved whole grain health claim on its packaging it would be advantageous to the program.
4. Sodium Levels – Sodium levels are ranges for the total meal. We are working to lower the amount of sodium in product processing.
5. Trans-fat – The Nutrition food label or manufacturer specifications for food products or ingredients used to prepare meals must indicate zero grams of trans-fat per serving (or less than .5 grams/serving). Products can have naturally occurring trans- fats such as beef, pork, or lamb, etc.
6. Buy American Requirement – The "Buy American Requirement" requires that schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States purchase, to the maximum

extent practicable, domestically grown and processed foods. Please note this rule applies to "Private Labels" as well as other labels. The legislation defines "domestic commodity or product" as one that is processed in the United States substantially using agricultural commodities that are produced in the United States. The report accompanying the legislation stipulated that "substantially" means that over 51% of the final processed products consists of agricultural commodities that were grown domestically. Vendors must complete the attached "Buy American" form.

ADDITIONAL ITEMS ADDED TO THE BID

Sampling Items:
The Cumberland County School Nutrition Program reserves the right to purchase *new* items not on the current bid. The purchase will be a **one-time** only purchase and for the purpose of *evaluating items/sampling items* for future menus (student sampling), and all procurement regulations will be followed. If the item is acceptable with students, *the appropriate methods for procurement* will be followed for the purchase of these items. This purchase will be declared as a "purchase for sampling."

ADDING ITEMS DURING THE SCHOOL YEAR

The Cumberland County School Nutrition Program may purchase *new* items during the year. Each district will adhere to the local, state, and federal procurement regulations. The threshold amount will determine the appropriate procurement process.

ADDING ITEMS AT THE TIME OF CONTRACT RENEWAL

Since new products are developed and reformulated during the year, new items may be added to the bid at the time of the Contract Renewal. The addition of new items at the time of contract renewal must not change the scope of the original bid. Bid quotes will be obtained for all items and evaluated by the entire Cumberland County School Nutrition Program. The items will be added at a cost-plus fixed fee value.

- If an item cost is between $1.00 and $10.00, the fee will be $1.00.
- If an item cost is between $10.01 and $20.00, the fee will be $2.00.
- If an item cost is between $20.01 and $30.00, the fee will be $3.00.
- If an item cost is between $30.01 and $40.00, the fee will be $4.00.
- If an item cost is above $40.00, the fee will be $5.00.

The fixed fee cannot change. The items added will remain firm-fixed throughout the contract period. The awarded items will become part of the bid list.

VENDOR PERFORMANCE

If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, the CCSNP may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given

opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.
Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications.

BREACH

A party shall be deemed to have breached the contract if any of the following occurs:

1. Failure to provide products or services that conform to contract requirements or
2. Failure to maintain/submit any report required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract
4. Violation of any warranty

SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH

Upon the occurrence of any event of breach, the School system may take one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another timeline is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor.

2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as

   the School System determines that the Vendor has cured the breach, shall never be paid to the Vendor.

3. Set off against any other obligation the School System may owe to the Vendor any damages the School System suffers by reason of any event of breach.

4. Treat the contact as materially breached and pursue any of its remedies at law or in equity, or both.

CONTRACT TERMINATION FOR CAUSE

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

In the event the contract is terminated for due cause by the System, the System shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

The School District may, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the School System. The School System must give notice of termination to the Vendor at least 30 days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the School District be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

REGULATION COMPLIANCE

- All contracts awarded in excess of $10,000 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFR, Part 60).
- All contracts over $150,000 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q.), Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- A Certificate of Lobbying must be signed for all contracts over $100,000.
- A Certificate of Debarment/Suspension must be signed for all contracts over $25,000.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes, and regulations

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1) No employee, officer, or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
   Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. The employee, officer, or agent
   b. Any member of the immediate family
   c. His or her partner
   d. An organization which employs or is about to employ one of the above.

2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
   a. Reprimand by Board of Education.
   b. Dismissal by Board of Education.
   c. Any legal action necessary.

Civil Rights Assurance Statement:

The vendor hereby agrees that it will comply with:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);

ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);

vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);

viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);

ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Cumberland County Schools
2023-2024
Traditional Calendar

Board Approved 3/17/22

July 2023

M	Tu	W	Th	F
31				

August 2023

M	Tu	W	Th	F	
	1	2	~~3~~	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					20

September 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					19

October 2023

M	Tu	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					17

November 2023

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					19

December 2023

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	~~15~~	
18	19	20	21	22	
25	26	27	28	29	
					11

January 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
					20

February 2024

M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		
					20

March 2024

M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					15

April 2024

M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					22

May 2024

M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	~~24~~	
27	28	29	30	31	
					17

*No holiday parties prior to 12/15

June 2024

M	Tu	W	Th	F

July 2024

M	Tu	W	Th	F

August 2024

M	Tu	W	Th	F

Events

8/1	Convocation Day (No Students)
8/2	Administrative Day (No Students)
8/3	Students First Day 10:00 Release
8/4	Administrative Day (No Students)
8/7	First Full Day of School
9/4	Labor Day - No School
9/22	Teacher In-Service (No Students)
10/9-13	Fall Break - No School
11/22-24	Thanksgiving Break-No School
12/15	Abbreviated Day-10:00 Release
12/18-1/1	Winter Break - No School
1/2	Administrative Day (No Students)
1/3	School Resumes
1/15	MLK Holiday-No School
2/19	Teacher In-Service (No Students)
3/22-28	Spring Break - No School
3/29	Good Friday - No School
5/23	Administrative Day (No Students)
5/24	Students Last Day-10:00 Release

	Regular School Day
	No School-Holiday
	No School-F/S Breaks
	Admin Day-No Students
	Teacher In-Service-No Students
	Abbreviated Day-Early Release

Teacher Days

Paid Vacation-F/S Breaks 10 days	
In-Service-	8/1,9/22,2/19
Admin-	8/2,8/4,1/2,5/23
P/T Conf 1 day Unscheduled In-Service 2 days	

Please note: In the event school is cancelled in excess of the 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion

ESSB Overview

Confidential Facility: Hale Public Market - FY 2020 - Innovative Science Middle (4th - 8th) 9 - Innovative Science Middle

Overview | Facilities | Staff

Is this application a school district application?

☐ Yes ☒ No

Is this a

Instructions

Provide the enrollment for each school within the district. Please complete the appropriate column based on the grades served at each school.

Enter the number of students in each grade served by the school. Please complete the appropriate column based on the grades served at each school. Enter the number of students in each grade

	Aviation, Construction, Health Science, Cosmetology, and A/V Broadcasting, Business, STEM, and Criminal Justice. Check Spelling 507 of 8000 characters	Check Spelling 321 of 8000 characters	Check Spelling 344 of 8000 characters				
Innovation On The Plateau	CCHS and SMHS will purchase non-consumable supplies and materials for CTE teachers for classroom instruction. Check Spelling 109 of 8000 characters	Increase and improve high-quality instruction for all students, including special populations including but not limited to non-traditional, ELL, students with disability, and economically disadvantaged. This is done through supplies and materials specific to the content in all programs of study. Check Spelling 296 of 8000 characters	The CTE Director will review and approve all requests for supplies and materials to ensure they are specific to content and standards. The CTE Bookkeeper will monitor items encumbered and expended. The Principal at each designated school will also follow up with the use of instructional supplies and materials. Check Spelling 311 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	SMHS will construct a greenhouse for project-based and summer learning opportunities in agriculture. Check Spelling 100 of 8000 characters	Students will have more access to summer learning as well as project-based learning when it comes to instruction outside of the regular school day. Modes of learning will also be utilized. Check Spelling 188 of 8000 characters	The CTE Director will monitor the construction process as well as evaluate attendance during summer learning programs. The CTE Bookkeeper will monitor items encumbered and expended. Students who participate in summer and project-based learning will be surveyed to gather data on how they impacted their secondary experience and also how it prepared them for their post-secondary or career options. Check Spelling 397 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	SMHS will hire a computer science teacher to meet new high school graduation requirements during the 2024-25 school year and meet industry partners' needs. Check Spelling 155 of 8000 characters	The computer science teacher will expose students to careers related to the information technology pathway and meet licensure qualifications to deliver state-approved standards. Sharing instructional staff across partnering organizations and educational institutions will also be utilized (RSCC and TTU). Check Spelling 304 of 8000 characters	The computer science teacher will be evaluated through the TEAM rubric and scored in TNCompass. High-quality instruction will be evaluated based on LOE scores. The SSQIs related to this program of study will be evaluated and monitored by the CTE Director. Student enrollment will be evaluated each year for concentrators and completers and also post-secondary enrollment through TCAT and RSCC. Check Spelling 393 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	CCHS will hire an HVAC teacher. Check Spelling 31 of 8000 characters	The HVAC teacher will expose students to careers related to all HVAC pathways and meet licensure qualifications to deliver state-approved standards. Partnerships will also be developed between the teacher and business/industry partners to create a smooth transition to secondary, post-secondary, and career opportunities. Sharing instructional staff across partnering organizations and educational institutions will also be utilized. Check Spelling 433 of 8000 characters	The HVAC teacher will be evaluated through the TEAM rubric and scored in TNCompass. High-quality instruction will be evaluated based on LOE scores. The SSQIs related to this program of study will be evaluated and monitored by the CTE Director. Student enrollment will be evaluated each year for concentrators and completers and also post-secondary enrollment through TCAT and RSCC. TSAC data will be monitored to increase the college enrollment from 42% to 50%. Check Spelling 461 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	CCHS and SMHS will hire a part-time ISM Program Manager for an offsite CCTE Academy, C-GEE, through the partnership with Tennessee Technological University. Check Spelling 156 of 8000 characters	The ISM Program Manager will oversee the CTE Academy Center for students enrolled in dual enrollment through a partnership with TTU and the Chamber of Commerce. Check Spelling 160 of 8000 characters	The CTE Director and ISM Program Manager will ensure administrator duties are carried out at the CTE Academy Center while ensuring high-quality instruction is being administered. Ready graduate accountability data will be increased from 34% to 45%. Check Spelling 248 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	Transportation expenses for students traveling to and from the CCTE Academy. Check Spelling 76 of 8000 characters	Bus transportation will be provided for those students from CCHS and SMHS who are enrolled at the CTE Academy Center. Check Spelling 117 of 8000 characters	The CTE Director, ISM Program Manager, and CTE Bookkeeper will schedule and monitor the bus transportation. Ready graduate accountability data will be increased from 34% to 45%. Check Spelling 177 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	Construction of a cosmetology lab at CCHS. Check Spelling 42 of 8000 characters	As a result of the increasing population, the need for beauty industry professionals is expected to grow steadily through 2028. The demand for hair coloring and facial treatments has increased, especially among baby boomers as they try to maintain a youthful appearance. Also, hairstyle and skin care trends have influenced young people to seek out personal care experiences as well. The nail care business continues to increase due to the development of new technologies and nail systems. The demand for this pathway has also increased among younger generations. CCHS will implement this new pathway by sharing instructional staff across partnering organizations and educational institutions. Check Spelling 694 of 8000 characters	The cosmetology lab will be constructed with industry equipment collaborated with TCAT-Crossville. Student enrollment will be evaluated yearly for concentrators and completers and post-secondary enrollment at TCAT. TCAT will also provide the properly credentialed instructor through the MOU. TSAC data will be monitored to increase the college enrollment from 42% to 50%. Check Spelling 371 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	Cumberland County High School and Stone Memorial High School will hire a Work-based learning teacher. Check Spelling 101 of 8000 characters	The Work-based learning teacher will expose students to careers related to all CTE pathways and meet licensure qualifications to deliver state-approved standards. Partnerships will also be developed between the WBL teacher and business/industry partners to create a smooth transition to secondary, post-secondary, and career opportunities. Students will gain more placement options as it aligns with their pathway with a full-time WBL teacher. Utilizing staff outside the traditional school day to extend and accelerate learning opportunities as well as offering schedule flexibility within the school day and/or school week to maximize opportunities for students. Sharing instructional staff across partnering organizations and educational institutions will also be utilized. Check Spelling 776 of 8000 characters	The WBL teacher will be evaluated through the TEAM rubric and scored in TNCompass. High-quality instruction will be evaluated based on LOE scores. WBL portfolios will be evaluated and monitored by the CTE Director. WBL enrollment will increase from 167 placements to 180 placements. Check Spelling 282 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	A stipend for the CTE bookkeeper, who will perform additional duties managing the ISM budgets. Check Spelling 94 of 8000 characters	CTE funding will be processed and analyzed by one person who can dedicate 100% of her time to CTE funding and work additional time to maintain compliance. Check Spelling 154 of 8000 characters	Little to no discrepancies in bookkeeping where CTE is involved and as it relates to results-based monitoring. The CTE Bookkeeper will monitor items encumbered and expended for all purchases. The CTE Director will oversee the budget and meet monthly with the CTE Bookkeeper. Excel documents will be maintained and shared in real-time. Check Spelling 334 of 8000 characters	☐	☑	☑	☑
Innovation On The Plateau	Saved for Editing Check Spelling 17 of 8000 characters	Saved for Editing Check Spelling 17 of 8000 characters	Saved for Editing Check Spelling 17 of 8000 characters	☐	☐	☐	☐

Add Row

Sustainability Strategy

Instructions: Answer the following ensuring that appropriate information is captured for all Innovative School Model projects to be implemented.

* Provide an explanation for how you will leverage the state TISA funding plan, as well as local, state, and federal funding resources to sustain the ISM program long-term.

The Cumberland County School System will leverage the TISA funding plan, and local, state, and federal funding resources to sustain the ISM projects implemented. TISA funding, which generates money for CTE, will be used to sustain the expansion initiated with the ISM funding. Local general program funding, state grant funding, Perkins basic, and Perkins Reserve Grants will also continue to be used to sustain the ISM and all CTE programs which have evolved from the ISM. Cumberland County falls into the same poverty percentage categories as other rural counties, three being Overton, Pickett, and Putnam County. Cumberland County's homeless population has also increased over the past couple of years. In 2021-22, CCS's homeless count was 159 total students; in 2022-23 the homeless count was 181 total students, and the projected number of homeless students in the next school year continues to rise. All factors will drive an increase in federal funding, specifically Title and SPARC funding.

These numbers will continue to drive the CCS ISM when it comes to eliminating barriers and closing gaps. Through the TISA outcome funding, when students achieve college and career-ready benchmarks of either ACT performance or improvement or earning a Tier II or III industry credential, it will be increased for CCS through opportunities for students to earn these industry credentials or increase ACT performance. The TISA funding will also increase for CCS's economically disadvantaged students and those who enroll in college or directly enter the workforce in a CTE field.

Appropriate scheduling and offering of all levels of CTE courses will be a priority for the CCS. As the CTE programs are designated into one of three levels, that will also be a deciding factor in TISA funding. Programs will be classified into three levels based on alignment to potential wage-earning indicators and additional resources required to support the program if aligned to in-demand and high-wage occupational pathways. CTE courses for elective credit and middle school CTE courses will be valued the same as a student assigned to the first year of a level one CTE Program.

The Perkins Basic Grant and the Perkins Reserve Grant will also be utilized every year as an additional sustainability funding source as a result of the ISM. State grants and SPARC funds, as they become available, will also be utilized by the CCS.

Each action step's sustainability plan and funding source is in related documents within the budget for year 2, 3, & 4 document.

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* Provide at least three (3) strategies for sustainability to be completed within the next year. Please note that professional development will be provided soon on what strong sustainability plans should look like. Sustainability plans will be updated on an annual basis to demonstrate progress toward meeting this long-term expectation.

1. Apply for the Perkins Reserve Grant to maintain industry credentials and equipment needed for program expansion.
2. Apply for state grants to maintain CTE programs in the middle schools as well as middle school career awareness, exploration, and advisement.
3. Use TISA outcome-based generated funding to maintain personnel, instructional supplies & materials, as well as professional development for educators.
4. SPARC funding based on data from census reports will be utilized for equipment and WBL opportunities.
5. Outside grants as they become available will be used for various needs when it comes to CTE programs.

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Resources

Click here to open the application guidance document.

Innovative School Models District Guidance

Innovative School Models Budget Narrative Overview

Innovative School Models Recommended Account Numbers

Save And Go To

Cumberland County School System
Career & Technical Educational Teacher
Job description for Work-Based Learning/Industry 4.0 Coordinator

Work-Based Learning: Career Practicum is a capstone course that provides students with opportunities to apply the skills and knowledge learned in previous CTE and general education courses within a professional work environment. The course allows students to earn high school credit for select models of work-based learning, which allow students to interact with industry professionals to extend and deepen classroom work and support the development of postsecondary and career readiness knowledge and skills.

To ensure students and parents are well-informed about this opportunity, and to allow students to complete the requirements for the Industry 4.0 Diploma Distinction, all public high schools, including public charter schools, are required to fulfill specific obligations for students in different grades beginning in the 2022-23 school year. The requirements for each grade are outlined below.

SKILLS: are required to perform multiple technical tasks and occasionally upgrade skills to meet the changing job conditions. Specific skill-based competencies required to satisfactorily perform the job functions include: analyzing; effective listening; and instructional techniques.

KNOWLEDGE: is required to review and interpret highly technical information. Specific knowledge-based competencies required to satisfactorily perform the job functions include issues related to career and technical fields; concepts of grammar and punctuation; community; and business/industry resources.

ABILITY: Ability is required to work with a significant diversity of individuals and groups, work with various data, and utilize various job-related equipment. Independent problem-solving is required to analyze issues and create action plans. Specific ability competencies required to satisfactorily perform the job functions include: adapting to changing work priorities; communicating with diverse groups; setting priorities; and building collaborative relationships.

Endorsements include: 007, 008, 021, 022, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 070, 077, 078, 079, 080, 130, 131, 132, 133, 143, 144, 145, 146, 147, 150, 151, 152, 153, 154, 155, 156, 157, 158, 102, 103, 105, 201, 202, 203, 204, 230, 231, 232, 233, 250, 301, 310, 311, 407, 408, 421, 422, 423, 424, 425, 426, 430, 431, 432, 433, 434, 435, 436, 448, 449, 450, 451, 452, 453, 458, 460, 461, 462, 463, 464, 466, 470, 471, 472, 474, 475, 476, 477, 487, 496, 498, 503, 507, 508, 512, 522, 523, 524, 527, 531, 543, 560, 561, 562, 568, 576, 577, 581, 584, 590, 594, 595, 596, 597, 598, 700, 701, 702, 703, 705, 706, 707, 710, 711, 720, 721, 722, 730, 740, 742, 750, 751, 760, 770, 771, 772, 773, 774, 775, 776, 780, 781

This course is considered a work-based learning (WBL) capstone experience. As such, it must conform to Tennessee State Board of Education (SBE) requirements as outlined in the

Work-Based Learning Framework and the Tennessee Department of Education's Work-Based Learning Policy Guide.

Cumberland County Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Cumberland County Schools complies with applicable state and local laws governing nondiscrimination in employment in every location where the school district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Cumberland County Schools expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Cumberland County School's employees to perform their expected job duties is absolutely not tolerated.

Cumberland County School System
Job description for Middle School Career Coach

Job Duties include the delivery of standards related to:
Career Awareness is an introductory course designed to build foundational knowledge of career opportunities through (a) examining key characteristics evident in successful leaders; (b) connecting academic aptitude and personal strengths to postsecondary and career success; and (c) bringing awareness to career availability in various contexts. Upon completion of this course, proficient students will understand their own strengths and academic skills, explain specific careers and career sectors of interest, and develop an understanding of the career pathways, postsecondary education institutions, and employers located in their greater community. Students will also demonstrate soft skills (e.g., teamwork, self-advocacy, and effective communication) alongside technical skills (e.g., time management and goal creation) to practice critical skills needed in the workplace. It is recommended that Career Awareness occur in sequence before both Career Exploration and Career Advising and Planning.

Career Exploration is a course designed to reinforce previous career awareness and strategically explore a wide range of career options through (a) engaging in self-reflection and intentional goal setting by using a career assessment tool; (b) analyzing academic strengths and progress; (c) researching postsecondary options and the requirements for various career sectors; and (d) identifying coursework, extracurricular activities, and experiences that can support career exploration. Upon completion of this course, proficient students will use their own strengths and skills to set meaningful academic and career goals, articulate careers that align with their strengths and academic background or plans and discover ways to explore various career options in their community. Students will also demonstrate soft skills (e.g., teamwork, self-advocacy, and effective communication), alongside technical skills (e.g., time management and goal creation) to practice critical skills needed in the workplace. It is recommended that Career Exploration occurs in sequence after Career Awareness and before Career Advising and Planning.

Career Advising and Planning is an course designed to show mastery of strategic career advising and planning through: (a) articulating personal academic strengths and applying them to specific career and education requirements; (b) evaluating career options based on the alignment of skill sets, academics, and personality; (c) understanding the components of financing postsecondary education and beyond; and (d) engaging in experiential learning that can support career advising and planning. Upon completion of this course, proficient students will use their knowledge of individual strengths combined with career interests to meaningfully research pathways to postsecondary and work success, including creating high school coursework plans, career preparation materials, and ideal employee profiles. It is recommended that Career Advising and Planning occur in sequence after Career Awareness and Career Exploration.

SKILLS: are required to perform multiple technical tasks and occasionally upgrade skills to meet the changing job conditions. Specific skill-based competencies required to satisfactorily perform the job functions include: analyzing; effective listening; and instructional techniques.

KNOWLEDGE: is required to review and interpret highly technical information. Specific knowledge-based competencies required to satisfactorily perform the job functions include issues

related to career and technical fields; concepts of grammar and punctuation; community; and business/industry resources.

ABILITY: Ability is required to work with a significant diversity of individuals and groups, work with various data, and utilize various job-related equipment. Independent problem-solving is required to analyze issues and create action plans. Specific ability competencies required to satisfactorily perform the job functions include: adapting to changing work priorities; communicating with diverse groups; setting priorities; and building collaborative relationships.

Endorsements include: 001, 004, 006, 007, 009, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047,048, 049, 050, 051, 052, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072, 073, 077, 078, 079, 080, 081, 082, 099, 100, 101, 102, 103, 105, 108, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 145, 146, 125, 126, 127, 128, 129, 130, 131, 132, 133, 147, 150, 151, 152, 153, 154, 155, 156, 157, 158, 201, 202, 203, 204, 210, 211, 212, 213, 214, 220, 221, 230, 231, 240, 241, 250, 301, 310, 311, 400, 401, 402, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 434, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 439, 445, 448, 449, 450, 451, 452, 453, 458, 460, 461, 462, 463, 464, 465, 466, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 484, 485, 486, 490, 491, 492, 493, 494, 495, 496, 498, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520,521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 700, 701, 702, 703, 705, 706, 707, 710, 711, 720, 721, 722, 730, 740, 742, 750, 751, 760, 770, 771, 772, 773, 774, 775, 776, 780, 781

Cumberland County Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Cumberland County Schools complies with applicable state and local laws governing nondiscrimination in employment in every location where the school district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Cumberland County Schools expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Cumberland County School's employees to perform their expected job duties is absolutely not tolerated.

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp Director of Schools

Teresa Boston Board Chair

March 28, 2023

Billy Stepp, Director of Schools
Cumberland County Board of Education
368 4th Street
Crossville, TN 38555

Dear Mr. Stepp and Cumberland County Board of Education:

RE: Grant Participation

I respectfully request permission to accept BBLC Grant Award for and to participate in the following program during FY23:

- Grant Award: BBLC Grant ($15,210.00) for additional staffing due to Parents electing Part C Extended Service Option.

I certify and verify that the required assurances, deadlines, and needed revisions will be honored.

Sincerely,

Marlene Holton

Marlene Holton
Special Education Director

CC: Dr. Rebecca Farley, Chief Academic Officer
Mrs. Kim Bray, Chief Financial Office

GRANT AMENDMENT

Agency Tracking #	Edison ID	Contract #	Amendment #
34401-99243-Center	69640	69640	4

Contractor Legal Entity Name	Edison Vendor ID
Cumberland County Board of Education	4173

Amendment Purpose & Effect(s)

To increase the maximum liability

Amendment Changes Contract End Date: ☐ YES ☒ NO **End Date:** June 30, 2024

TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A): **$ 76,050.00**

Funding —

FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2022	$130,967.84	$48,440.16			$179,408.00
2023	$215,024.24	$50,873.76			$265,898.00
2024	$250,919.84	$60,608.16			$311,528.00
TOTAL:	**$596,911.92**	**$159,922.08**			**$756,834.00**

Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.

Clayton Wells,
Budget Director

Digitally signed by Clayton Wells, Budget Director
Date: 2023.03.27 06:27:18 -05'00'

CPO USE

Speed Chart (optional)

Account Code (optional)

ATTACHMENT B

GRANT BUDGET				
Cumberland County Board of Education				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: July 1, 2021 END: June 30, 2024				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1]	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	$644,827.27	0.00	$644,827.27
4, 15	Professional Fee, Grant & Award [2]	$0.00	0.00	$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	$66,953.86	0.00	$66,953.86
11. 12	Travel, Conferences & Meetings	$6,536.87	0.00	$6,536.87
13	Interest [2]	$0.00	0.00	$0.00
14	Insurance	$0.00	0.00	$0.00
16	Specific Assistance To Individuals	$0.00	0.00	$0.00
17	Depreciation [2]	$0.00	0.00	$0.00
18	Other Non-Personnel [2]	$0.00	0.00	$0.00
20	Capital Purchase [2]	$0.00	0.00	$0.00
22	Indirect Cost	$38,516.00	0.00	$38,516.00
24	In-Kind Expense	$0.00	0.00	$0.00
25	**GRAND TOTAL**	**$756,834.00**	**0.00**	**$756,834.00**

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: https://www.tn.gov/finance/looking-for/policies.html).

[2] Applicable detail follows this page if line-item is funded.

AMENDMENT 4
OF GRANT CONTRACT 69640

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Intellectual and Developmental Disabilities (DIDD), hereinafter referred to as the "State" and Cumberland County Board of Education, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract section C.1. is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed seven hundred fifty-six thousand eight hundred thirty-four dollars and zero cents ($756,834.00) ("Maximum Liability"). The Grant Budget, attached and incorporated hereto as Attachment B, shall constitute the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

2. Grant Contract Attachment B is deleted in its entirety and replaced with the new attachment B attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective once all required approvals are obtained. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

CUMBERLAND COUNTY BOARD OF EDUCATION:

Marlene Holton 3-27-23

GRANTEE SIGNATURE **DATE**

Marlene Holton IDEA Director

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES (DIDD):

BRAD TURNER, COMMISSIONER **DATE**

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp Director of Schools

Teresa Boston Board Chair

March 27, 2023

Billy Stepp, Director of Schools
Cumberland County Board of Education
368 4th Street
Crossville, TN 38555

Dear Mr. Stepp and Cumberland County Board of Education:

RE: Grant Participation

I respectfully request permission to accept DIDD Grant Award for and to participate in the following program during FY23:

- DIDD Grant Award: Adult Changing Table for MES ($5,000)

I certify and verify that the required assurances, deadlines, and needed revisions will be honored.

Sincerely,

Marlene Holton

Marlene Holton
Special Education Director

CC: Dr. Rebecca Farley, Chief Academic Officer
Mrs. Kim Bray, Chief Financial Office

GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date	End Date	Agency Tracking #	Edison ID
April 1, 2023	June 30, 2023	34401-99327	74566

Grantee Legal Entity Name	Edison Vendor ID
Cumberland County Schools	4173

Subrecipient or Recipient	Assistance Listing Number
☐ Subrecipient ☒ Recipient	Grantee's fiscal year end June 30th

Service Caption (one line only)

Adult changing table purchase and installation

Funding —

FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2023	$5,000.00				$5,000.00
TOTAL:	$5,000.00				$5,000.00

Grantee Selection Process Summary

☒ Competitive Selection	An application process was run as described in the approved Delegated Grant Authority.
☐ Non-competitive Selection	

Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.

Clayton Wells, Budget Director

Digitally signed by Clayton Wells, Budget Director
Date: 2023.03.16 15:52:07 -05'00'

Speed Chart (optional)	Account Code (optional)

CPO USE - GG

GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
TENNESSEE DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
AND
Cumberland County Schools

This grant contract ("Grant Contract"), by and between the State of Tennessee, Tennessee Department of Intellectual and Developmental Disabilities, hereinafter referred to as the "State" or the "Grantor State Agency" and Cumberland County Schools, hereinafter referred to as the "Grantee," is for the provision of purchase and installation of adult changing tables, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4173

A. SCOPE OF SERVICES AND DELIVERABLES:

A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.2. The Grantee shall purchase and install a powered, adult-sized changing table in the Grantee's owned or operated family restroom facility.

A.3. The Grantee shall ensure that all equipment and installation completed under this grant shall follow State and Federal regulations as they pertain to the accessible facilities.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on April 1, 2023 ("Effective Date") and extend for a period of three (3) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed five-thousand dollars ($5,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.

C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Department of Intellectual and Developmental Disabilities
Fiscal Services
UBS Tower, 8th Floor
315 Deaderick St., Nashville, TN 37243
DIDD.invoicing@tn.gov

a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

(1) Invoice/Reference Number (assigned by the Grantee).
(2) Invoice Date.
(3) Invoice Period (to which the reimbursement request is applicable).
(4) Grant Contract Number (assigned by the State).
(5) Grantor: Tennessee Department of Intellectual and Developmental Disabilities, Adult Changing Table Grant Program
(6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
(7) Grantee Name.
(8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
(9) Grantee Remittance Address.
(10) Grantee Contact for Invoice Questions (name, phone, or fax).
(11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:

i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
ii. The amount reimbursed by Grant Budget line-item to date.
iii. The total amount reimbursed under the Grant Contract to date.
iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

(1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
(2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
(3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date, in form and substance acceptable to the State.

a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.

b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.

c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.

d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.

C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.

C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.

C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.

C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.

a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the

Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").

b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Eli Rousey | Contract Manager
UBS Bldg. 8th Floor
315 Deaderick Street
Nashville, TN 37243
Phone: 615-804-2669
Eli.T.Rousey@tn.gov

Fiscal Contact:

Arlen Munden, Department Controller
Department of Intellectual and Developmental Disabilities
UBS Tower, 8th Floor
315 Deaderick Street
Nashville, TN 37243
arlen.munden@tn.gov
Telephone # 615-532-3031

The Grantee:

Marlene Holton
Cumberland County Schools

368 4th Street
Crossville, TN 38555
IDEA Director
(931)-484-3301
mholton@ccschools.k12tn.net

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.

b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.

c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.

D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.

If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment B

When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars ($5,000.00).

D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term

or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.

D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.

D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.

D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.

D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.

D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.

D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.

D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.

D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;

b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and

d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

CUMBERLAND COUNTY SCHOOLS:

Marlene Holton 3-27-23

GRANTEE SIGNATURE **DATE**

Marlene Holton IDEA Director

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES:

BRAD TURNER, COMMISSIONER **DATE**

ATTACHMENT A

GRANT BUDGET

The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period: **BEGIN: April 1, 2023** **END: June 30, 2023**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1]	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award [2]	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest [2]	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation [2]	0.00	0.00	0.00
18	Other Non-Personnel [2]	0.00	0.00	0.00
20	Capital Purchase [2]	$5,000.00	0.00	$5,000.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	**GRAND TOTAL**	$5,000.00	**0.00**	$5,000.00

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: https://www.tn.gov/finance/looking-for/policies.html).

[2] Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

CAPITAL PURCHASE	AMOUNT
Purchase and installation of adult-sized changing table	$5,000.00
TOTAL	$5,000.00

ATTACHMENT B

Parent Child Information

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is Cumberland County Schools a parent? Yes ☐ No ☐

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Cumberland County Schools a child? Yes ☐ No ☐

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____

BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

Via Electronic Mail

April 14, 2023

William G. Stepp, Director of Schools
Cumberland County Schools
368 4th Street
Crossville, TN 38555-4790
steppw@ccschools.k12tn.net

Dear Director Stepp:

Tenn. Code Ann. § 49-6-3004(e) allows a local board of education or private or church-related school that exceeds the full six and one-half (6 1/2) hours of legally mandated instructional time per day by one-half (1/2) hour daily for the full academic year to be credited with the additional instructional time.

The excess instructional time shall be accumulated in amounts up to, but not exceeding thirteen (13) instructional days each year. These days are referred to as stockpile days and stockpile days may be applied toward meeting instructional time missed due to inclement weather or serious outbreaks of illness affecting or endangering students or staff. Upon approval by the commissioner, stockpile days may also be applied to meeting instructional time missed due to natural disaster, dangerous structural or environmental conditions rendering a school unsafe for use, or for professional development.

You have submitted the attached request for permission to amend the calendar for Cumberland County Schools by converting May 23, 2023 and May 24, 2023 from a scheduled instructional day to a stockpile day for professional development. Your request is hereby granted. Please revise your 200 Day Calendar in EIS to reflect this change.

Sincerely,

Dr. Penny Schwinn_cb
Digitally signed by Dr. Penny Schwinn_cb
Date: 2023.04.19 10:15:04 -05'00'

Penny Schwinn
Commissioner

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

13 April 2023

Commissioner Penny Schwinn
710 James Robertson Parkway
Nashville, TN 37243

Commissioner Schwinn,

This letter is regarding Cumberland County Schools utilizing 2 stockpile days. To this date, we have only used 3 snow days of the cumulated 13 snow days. Pursuant to Tennessee Code Annotated (TCA). § 49-6-3004 (e)(1), school districts must receive permission from the Commissioner of Education to convert more of those days for use as professional development.

I am requesting to convert May 23 & May 24 to stockpile days for professional development. If we still have stockpile days available, they will provide us with valuable opportunity to prepare for our Acceleration Summer programming. This will also provide our teachers with an opportunity to plan for our newly adopted math textbooks and curriculum.

Please let me know if you require additional information. Thank you for your consideration.

Cordially,

William G. Stepp

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

SERVICE AGREEMENT
BETWEEN
MALLORY VARNER AND CUMBERLAND COUNTY
SCHOOLS
FOR
SPEECH/LANGUAGE SERVICES

This agreement is entered into by and between the Cumberland County School System and Mallory Varner, Speech/Language Pathologist (SLP).

It is hereby agreed that Mallory Varner will provide speech/language services part time on an as-needed basis during the remainder of the 2022-2023 school year.

Services will begin approximately April 1, 2023 and will terminate approximately June 30, 2023. The cost of these services will be $75 per hour. Services will be provided approximately 80 hours per month. Documentation of services will be submitted each pay period. Mileage will be paid for travel in the county at the Cumberland County rate. Travel forms will be submitted monthly. Materials and supplies will be provided by the Cumberland County School System in the same manner as supplied for other speech providers employed by the school system.

The speech language services may consist of screening, assessment, therapy, consultation, participation in case management meetings, developing individual education plans (IEPs), case management paperwork, and communicating with other IEP team members. Educationally relevant speech services will be provided. No medically-billable services will be provided.

These services may be evaluated periodically to determine whether services are being rendered as agreed upon by the parties. Should it be determined that services are not being rendered as specified in the agreement, this service agreement will be subject to termination.

Mallory Varner, MS CCC-SLP — 03/16/2023

Mallory Varner, Speech/Language Pathologist — Date

Marlene Halsta — 3/14/23

Cumberland County Schools — Date

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is entered into effective as of March 8 , 2023 (the "Effective Date") by and between CALVIN UNIVERSITY, a Michigan nonprofit corporation ("Calvin"), and Cumberland County Schools, a School District ("Agency").

WHEREAS, Calvin offers various life sciences education programs (collectively, the "Program") and desires to provide clinical experience to its students enrolled in Program (the "Students") and Calvin faculty members who may supervise the Students at Agency's facilities (the "Faculty");

WHEREAS, Agency operates facilities related to the subject matter of the Program; and

WHEREAS, Agency and Calvin desire to cooperate to furnish clinical educational internships to Students in accordance with Calvin's course curriculum, attached hereto as Exhibit A.

NOW, THEREFORE, it is mutually agreed as follows:

1. **Facilities.** Agency shall provide Students with opportunities to obtain experience utilizing the clinical facilities of Agency in connection with the Program. Subject to the terms of this Agreement, Agency reserves the right to limit the total number of Students assigned to any Agency facility. Subject to availability, Calvin may reserve conference and classroom space at Agency's facilities for Student use and Students and Faculty may have access to the Agency's cafeteria and library, if available. Students and Faculty may have library checkout privileges, if available. Subject to availability, parking may be provided for Students and Faculty while at an Agency facility.

2. **Patient Care.** Agency shall at all times have the ultimate responsibility for patient care within all Agency facilities. Agency managers shall have the authority and responsibility to direct patient care within all Agency facilities.

No provision of this Agreement shall prevent any patient who is a client/student treated by a speech pathologist through Agency from requesting not to be a teaching patient or prevent any member of the Agency medical staff from designating any patient as a non-teaching patient. Agency reserves the right to restrict any and all program activity when, in the discretion of Agency, the welfare of any patient requires such a restriction.

3. **Confidentiality.** Calvin and Agency shall instruct Students of the importance of respecting the confidential and privileged nature of all patient information which may come to their attention through patient contact and Agency records. Appropriate ethical and professional conduct shall be required of all Students and Faculty at all times. Agency reserves the right to deny the access to any records or Agency facilities of any Student or Faculty who disregards this

requirement. Students and Faculty shall not disclose, discuss or otherwise reveal any information regarding patients or visitors except that which is required in the course of performing their duties.

4. **Orientation.** Agency shall provide an orientation to the Students and Faculty. Orientation will include an introduction to Agency policies and procedures, including safety, infection control and documentation guidelines specific and appropriate to the clinical experience activities. Orientation shall take place prior to the first clinical experience. All new Faculty shall attend orientation to the clinical setting. The content and length of the clinical orientation shall be mutually established according to needs. Faculty will be updated on any changes in care delivery and practice issues and will be provided with the opportunity for additional clinical orientation, as necessary. The Faculty and Students shall abide by all Agency policies and procedures provided in writing to Calvin prior to the first clinical experience.

5. **Clinical Coordination.** Agency and Calvin shall each designate one person to coordinate the assignment of Students to the clinical units and facilities. Initially, the liaison for Agency shall be Marlene Holton, Special Education Director. Initially, the liaison for Calvin shall be Elizabeth Cronkrite, Distance Education Clinic Director.

6. **Assignment of Students.** The assignment of Students to Agency units shall be according to a schedule, which shall be jointly agreed upon by Calvin and Agency. Students may obtain clinical experience only on those patient care units which have been specifically designated by Agency as clinical experience units during the scheduling process. Students shall wear their appropriately designated identification at all times while at Agency facilities.

Calvin shall provide to Agency a list of Student names, dates of assignments, course objectives and/or course syllabus, and other related information, as requested by Agency. A list of names, addresses and phone numbers of each Student will also be provided to Agency prior to the start of the assigned clinical experience. Calvin shall notify Agency of any cancellation of a pre-planned assignment prior to the beginning of the scheduled clinical experience.

Requests for Student placement by Calvin shall be submitted in advance. No provision of this Agreement shall prevent Agency from refusing to accept any Student or Faculty for the safety and quality of patient care in an emergency situation or otherwise. Agency shall notify Calvin in writing of any refusal to accept a Student and the basis for such refusal within two (2) business days of such refusal. In connection with this Agreement, Agency and Calvin shall each comply with all laws, including, without limitation, antidiscrimination laws.

Calvin has performed a criminal background check for each Student and Faculty prior to beginning any clinical experience at Agency's facility. Such criminal background check was performed by a third party investigator at the time of a Student's enrollment in one of Calvin's life sciences degree programs (or shortly thereafter) or at the time of a Faculty's employment with

Calvin (or shortly thereafter), and included a search of criminal convictions in the State of Michigan and such counties outside the State of :Michigan in which such third party investigator determined such Student or Faculty resided during the seven (7) years prior to the date of the criminal background check. After redacting all Student and Faculty names and other personally identifiable info1mation from the results generated by the third party investigator, Calvin shall forward to Agency all such criminal background check results, which shall list the date on which each criminal background check was performed. If Agency is regulated by Michigan Public Acts 27, 28 or 29 of 2006, Calvin shall also provide Agency with a Clinical Student Disclosure Statement, in the form prescribed by the Michigan Department of Community Health, Bureau of Health Professions, for each Student. Agency shall ensure that the results of any such background check or Clinical Student Disclosure Statement shall be kept strictly confidential and shall be used by Agency only to approve or disapprove of such Student or Faculty for placement. Calvin makes no representations or warranties of any kind regarding (a) any such criminal background search results and Clinical Student Disclosure Statements, including, without limitation, the accuracy, completeness or sufficiency of such results, and (b) whether any Student or Faculty is acceptable to participate in Agency's clinical programs or ultimately eligible for licensure, It shall be the sole responsibility of Agency to analyze such criminal background check results and/or Clinical Student Disclosure Statements, perform such additional background checks as Agency deems necessary and to determine whether the person to whom the results pertain is eligible to participate in Agency's clinical programs, If Agency determines that a Student or Faculty shall not participate at Agency's facilities, Agency shall so notify Calvin within two (2) business days after Agency's receipt of the background check results and/or Clinical Student Disclosure Statements, and Calvin shall notify the individual concerned. Calvin shall ensure that such individual shall not participate in any clinical program at Agency's facilities contemplated by this Agreement.

7. **Suspension of a Student's Participation.** Agency shall have the right to temporarily relieve a Student from a specific assignment or require the immediate removal of a Student from an Agency facility for the safety and quality of patient care in an emergency situation or otherwise, pending a final determination of the future status of such Student by the parties. Agency shall submit a reasonably detailed written report of any such action to Calvin within two (2) business days after such relief from assignment or removal. The parties agree to cooperate in an effort to resolve such action and to prevent the recurrence of any perfom1ance that is unsatisfactory or any behavior that is disruptive, unsafe or detrimental to the Agency facility and/or patients.

8. **Records.** Calvin shall maintain all educational records and reports relating to the educational program completed at Agency's facilities by individual Students and/or Faculty, and Agency shall have no responsibility regarding same.

9. **Evaluation of Students in the Clinical Setting.** Except as otherwise provided in this Section 9, the Faculty assume the responsibility to evaluate the performance of the Students

while they are within Agency's clinical setting and are encouraged to solicit input from Agency's staff Calvin agrees to maintain regular contact with the Students while the Students are in Agency's clinical setting. If Agency agrees to provide the primary evaluation responsibility for Students during the clinical experience, Agency will maintain regular communication with the Faculty and notify Faculty immediately if a Student is not making progress at Agency's clinical site. At the conclusion of the clinical experience, the Faculty and the appropriate Agency staff will evaluate the learning experience in the clinical setting. An annual meeting with representatives of Agency and Calvin will be scheduled to evaluate the internship program, discuss changes and developments, and to make suggestions to meet future needs.

10. **Faculty.** Calvin shall provide to Agency a list of Faculty names, including area of teaching responsibility, position, and telephone numbers where the Faculty can be contacted. Calvin shall provide written notification to Agency of any revisions or changes in Faculty as needed throughout the year in a timely manner. Calvin may solicit input regarding qualifications of any Agency staff who are candidates for faculty positions with clinical rotations at Agency.

Calvin shall provide to Agency evidence of current state licensure, and/or certification of any Faculty engaged in clinical supervision, upon request by Agency. Faculty shall wear their appropriately designated identification at all times while at Agency facilities.

11. **Faculty/Student Health.** Calvin shall provide to Agency written documentation of negative TB results for all Students who may have direct contact with patients at any Agency facility. Additionally, Students who may have direct contact with patients at any Agency facility shall be required to comply with the Occupational Safety and Health Administration requirements related to blood borne pathogens. Any students who refuse Hepatitis B vaccination will be required to sign acknowledgment waivers.

Students and Faculty may use the emergency and outpatient services of Agency, if any, for medical care while they are participating in the educational program at the cost customarily charged by Agency to the general public for such services.

12. **Insurance.** Calvin shall maintain general liability insurance coverage for each Student and Faculty in the amounts of at least One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) aggregate. A certificate evidencing such coverage is attached hereto as Exhibit B.

13. **Indemnification.** Each party agrees to indemnify, hold harmless and defend the other party from and against any claim, liability or loss, including, without limitation. attorneys' fees, suffered by the other party arising from the acts or omissions of the indemnifying party or its employees or agents. This indemnity obligation shall survive the termination or expiration of this Agreement, such indemnification subject first to the proceeds of any insurance policy covering the loss.

14. **Calvin Discipline.** Calvin shall have full responsibility for the conduct of all Student and Faculty disciplinary proceedings.

15. **Students/Faculty Not Employees.** Students and Faculty shall not be deemed to be employees of Agency for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the internship program. Each Student is placed within a Agency facility to receive clinical internship experience as a part of his or her academic curriculum, and each Faculty is placed within a Agency facility to aid in such Student clinical experience. Those duties performed by a Student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall Students or Faculty replace or substitute for any employee of Agency. This provision shall not be deemed to prohibit the employment of any such participant by Agency under a separate employment agreement.

16. **Program is Mutually Beneficial.** There shall be no monetary consideration paid by either party hereto to the other, it being acknowledged that the program described herein is mutually beneficial. The parties shall cooperate in administering this program in a manner which will tend to maximize the mutual benefits provided to Calvin and Agency and so that Calvin can offer its Students beneficial educational experiences and Agency can benefit through exposure of its staff to advances in medicine, by aiding in the growth and development of the profession and through the potential for recruitment of future employees.

17. **Terms of Agreement.** This Agreement shall be effective upon its execution by Agency and Calvin and shall continue in effect until one (1) year after the Effective Date. At the end of the initial term, if the parties agree, the Agreement shall renew each year for an additional one (1) year term, until terminated by one of the following methods:

a. By mutual agreement of the parties;

b. By either party providing thirty (30) days prior written notice to the other party, if the other party has failed to perform any duty or responsibility under this Agreement; or

c. By either party providing ninety (90) days prior written notice to the other party for any or no reason.

Notwithstanding termination of this Agreement, all Students enrolled in the internship program at the effective date of such Termination shall be permitted to complete the internship program.

18. **Notices.** Any notice under this Agreement to Calvin should be provided to:

DeVos Communication Center
1810 East Beltline Ave SE
Grand Rapids, MI 49546

Attn: Elizabeth Cronkrite, Distance Education Clinic Director

Any notice under this Agreement to Agency shall be provided to:

Cumberland County Schools
368 Fourth St
Crossville, TN 38555

Attn: Marlene Holton

19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. The provisions of this Agreement shall supersede all contemporaneous oral agreements, communications and understandings and all prior oral and written communications, agreements and understandings between the parties with respect to the subject matter of this Agreement. Each party acknowledges that no representation, inducement or condition not set forth herein has been made or relied upon by either party.

20. **Modifications; Waivers.** No provision of this Agreement shall be amended, altered, modified or waived unless done so in writing, signed by a duly authorized representative of the party against whom such modification or waiver is sought to be enforced." The terms and conditions contained in any Amendment shall prevail over conflicting terms and conditions contained in this Agreement. A waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach or failure to comply with any other provision of this Agreement.

21. **Privacy Regulations; Confidentiality.** Agency and Calvin acknowledge that they and this Agreement are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, and all regulations promulgated thereunder ("HIPAA") and each shall comply in all material respects with the health information privacy provisions of HIPAA. Calvin further acknowledges that any other information it gains from or concerning Agency through this Agreement is and shall remain confidential and shall not be disclosed to any third party without the prior written consent of Agency.

22. **Regulatory Compliance.** The parties acknowledge that currently there are, and from time to time may be, certain standards, rulings, regulations or orders issued by the Centers for Medicare and Medicaid Services, the Federal Trade Commission or other federal, state or local

government agencies regarding billings for professional services rendered to clients. In the event Agency undertakes to bill clients or third-party payers for any services rendered by the Students or Faculty, or for the services of any attending or supervision agents, physicians or other health care professionals, Agency shall be solely responsible for compliance with all applicable standards, rulings, regulations and orders, and shall maintain such records and documentation as may be required to demonstrate such compliance. Calvin shall have no obligation with respect to any billings undertaken by the Agency.

23. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and lawful assigns. Neither party may assign or delegate this Agreement without the prior written consent of the other party. Any purported assignment or delegation of this Agreement, in whole or in part, without the prior written consent of the non-assigning party shall be void and of no effect.

24. **Third Parties.** This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than Agency and Calvin; without limiting the generality of the foregoing, no rights are intended to be created for any patient, Student, Faculty, parent or guardian of any Student, or employer or prospective employer of any Student.

25. **Applicable Law.** The terms and conditions of this Agreement shall be governed, construed, interpreted and enforced in accordance with the domestic laws of the State of Michigan, excluding choice of law principles.

26. **Headings.** The headings used herein have been used for the convenience of the parties and are not to be used in construing this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CALVIN UNIVERSITY:

By: _____

Noah Toly, Ph.D.

Its: Provost

AGENCY:

By: Marlene Holton

Marlene Holton

Its: IDEA Director

EXHIBIT A

Internship Curriculum and Objectives

SPAUD 540, 541, 542 Clinical Practicum: Off Campus Placement

CATALOG DESCRIPTION

This course provides students with continued clinical learning through supervised experiences in selected off-campus sites. The course includes an advanced clinical seminar session to present cases and discuss Christian perspectives of practice. Current research and technological advances are considered for clinical application. Prerequisite: acceptance into the SPAUD MA program.

COURSE OBJECTIVES and STUDENT LEARNING OUTCOMES

Satisfactory completion of this course is necessary to meet the academic standards of the Calvin University's Speech Pathology and Audiology Program and the knowledge and skills required by the American Speech-Language-Hearing Association's (ASHA) Standards for the Certificate of Clinical Competence in Speech-Language Pathology. Students are required to achieve an overall course grade of B to satisfy KASA standards. Remediation for achieving specific objectives may be implemented, if necessary.

Specific standards addressed in this course are:

- ASHA Standard IV-H: The applicant must have demonstrated knowledge of entry level and advanced certifications, licensure and other relevant professional credentials, as well as local, state, and national regulations relevant to professional practice.
- CAA Standard 3.1.1B: Understand the role of clinical teaching and clinical modeling as well as supervision of students and other support personnel.
- CAA 3.1.6B: Process of Clinical Education and Supervision.
- CAA 3.1.1B: Understand of the characteristics of the individuals served (e.g., age,
- demographics, cultural and linguistic diversity, educational history and status, medical history and status, cognitive status, and physical and sensory abilities) and how these characteristics relate to clinical service.
- ASHA Standard V-A: The applicant must have demonstrated knowledge of entry level and advanced certifications, licensure and other relevant professional credentials, as well as local, state, and national regulations relevant to professional practice.

Students are required to achieve an average score of 80% or higher in each learning objective to pass this course.

Upon completion of this course, students will:

- Demonstrate understanding of state licensure, ASHA certificate, CF requirements, Praxis requirements (IV-H). Assignments for this objective:
  - Licensure/Certification assignment
  - CF/Praxis requirements assignment.
- Demonstrate understanding of the role of clinical teaching and clinical modeling as well as supervision of students and other support personnel. (3.1.1B). Demonstrate the process of clinical education and supervision (3.1.6B). Assignments for this objective:
  - supervision/clinical teaching assignment.
  - Final Score on Essential Functions Eval, section E, statement 7
- Demonstrate interaction and personal qualities of communication, collaboration, ability to provide counseling (3.1.1B). Assignments for this objective:
  - Final Score on Essential Functions Eval, section D, statement 7
  - Final Score on Off Campus Competency Eval, section B, statement 1
- Demonstrate understand of the characteristics of the individuals served (e.g., age, demographics, cultural and linguistic diversity, educational history and status, medical history and status, cognitive status, and physical and sensory abilities) and how these characteristics relate to clinical service (CAA 3.1.1B). Assignments for this objective:

- Final Score on Off Campus Competency Eval, section B, statement 5
- written assignment.
- Also, self-assessment questionnaire completed prior to class for personal individual cultural knowledge (results are personal and not viewed by professor or any other students – strictly for personal awareness).

GRADES AND ASSIGNMENTS

Off-Campus/Externship:

The majority of a student's grade will be provided to them by their external supervisor(s) (CI) over the course of the semester. The external CIs will complete the 2 evaluations: one at midterm and one at final. These assessments measure the skills learned during the course of the graduate program through coursework and clinical experience.

The ***Essential Functions Evaluation*** assesses the requisite skills in five areas: communication, motor, intellectual-cognitive, sensory-observational, and behavioral-social.

The ***Off-Campus Competency Evaluation*** assesses skills in the areas of evaluation, intervention, and collaboration. The skills assessed in the 2 evaluations enable a student to meet graduate and professional requirements as measured by state and national credentialing agencies. Failure to meet or maintain the Essential Functions may result in action against the student, including, but not limited to dismissal from the program.

Externship Project:

Students will be completing a research-based project for their external CI based upon their request. Projects are expected to be research in an area of interest for the CI or the externship site. All projects will be pre-approved by the course instructor by the 4th week of class. If your CI does not indicate an area of research, students will find a topic of research related to their clinical site. The student's grade will be based upon the presentation of the project and any handouts/supporting documentation. Students will create a video for the project presentation which will be uploaded to the class Teams site. Students will also upload any handouts, presentation slides or other relevant documents. 4 classmates will also provide written feedback about their classmates' projects/presentations.

Class Readings and Assignments:

Readings and assignments will be provided in the Moodle site and assigned the week prior to their due date. All assignments are graded on a 10-point scale. There is a final essay on Faith in Practice.

Non-graded items:

The Clinical Liaison will make contact with all of the external CIs to check on students' progress and address any issues that arise.

Finally, students will track their clinical encounters on **Typhon**. The external CIs will sign off on clinical hours in Typhon. Weekly tracking of clinical time into Typhon is expected.

Students will have a **final project**, dates to be determined. For this project they will meet with the Program Director and Clinic Liaison for a semester review of academics, clinical work, clinical hours, 5 typed goals for the next semester, and any other items of question or concern.

EXHIBIT B

Insurance Certificate

Will be sent to facility via separate email

Cumberland County Board of Education

2022-2023 Annual Planning Calendar

JULY
- Summer Law Institute
- Approval of Members 6.317- BO
- Appoint System Testing Coordinator
- Annual Utilization Report SRO's-Bo
- Orientation for New Teachers
- Field Trip Approval
- Vendor Contracts – School

AUGUST
- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- New Teacher Celebration and Orientation
- Retirement Celebration
- Apply for Grants FRC, CSH, and SS
- New Board Member In-service

SEPTEMBER
- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Accountability Presentation
- Fall District Meeting
- TSBA Boardsmanship Code of Ethics

OCTOBER
- Student Activity Funds Audit Report 2.900
- School Compliance Document
- Approval of Compliance Report

NOVEMBER
- Annual Notification of Student Rights 6.601
- Food Service Report 3.500
- Financial Report for Last Fiscal Year 2.701
- TSBA Leadership Conference/Annual Conference
- School/System Report Card
- Salary and Benefit Review Task Force
- TASBO

DECEMBER
- Budget Preparation Calendar 2.200
- Distribute Budget Requests to Staff
- DEC 1 Report-HR

JANUARY
- State Financial Audit Review
- Prioritize Budget Request
- Insurance Benefits Review
- Tenure Teacher Election and Celebration
- BOE Retreat – Annual Review of Strategic Plan
- Strategic Plan Update

FEBRUARY
- Day on the Hill
- Safety committee 3.201
- Budget Preparation

MARCH
- Certification of Textbook Adoptions 4.401
- Budget Preparation

APRIL
- Budget Preparation
- Present Preliminary Budget
- District Solutions Bus Advertising Contract

MAY
- Employee Non-Rehire Notification
- Approval Facilities Use Fees 3.206
- Submit Budget
- Director of Schools Evaluation
- Approve Tuition Fees 6.204
- Approval of Travel Compensation Rates 2.804
- Review Attorney Contract (bi-annually)
- Review SRO Contracts
- Strategic Compensation Plan Approval
- Year End Experience Report-HR

JUNE
- Non-Rehire/Tenure Notifications 5.201
- Approve Annual Budget 2.200
- Submit Budget to County Government
- Federal Consolidated Plans (ESSA, IDEA, CTE, VPK, Homeless, 21st CCLC)
- Coordinated School Health Report
- Submit Salary Scales for Approval

WORK SESSIONS OR RETREAT TOPICS
- School System Report Card
- Coordinated School Health
- Facility Planning
- 5-year Capital Improvement Plan
- Salary and Benefits Review

ON GOING
- Attendance Monthly Report
- Financial Monthly Report
- Maintain Board of Distinction
- Policy Review and Update
- Monitor School Zones
- School Visits
- Administrative Evaluations
- Employee Advisory Council
- Student Advisory Council
- Monthly Administrative Meetings
- Personnel Report
- Work Sessions
- TSBA Training

- Pending Task
- Initiated Task
- Completed Task
- Disregard Task

4/5/23

Cumberland County Schools Enrollment

	Pre-K	SE	K	1	2	3	4	5	6	7	8	9	10	11	12	9+	**Total**	K-3	4-6	7-8
Brown	20		57	82	52	70	70	74	65	66	66						**622**	261	209	132
Crab Orchard	17		40	29	52	47	57	43	50	40	53						**428**	168	150	93
Homestead	40		74	74	57	64	68	84	70	85	55						**671**	269	222	140
Martin	38		79	71	83	87	87	70	66	74	65						**720**	320	223	139
North	20		49	50	63	53	57	55	71	53	58						**529**	215	183	111
Pine View	19		18	15	17	23	16	21	14	15	21						**179**	73	51	36
Pleasant Hill	19		52	62	62	63	64	64	77	63	63						**589**	239	205	126
South	38		51	59	52	62	67	52	65	47	63						**556**	224	184	110
Stone	20		59	53	72	66	72	56	56	69	85						**608**	250	184	154
CCHS												247	263	251	226		**987**			
SMHS												300	242	234	176		**952**			
Phoenix																72	**72**			
Total	231	0	479	495	510	535	558	519	534	512	529	547	505	485	402	72	6913	2019	1611	1041

Board Date:4-27-23

CERTIFIED

New Hires:

Name	Location	Date	Replacing
Jennifer Potter	System Wide	3/27/23	Denise Bailey

Resignations/Retirements

Name	Location	Date	Status
Brandi Dixon	South	5/26/23	Resign
Keith Cole	SMHS	5/26/23	Retire
Victoria Mackzum	HES	6/1/23	Retire
Kimberly Wattenbarger	SMHS	6/2/23	Retire
Gwen Tayse	Martin	5/26/23	Retire

Transfers

Name	From/To	Date

Terminations

Name	From/To	Date

NON-CERTIFIED

New Hires:

Name	Location	Date	Replacing
Joseph Beaty	CCHS	4/11/23	--
Christopher Moore	CCHS	3/29/23	--
Alicia Smith	Phoenix	4/12/23	New Position
Annette Davidson	PHS	3/14/23	PT to FT
Sherrie Kurek	SMHS	4/3/23	Messena Davis
Daniel Moomey	South	3/28/23	Jim Cotton

Resignations/Retirements:

Name	Location	Date	Status
Victoria Green	Crab Orchard	5/26/23	Resign
Janet Parke	HES	5/26/23	Resign
Vickey Eller	HES	5/26/23	Retire
Gail Stokes	HES	5/26/23	Retire
Peggy Brown	Brown Elem	5/27/23	Retire
Joyce Cooper	Transportation	3/31/23	Retire

Transfers

Name	From/To	Date

Terminations

Name	From/To	Date
James Roise	PHS	3/9/23

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

William G. Stepp ● Director of Schools Teresa Boston ● Board Chair

4/19/2023

Mr. Stepp and Cumberland County Board of Education,

I am submitting to you the Cumberland County School Nutrition Program's staff changes:

New Hires:

Name	Location	Date	Replacing
Nicolette Paige Thomas	Pleasant Hill Elementary	3/15/2023	Betty Tate (transferred to Brown)
Shania Cooper	District Field Manager Assistant	3/27/2023	Summer Brannum

Resignations/Retirements:

Name	Location	Date	Status
Daniel Reed	Café Sub	3/14/2023	Resignation
Audrey Melton	North Cumberland Café	4/11/2023	Resignation
Diane Roise	South Cumberland Café	5/26/2023	Retirement

Transfers:

Name	Location (From/To)	Date	Replacing
N/A			

Terminations:

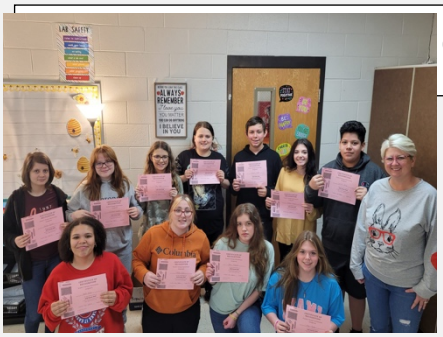
Name	Location	Date	
N/A			

All background check requirements have been completed.

Respectfully,
Kathy Hamby
Kathy Hamby
School Nutrition District Supervisor
Cumberland County Board of Education – Central Services

BES April 2023 Newsletter

Kindergarten has been studying colonial history. They made butter, listended to a special guest, Alyssa Herrick, and learned about life during that time.



On St. Patrick's Day students learned about weather from meteorologist Mark Baldwin, and kindergarten tried to catch leprechauns.

Fifth grade studied the phases of the moon with a fun, engaging activity.

Lisa Parker's first grade class had a book tasting on Dr. Seuss's birthday.

FRANK P. BROWN
ELEMENTARY SCHOOL

Ollie Otter Booster Seat and Seat Belt Safety Program

Our hallways are beautiful with spring artwork made by students and Ms. McDonald.

We rocked our socks for World Down Syndrome Day.

3rd grade studied the ladybug life cycle and then released the insects.

CCHS
APRIL NEWSLETTER

CUMBERLAND COUNTY HIGH SCHOOL
FAIRFIELD GLADE LIONS CLUB
STUDENT OF THE MONTH

EMILY FARLEY

Way to Go!

Huge congratulations to sophomore Owen Brown on his 2nd place win at the FCCLA conference. He will take his Public Policy Advocate Project to the national competition in Colorado in July to compete against other FCCLA members nationwide. Way to go Owen!!!

CCHS JETS AVIATION

Congratulations to Logan Lanzi on earning his instrument rating! Way to go! #CCHSAviation ✈️

FLYING.....

WHAT JETS DO BEST!

Congratulations to Michael Lewis! He has completed his final check ride and has received his private pilot's license (all before graduating high school)! Way to go!!! #CCHSAviation ✈️

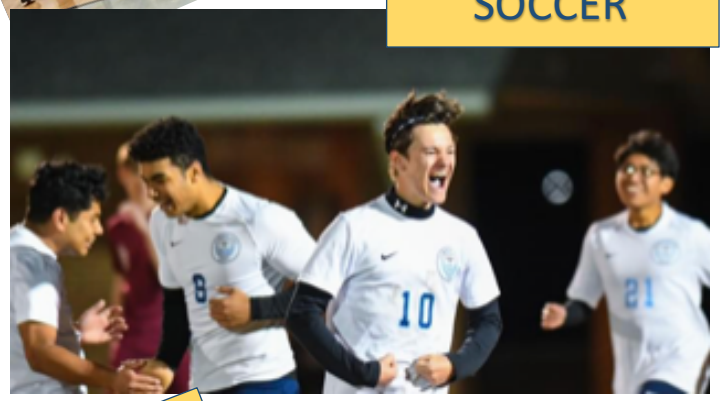
JETS SPRING SPORTS TEAMS ARE READY FOR SOME WINS!

GO JETS!

BASEBALL

TRACK

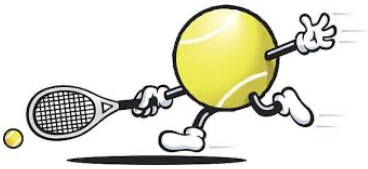
SOCCER



SOFTBALL

TENNIS

SOCCER



Cumberland County School Board members toured the CTE programs at CCHS. It was a great day seeing our students in action showing off their skills. Thanks to all our student leaders and teachers, with a special shout out to the CCHS culinary team for providing an amazing lunch!

Students at CCHS in Aviagen Poultry Production conducting egg evaluations.

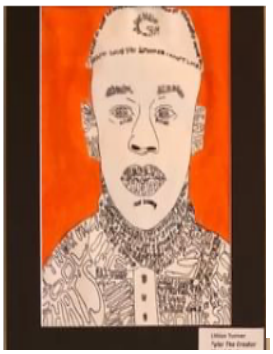
Congratulations to freshman

Molly Neal

Her essay about

"What The American Flag Stands For"

Won first place in the county for 9th graders and first place for the southeast region! Her essay is now competing with other 9th graders



Congratulations to the winners of the Art Contest Sponsored by WCTE Central TN PBS.

1st Place – Dante Rose
2nd Place – Gabby Phillips
3rd Place -Jodi Miller

Honorable Mention – Joseph Baker and Lillian Turner.

FCCLA

CCHS students competed at the FCCLA State Leadership Conference this past week. Students who received first or second place will advance to nationals this summer, in Colorado to represent Cumberland County. Congratulations to all our competitors!

CCHS Team:
Public Policy Advocate: Owen 2nd
Job Interview: Abby Grace 2nd
Teach or Train: Hannah - 2nd
Culinary Arts: Jackson - 4th
Baking & Pastry: Brandi - 4th
Baking & Pastry: Olivia - 5th

Vice-Principal Appreciation!

Mr. Miller
Mrs. Allen
Mr. Nivens

A big THANK YOU to our wonderful Vice-Principals!

Congratulations to junior Clay Mullen for receiving the Governor's Volunteer Star Award from Mayor Allen Foster. Clay was nominated by Coach Eich and selected by Governor Bill Lee from other high school students statewide.

Thirty–seven FFA Members attended the 95th annual TN FFA state convention. Students completed in multiple CDEs, presented agriscience fair projects, and attended sessions to hear from state officers and industry professionals.

Shout out to some of our star students!

🥇 Ayden Mahaney- state winner agriscience fair
🥇 Isabella Cross and Jacob Atkinson- state winner agriscience fair
🥈 lebron Harris- state runner up agriscience fair
🥈 Isabellia Cobb and Zoe Gunter- state runner up agriscience
🏆 Seth Troglin, Darbie Hurley, Ana Rios, Dani Hessler, Braden Bassett, Marley Elliott, Whitley Atkinson, Alissa Parsons-4th in state CCM team
🏆 Josilyn Hurt, Skylar Treslar, Lillian Turner, Layla Hubbard- Meats Evaluation team
🏆 Isabella Cross,Lexi Christian, TJ Hargis, Lesley Garrett- Quiz Bowl Team
🏆 Also big **congrats** to our state degree recipients

FFA

Doing Great Things

Congratulations to our Livestock Judging team for participating in Agribition today!

CRAB ORCHARD NEWS

March 2023

3-PEAT WINNER

Trevor Thompson takes the gold again this year as the Tennessee State Champion in both the 3D and Bullseye category. This is his third year in a row being the 3D state champion.

NATIONAL BOUND

We are excited to report that all of the Crab Orchard Elementary archery teams qualified for the National Archery Tournament. CO also became TN State Champions for Middle School 3D Archery.

COUNTY WIDE WINNERS

Mr. B's room takes the win in the county-wide smoothie contest. Their smoothie will be served at all schools within the county.

Raylee Crabtree was the winner of the Cumberland Medical Center's "Love Your Heart" contest.

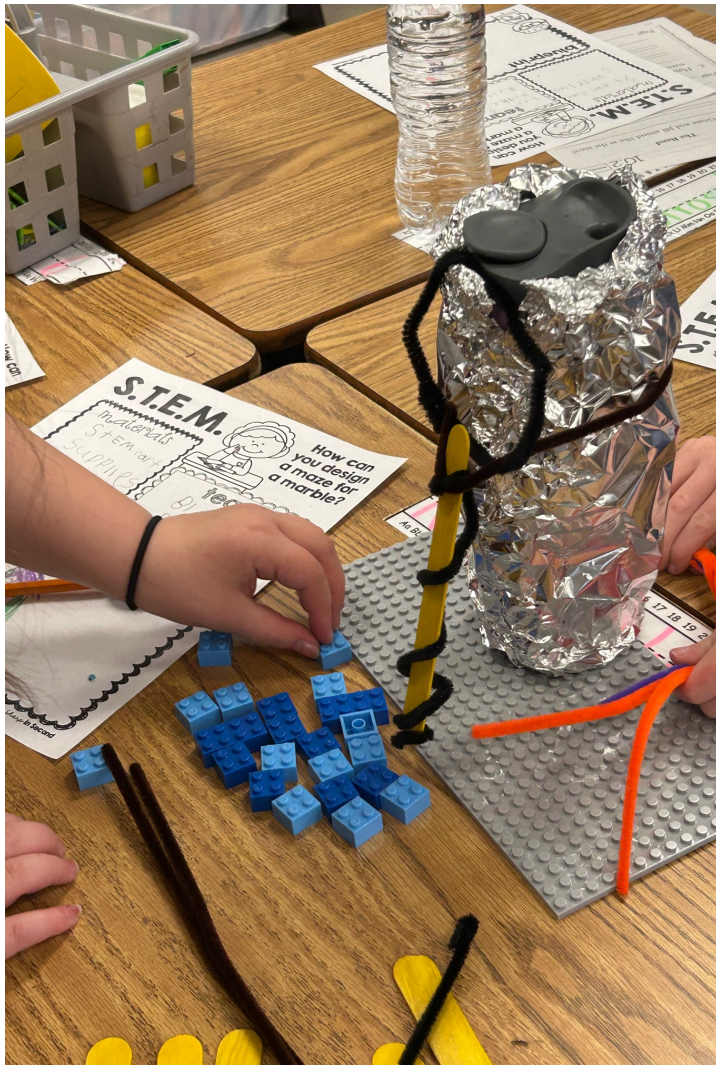
Homestead students have been busy exploring and showcasing their talents!

BULLDOG PRIDE

Martin Elementary News

Our students are enjoying the warm spring weather and our new playground equipment!

Mrs Sears based this STEM activity on the 1st grade Fairytale unit. Her students were collaborating together to build a tower for Rapunzel and they needed to make a way for her to escape!



TTU Math Competition

- Seventh and eighth grade students from Martin participated in the Upper Cumberland Middle School Math Competition at Tennessee Tech University on April 13, 2023.

Our students have enjoyed participating in Cross Country Races!

Martin FFCLA students competed at theState Leadership Conference in Gattlinburg.

- Ebelin Vasquez, Elmer Donis, Lyric Authier, Risha Patel and Lyla Shoemaker all advanced to Nationals. FCCLA Nationals will be held in Denver Colorado this July. We are so proud of our students!

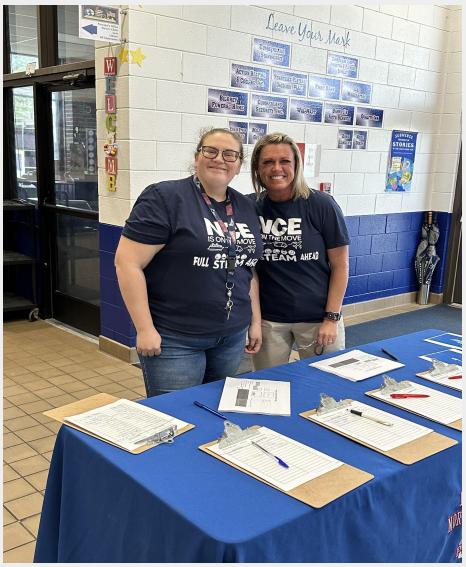
Congratulation to Daniel Williams for being our Heart Challenge winner! He has been the highest doner every year except one for the past five years!

Kindergarten Students enjoyed an egg hunt during gym class!

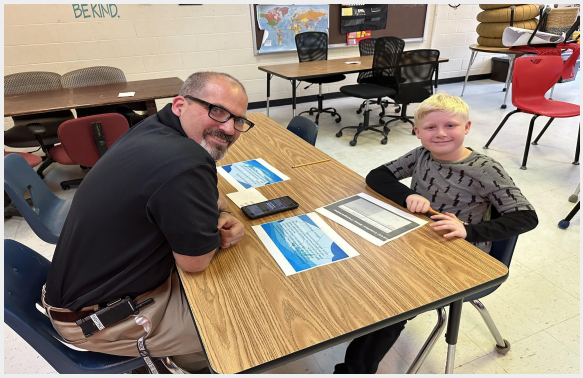
North News

STEAM Night
"Water Transportation"

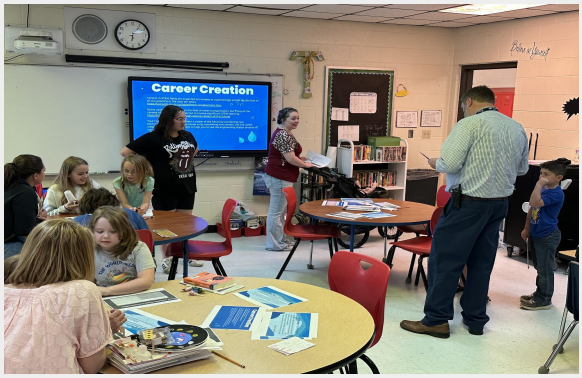
North Cumberland hosts their last STEAM event of the year which focuses on water transportation.



North News


BE KIND.

Scholastic
SECRETS
OF THE
SEA
BOOK FAIR


Career Creation

Phoenix Happenings

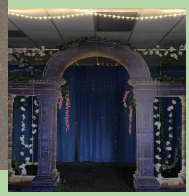
The Biggest Loser....

Congratulations to Ross Shirley, 1st Place Winner, Shaun Hinds, 2nd Place, and Shanna Freitag, 3rd Place Winner in the Biggest Loser Contest at Phoenix. Mr. Shirley donated his winnings to a needy family.

Thanks to the "Prom Crew" for setting up and decorating for prom!

Congratulations

Prom King Tyler Thompson and Prom Queen Rebecca Williams!



Term 3 Honor Roll

A Honor Roll included Hope Prowse and Elijah Vandever.

A-B Honor Roll recipients included Hunter Johnson, Serinity Newberry, Makayla Ogle, Chloe Reid, and Ricky Scheller. Way to go!

Employee of the Month

Rebecca Havrika was chosen as February's employeee of the month. "She is a great asset to the nutrition department and can do every job in the kitchen." You rock Becky!!

Assistant Principal Appreciation Week

Assistant Principal Sharon Miller receives gifts in recognition of her contributions and hard work to the students and staff at Phoenix. Thank you!

Librarian Appreciation

"You're not just glue, you are Glitter glue!"

"Thank you" says Mrs. Smith.

ParaProfessionals Appreciation...

Where would we be without you?

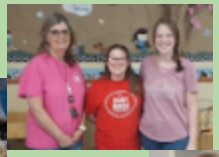
We love our ladies....

Emily Hargis...Elem Alternative

Gigi Lewis...Phoenix High School

Carol Barreto...Daycare

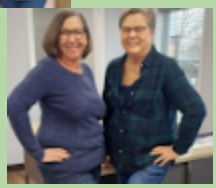
Amy Buckner...Daycare



Regina Regan...TEIS Baby Birds

Amy Gaynor....TEIS Baby Birds

Ali Jo Barnes...TEIS Baby Birds

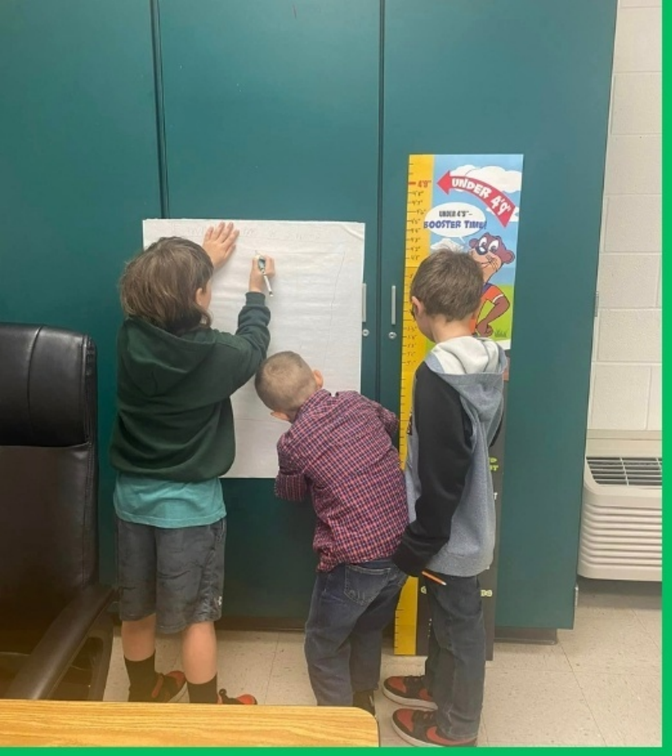


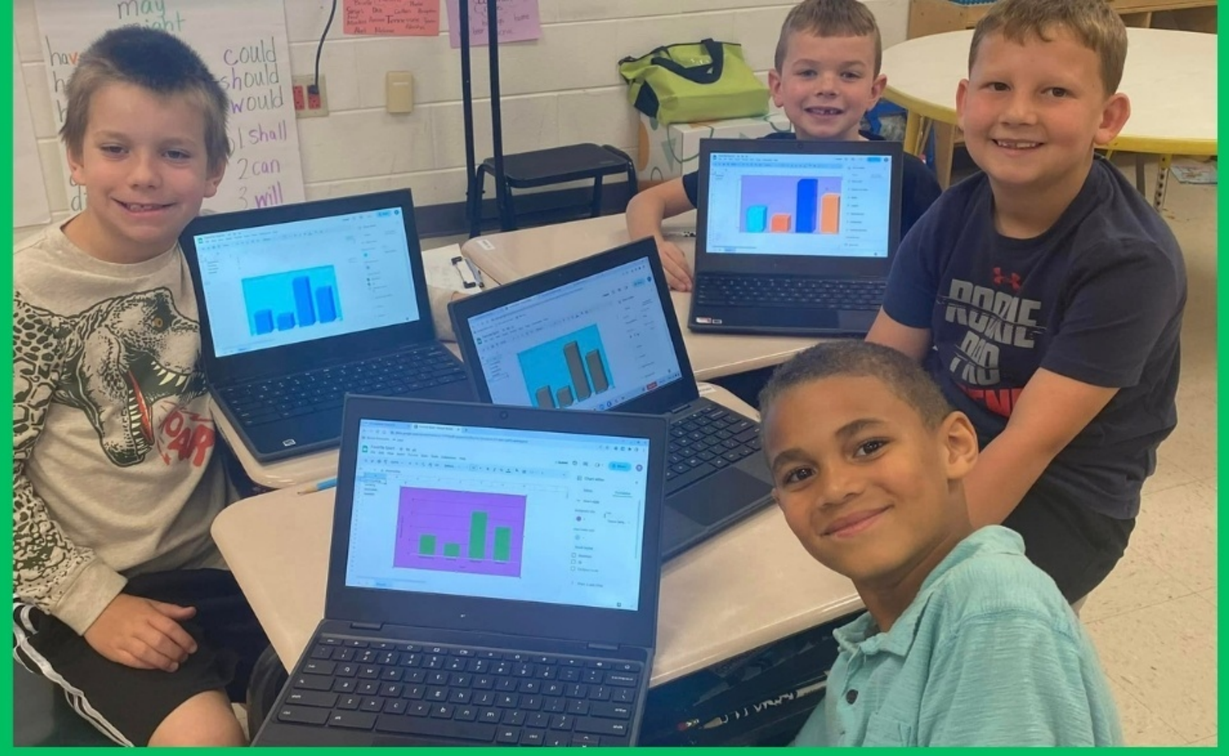
Kim Davenport...Transition Academy

Sherry Knox....Transition Academy

Phoenix FFA

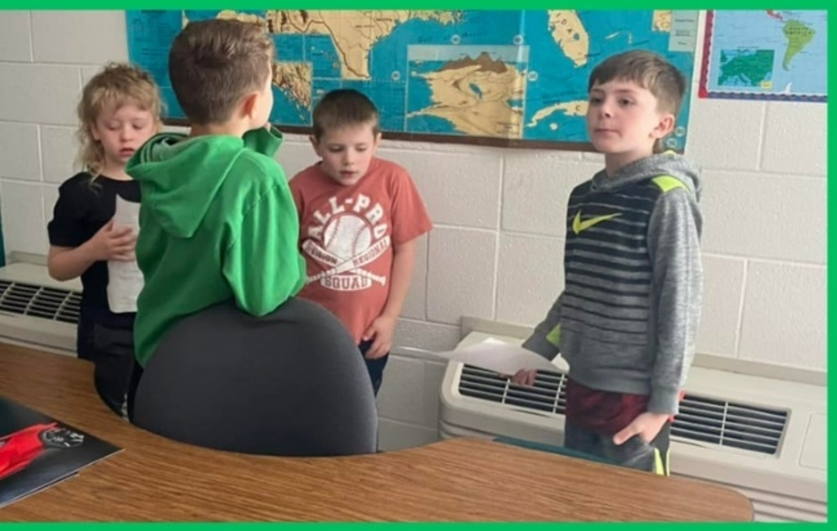
Mr. Smith and his FFA received two awards at the state convention. One award was for a 10% increase in membership and the Phoenix Chapter received a Superior Chapter Award.

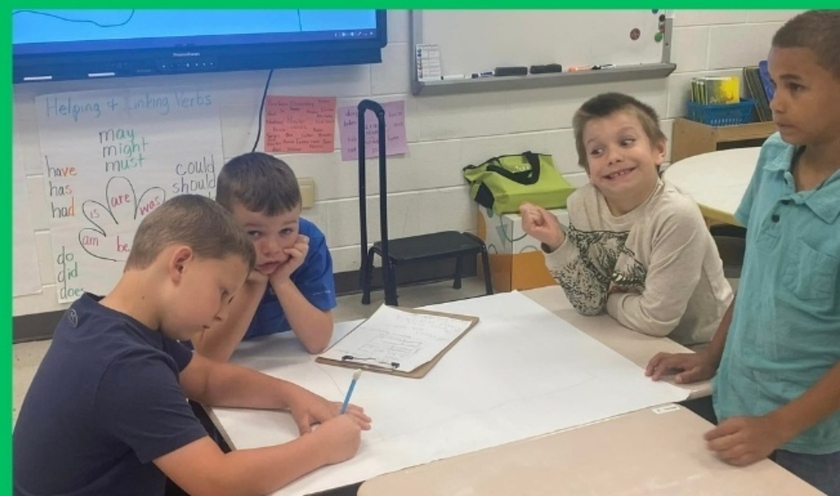




"Second grade worked in cooperative groups to brainstorm, survey a class, collect data, and display the data on paper and Google spreadsheets. Their confidence and ability is impressive!"

Mrs. Cowley





Pine View
April 2023

APRIL 2023

PLEASANT HILL ELEMENTARY

WE BRING THE STING

PRINCIPAL FOR THE DAY ... PHOENIX S. SERVED AS HONORARY PRINCIPAL FOR BEING THE TOP SELLER IN THE FUNDRAISER!

TEACHER'S ASSISTANTS APPRECIATION DAY!!

SILLY STRINGING THE PRINCIPALS -- TOP FUNDRAISERS FOR THE POPCORN SALE GOT TO SILLY STRING MRS. BUCKNER AND MRS. DIANA

BAND - DESSERT FUNDRAISER WITH "BIG BAND SOUND" CONCERT!

5TH GRADE **WAX MUSEUM** -- WHERE HISTORY COMES TO LIFE!!

CROSS COUNTRY RUNS TO WIN!! SEVERAL PHS STUDENTS ARE IN THE TOP 10!!

SMHS April Newsletter

CTE students are using fun methods to practice dissecting.

Computer Science students are reassembling Dell Computers.

SMHS Students practice personal care on the brave Mr. Burris.

SOUTH CUMBERLAND

EVERY CHILD EVERY DAY

Pre-K Egg Hunt Thanks to 4th Grade

The PreK classes at SCES wanted to have an egg hunt for Easter, and our 4th grade Rebels were more than happy to help out. The 4th graders took their job seriously hiding eggs, making sure that PreK were able to explore every inch of their playground. Thank you 4th grade for helping to create memories for the Little Rebels!

TCAP Olympics

It's TCAP time in Tennessee. In order to prepare for state testing, Mrs. Brown, Mrs. Dixon, and Mrs. Potter's 3rd grade classes decided to make test prep a little more competitive with the TCAP Olympics! All 3rd graders were divided into different nations to compete for Gold, Silver, and Bronze medals. Congratulations to the students that represented Canada, Germany, and Russia for their top finishes.

Cookies for Moose

Local Girl Scout Troop of Lady Rebels suprised Mr. Moose with his favorite cookies.

AP Appreciation

Assistant Principal, Mr. Allen enjoyed his day with all types of gifts and goodies from students and staff alike.

Wellness Wednesday

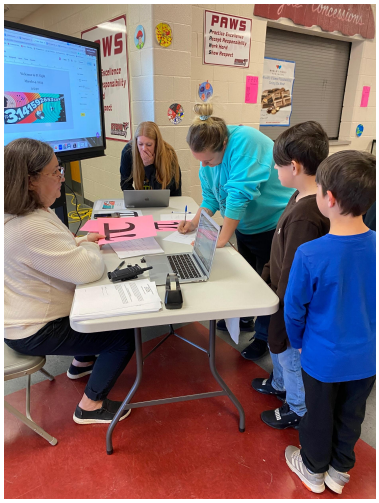
With the weather changing comes outdoor activities for our Rebels. On Wednesdays teachers are encouraged to get active with their students. Yoga, relays, nature walks, and calisthenics are all activities that take place on Wellness Wednesdays.

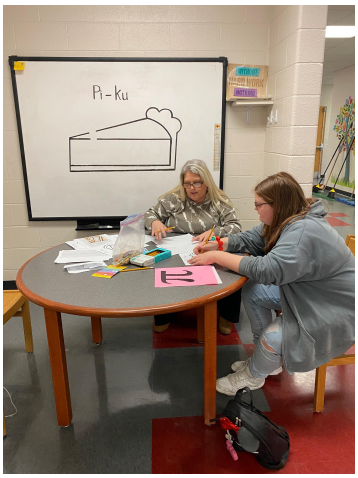
Stone Elementary News

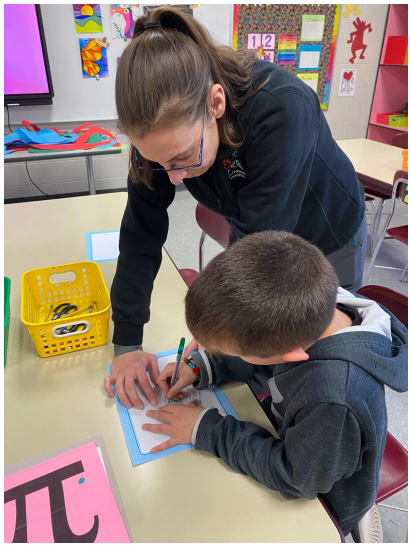
April 2023

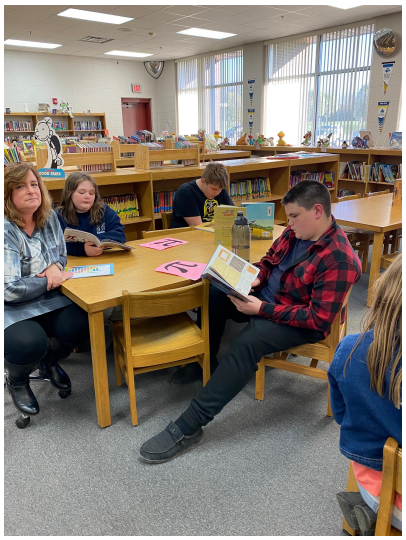
March was full of learning and fun at Stone Elementary! Ollie Otter visited PreK and Kindergarten to talk about being safe in cars by using the proper booster seats and seatbelts while traveling.

Our March 14th Family Engagement Night was all about PI- math PI, that is! Parents and students moved through several stations to explore the math formula of pi, math number patterns, STEM activities, and books about pi, among many other things. We wrapped up the night with yummy pizza pie!


PAWS


Pi-ku





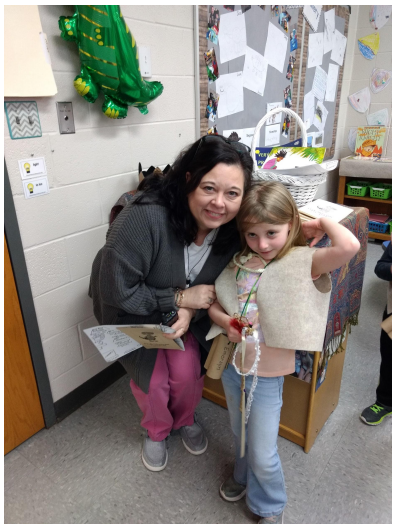
The end of the 3rd nine weeks brought good behavior celebrations for all. Our School-Wide Positive Behavior In Schools team planned terrific activities for all grades to enjoy. Some of our students went to the Cumberland County Playhouse, a favorite activity every year.

PreK hosted a museum in their classroom, with many visitors who toured the museum and participated in learning activities guided by Mrs. McDonald's students. Exploring ideas such as bog, bigger, biggest, shape patterns, floating and sinking objects, etc. was great fun and students were excellent guides as parents and other visitors moved through the museum space.

Station #4
Patterns

Station #10
Shapes

Gavin
Silas
Jackson
Emersyn
Diego
Maximus
Elias
Station #3
Block / Roll



May 2023

FRANK P. BROWN ELEMENTARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Pre-K & K Registration	2 **Teacher Appreciation Week**	3	4	5	6
7	8 District Field Day	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Recognition Programs	24	25 Admin Day NO SCHOOl	26 **10:00 am** **Dismissal**	27
28	29	30	31			

Recognition Programs-23rd
Pre K- 12:30 am
Kindergarten-9:00 am
8th Grade-6:00 pm

CCHS May 2023 Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 **Faculty Meeting 6:50-7:30**	4	5	6
7	8	9 **FFA Banquet CCHS Cafeteria 6PM** **Musical Theater Concert 6:30 FUMC**	10 **Graduate Parade to Pleasant. Hill**	11 **SPRING FEST** **Graduate Parade to Brown, South and Martin**	12 **Final Exams Seniors Block 4 & 5**	13
14	15 **Final Exams Seniors Block 1 & 2** **Class Night 6:30**	16	17	18 **Senior Breakfast 8 am** **Graduation 6:30**	19	20
21 **Track and Field Banquet CCHS Cafeteria**	22	23	24	25	26 **10 am Dismissal Grade Cards go home**	27
28	29	30	30	27	28	29

Get these printable calendars for any dates you need with CalendarsThatWork.com Full Access.

Crab Orchard Elem May 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	1 K registration at COE PK registration at Complex 3-5 to Zoo	2 2nd grade Zoo	3	4 1st grade Amazin Acres	5 3-5 State Park Concessions	6
7	8 District Field Day 5th grade Little Ponderosa Zoo	9 Senior Walk 8:30 6-8 Main Event	10	11 Archery Nationals	12 Archery Nationals	13 Archery Nationals
14	15	16 6-8 Zoo	17 4th grade Ft Loudon	18	19	20
21	22 8th grade Recognition	23 Talent Show	24 Universal Trip	25 No school for students	26 10:00 Dismissal/Grade Card Pick-up	27
28	29	30	31			

123Calendars.com

Homestead Elementary

😎May 2023😎

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 TCAP 6th-8th Social Studies CBM Testing Begins PK/K Registration	2 ***2nd Grade Little Ponderosa Zoo***	3	4 ♟️Chess Club	5 ✝️FCA @ 7:10am	6
7	8 **District Field Day**	9 8:45 SMHS Senior Walk @ HES Varsity Cheer Tryouts	10 Varsity Cheer Tryouts	11 Million Word Club Field Trip **7:45 Bulldog Backers Meeting** Varsity Cheer Tryouts	12 ✝️FCA @ 7:10am **Field Day**	13
14 Mother's Day 🌷	15 ***Kindergarten Zoo***	16 Field Day Rain Date	17	18 ***PK-6th SWPB Field Trip*** ***8th Grade Top Golf*** ♟️Chess Club	19 ***3rd Grade Park*** ***4th Grade Amazin Acres*** ***7th-8th SWPB Field Trip*** ***Ms. Green Aquarium***	20
21	22 ***1st Grade Park*** ***5th Grade Chuckles*** 8:15am Kindergarten Recognition 9:30am-PK Recognition 6pm-8th Grade Recognition	23 8:15am 3rd/4th Grade Recognition 9:30-5th/6th/7th Grade Recognition 12:30-1st/2nd Grade Recognition	24 ***6th Grade State Park*** ***Ms. Bailey Chattanooga Zoo***	25 Administrative Day- No Students 6pm BOE Meeting	26 Report Card Drive Thru Pick Up by 10am	27
28	29 Memorial Day	30	31			

Looking Ahead....Summer

May 2023

Martin Elementary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Kindergarten Registration				2nd grade Palace/Rec Park	
7	8	9	10	11	12	13
	County Wide Field Day 5th-8th	Millionaire Field Trip Band Concert 5:00-6:00	Beta Trip (Dollywood) 3rd grade Awards Program 1:00-2:30	CCHS Graduation Walk	8th Grade Dance Depot 6:00-8:30	
14	15	16	17	18	19	20
	3rd Amazing Acres Kindergarten Recognition 12:00-2:00	1st Honors 8:15-9:15 7TH Honors 10:00-11:00 2nd Honors 1:00-2:00	Field Day	Field Day	Field Day 2nd Amazing Acres	
21	22	23	24	25	26	27
	8th grade Recognition 5:00 PreK Recognition 1:00-2:00	5th Honors Program 10:00-11:00 4th Honors Program 1:00-2:00 Main Event 7th&8th	Bounce House/PBS	Admin Day No Students	Students' Last Day 10 AM Dismissal	
28	29	30	31			

NCE IS ON THE MOVE

FULL STEAM AHEAD

May 2023

Teacher Appreciation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 23-24 Kindergarten Registration	2	3	4 8th Grade Trip	5 **PreK-4th Spring Program 5pm**	6
7	8 District Wide Field Day	9 NCE Field Day Genius Hour Fair	10 7th Grade Reward Trip	11 NCE Talent Show 7th/8th Spring Formal	12 DC Trip JV BBall tryouts	13
14	15	16	17 Phoenix Graduation	18 CCHS Graduation BETA Trip	19 SMHS Graduation 3rd Grade Trip 4th Grade to TCAT	20
21	22	23 PreK-7th Grade Honors 8th Grade NIght	24	25 No school for students	26 Summer Begins at 10am!!	27
28	29	30	31			

Children First...Excellence Always!

North Cumberland Elementary

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Benchmark Testing Window Opens Teacher App. Week Progress Monitor	2 Progress Monitor	3 Faculty Meeting PLC Meeting	4	5 EOC Testing Ends Lunch Hero Day Full Moon Attendance Lunch	6
7	8 Child Care Provider Appreciation	9	10 School Nurse Appreciation	11 Data Team Meeting	12 Benchmark Testing Window Closes Senior Finals	13
14	15 Senior Finals	16 Field Trip	17 Graduation	18	19 PBIS Reward Progress Monitor	20
21	22 Progress Monitor	23 Finals	24 Finals	25 Admin Day	26 Dismiss @10am	27
28	29	30	31			

May 2023

Pine View Elementary

SUN	MON	TUES	WED	THURS	FRID	SAT
	1 Pk/K Registration	Teacher Appreciation Week 2	3 EASY CBM TESTING	4	5	6
7	8 Countywide Field Day	9 Senior Walk	10 8th ACT Practice Test	11	12	13
14	15	16	17 5th Grade Trip to Parthenon	18	19 Pine View Field Day	20
21	22 1-7 End of Year Awards Spring Concert @ 6:00 EST	PREK/K RECOGNITION @ 1:00 EST 23 8th Recognition Night @ 6:00 EST	24 2-4 Trip to Cumberland Caverns	25 Admin Day--No Students	26 Last Day- 10:00 Dismissal	27
28	29	30	31			

Pleasant Hill Elementary

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PLEASE SEE NOTES AT THE BOTTOM OF THE CALENDAR	1 **ALL LIBRARY BOOKS ARE DUE BACK TODAY!!!**	2	3	4	5 **Band Concert for 7th&8th Grade Students with CCHS @ SMHS 7:00pm**	6
7 **BOGO Book Fair will be May 8th-12th**	8 **8th grade trip May 8th – May 11th** **JV Cheer Tryouts 3:00-4:30**	9 **JV Cheer Tryouts 3:00-4:30**	10 **Varsity Cheer Tryouts 3:00-4:30**	11 **Varsity Cheer Tryouts 3:00-4:30** **5th grade Archery team to Eastern Nationals** **Last day of Extended Learning Program**	12 **5th grade Archery team to Eastern Nationals**	13
14	15	16 **Spring Band Concert (all students) 6:30pm**	17	18 **K-2 Field Day**	19 **Field Day** **8:00am 3rd-5th grades** **12:00pm 6th-8th grades**	20
21	22 **Honors Program Grades 6th & 7th 9:30am**	23 **8th Grade Recognition 6:00pm**	24 **Kindergarten Celebration at 1:00pm**	25 **Admin. Day No Students**	26 **Last Day of School Dismiss @ 10:00am**	27
28	29	30	31			

****STUDENTS CAN NOT BE PICKED UP FROM THE FRONT OFFICE AFTER 2:15****

*****PRE-K REGISTRATION MAY 1ST @ THE COMMUNITY COMPLEX 7:00AM-5:00PM**

******KINDERGARTEN ENROLLMENT MAY 1ST @ ZONED SCHOOL PAPERWORK MUST BE COMPLETED ONLINE BEFORE MAY 1ST******

Today < > May 2023

SMHS

Month

SUN	MON	TUE	WED	THU	FRI	SAT
30	May 1	2	3	4	5	6
2pm TN Flight Select (Main Gym) (H	EOC US History pt 1 & 2, Biology @7:4 First Day of Asian Pacific American H 4:30pm Baseball @ Rhea County HS	APAA Psychology @12 7:30am SDC Stats exam 6pm Boys Soccer v Smith County	AP Literature @8am APAA Environmental Science @ 8 am 7:30am Servsafe Certification	APAA Statistics @12pm TCAT DE Grant/Application 11:15am National Guard Lunch Set L 11:15am Army National Guard Lunc 2 more	Jennifer Neal / Safron Herbs Event - using parking lot AP US History @ 8 Criminal Justice Field Trip HOSA Field Trip to Fall Creek Falls 3 more	Jennifer Neal / Safron Herbs Event - u SAT Track Sub Sectionals @ Tullahoma HS 3 more
7	8	9	10	11	12	13
Jennifer Neal / Safron Herbs Event - u 2pm TN Flight Select (Main Gym) (H	9am County Wide Elementary Field [4pm Dance Recital Rehearsal (Audit	Senior Walk and Picnic 4pm FFA Banquet (Auditorium and L	APAA Biology @12 4pm Dance Recital Rehearsal (Audit	Faculty Meeting @ 3pm Make-up for TCAT DE 7:45am Dave Kirk 4th 9 Weeks Asse 8:30am 9th / 10th ELA Field Trip (Pla 2 more	Track Sectionals @ Fairview 8am Phoenix Interviews 8am Phoenix Meetings 9:30am Dave Kirk Final Drawing (CC 2 more	9am Dance Recital (Auditorium) 2pm Chorus Spring Performance
14	15	16	17	18	19	20
Mother's Day	CCHS Class Night Counselor PLC Senior Finals 1st, 3rd & 5th 9am County Wide Elementary Field [	For. Lang, PE & SPED PLC RTI Data Meetings Senior Finals 2nd & 4th SMHS Class Night	ELA & Social Studies PLC Phoenix Graduation	CCHS Graduation CTE & Science PLC	Fine Arts & Math PLC SMHS Graduation SMHS Graduation	7am Rotary (Library and Classrooms 7:30am SSSB Rehearsal (Auditorium
21	22	23	24	25	26	27
12pm SSSB Concert (Auditorium)		Special schedule for Underclassmen I 5pm CCCB Rehearsal (Auditorium)	Underclassmen Finals 2nd & 4th	Admin Day (No Students) Admin Day 7:45am Grades due in Skyward @7:4 5pm CCCB Concert (Auditorium)	2nd Semester Ends Grade Cards Last Day dismiss @ 10 10am Dismissal 3 more	
28	29	30	31	Jun 1	2	3
2pm TN Flight Select (Main Gym) (H	Memorial Day			First Day of LGBTQ+ Pride Month		SAT SAT 7am Weightlifting Competition (Foot

SCES May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CONCESSIONS Make-up TCAP Prek & K registration	2	3 Wellness Wednesday	4 8th grade Washington DC Trip	5 8th grade Washington DC Trip	6 8th grade Washington DC Trip
7 8th grade Washington DC Trip	8 8th grade Washington DC Trip	9 Spring Band Concert 6pm	10	11	12 7th CharlestonTrip	13 7th Charleston Trip
14 7th Charleston Trip	15 Field Day District-wide	16	17 BETA, AR , Millionaires and Cheer Trip MAIN EVENT	18 CONCESSIONS Field Day Schoolwide	19 Schoolwide field day /concessions RAINDAY	20
21	22 8th Grade Celebration Video @5:30 Program to follow	2 HONOR ROLL K celebration-11:30am 3rd honors-1:00pm 4/5 honors-8:15am 6/7 honors-9:30am	24 7:30 Band Dollywood Trip	25 No School	26 LAST DAY OF SCHOOL Students dismiss @ 10am	27
28	29 MEMORIAL DAY	30	31			

Stone Elementary

May 2023

Mission:

Empowering each student with the skills to be productive citizen by fostering a culture of excellence through high expectations for all.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Cheer Tryouts	2 Cheer Tryouts Girl's BB Tryouts Spring Specials 5-6:30 pm Title 1 Mtg. 6:30-7:30	3 Cheer Tryouts Girl's BB Tryouts	4 Cheer Tryouts Girl's BB Tryouts	5 Cheer Tryouts Girl's BB Tryouts Perfect Attendance Award 8th grade Dance 5-7 pm	6
7	8 Countywide Field Day	9 AR Reward Trip (grades 1-5) Senior Walk-through 8:15-9:15 am Boy's BB Tryouts	10 Boy's BB Tryouts	11 Boy's BB Tryouts	12 Spring Band Concert & Trivia Night 6-7 pm	13
14	15 Talent Show Countywide Field Day Rain Date	16	17 Dollywood (PBS 6-8 grades) 3rd/4th PBS: Rec Park	18 5th PBS: Main Event. 6th/7th PBS: Rec Park 8th PBS: State Park Last day of Coyote Academy Hispanic Lit. Night 5-6:30 pm	19 Field Day	20
21	22 BETA/Student Council Trip: West Town PK/K Recognition	23 PK-2nd PBS: Zoo 8th Grade Breakfast 8:30-9:30 am 8th Grade Recognition 6-7 pm	24 Grades 1-7 Recognition	25 No school for students	26 10 o'clock dismissal day	27
28	29 Memorial Day	30	31			

Cumberland County Board of Education

Monitoring: **Review: Annually, in September**	Descriptor Term: **Code of Ethics**	Descriptor Code: **1.106**	Issued Date: **08/28/08**
		Rescinds:	Issued:

CODE OF ETHICS
CUMBERLAND COUNTY SCHOOL DISTIRCT

General[1]

Board members and school district employees may not accept, directly or indirectly, any gift, money, gratuity, consideration, or favor that a reasonable person would understand was intended to influence the vote, official action, or judgment of the board member or employee in executing decisions affecting the school district. It is also prohibited for a board member's or an employee's spouse or child living in the same household to accept such items.

~~Section 2.~~ Disclosure of personal interest in voting matters.
~~An official~~ A Board member or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the ~~official's~~ Board member or employee's vote on the measure. In addition, the ~~official~~ Board member or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. A~~n official~~ Board member or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the ~~attached~~ disclosure form (found in CCBOE Procedure Manual) and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. A~~n official~~ Board member or employee, or a~~n official's~~ Board member or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for ~~an official~~ a Board member or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school Board officials or by an umbrella or affiliate organization of such statewide association of school Board officials.

Section 5. Ethics Complaints.

The Board ~~school district~~ may create a School District Ethics Committee (the "Ethics Committee") consisting of three (3) members who will be appointed to one-year terms by the Chairman of the Board of Education with confirmation by the Board ~~of education~~. At least two (2) members of the committee shall be members of the Board ~~of education~~. The Ethics Committee shall convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of schools' office, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics ~~or of any violation of state law governing ethical conduct~~ should be directed to the Chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint, and shall ~~set forth in reasonable detail the facts upon which the complaint is based~~ include details as to the facts surrounding the complaint.

The ~~School District~~ Ethics Committee may investigate ~~any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation~~, an ethical complaint received against a Board member or employee and make recommendations ~~for action to end or seek retribution for~~ to cease any activity that, in the Ethics Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, such member shall recuse himself/herself from all proceedings involving such complaint.

The Ethics Committee may:

(1) Refer the matter to the Board Attorney ~~for a legal opinion and/or recommendations for action;~~
(2) In the case of ~~an official~~ a Board member, refer the matter to the ~~school~~ Board of Education ~~body~~ for possible public censure if ~~the board body finds such action~~ warranted;
(3) In the case of an employee, refer the matter to the Director of Schools/designee ~~official responsible for supervision of the employee~~ for possible disciplinary action if ~~the official finds discipline~~ warranted;
(4) In a case involving possible violation of state statutes, refer the matter to the District Attorney for possible ouster or criminal prosecution.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Section 6. Definitions:

(1) "School district" means Cumberland County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the school district of an official of the school district.

(2) "~~Officials~~ Board members and employees" means and includes any ~~official~~ Board member, whether elected or appointed, officer, employee or servant, or any member of any Board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the ~~official's~~ Board member or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

~~**CONFLICT OF INTEREST DISCLOSURE STATEMENT**~~

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

1. ~~Date of disclosure:~~ _____

2. ~~Name of official or employee:~~ _____

3. ~~Office and position:~~ _____

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

_____

~~Signature of official or employee~~

_____

~~Witness Signature~~

_____

~~Printed name of witness~~

Appendix – Applicable State Laws

~~In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of elected officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties. To the extent that an issue is addressed by state law (law of general application, public law of local application, local option law, or private act), the provisions of that state law, to the extent they are more restrictive, shall control. Following is a brief summary of selected state laws concerning ethics in local government.~~ ~~**This summary is not intended to be an exhaustive listing of all existing applicable State laws.**~~ ~~For the full text of these statutes, see the Tennessee Code Annotated (T.C.A.) sections indicated.~~

~~Campaign finance — T.C.A. Title 2, Chapter 10. Part One (campaign financial disclosure) requires candidates for public office to disclose contributions and contributors to their campaigns. Part Three (campaign contribution limits) limits the total amount of campaign contributions a candidate may receive from an individual and sets limits on the amount a candidate may receive in cash.~~

~~Conflict of interest — T.C.A. § 12-4-101 is the general conflict of interest statute that applies in all counties. It prohibits anyone who votes for, lets out, or in any manner supervises any work or contract from having a direct financial interest in that contract, purchase or work, and it requires disclosure of indirect financial interests by public acknowledgment.~~

~~Conflict of interest — T.C.A. § 49-6-2003 applies to the department of education in all counties and prohibits direct and indirect conflicts of interest in the sale of supplies for use in public schools.~~

~~Conflict of interest — T.C.A. § 5-1-125 applies in all counties and prohibits officials and employees from purchasing surplus school system property except where it is sold by public bid.~~

~~Conflict of interest — T.C.A. § 5-14-114 applies in counties that have adopted the County Purchasing Law of 1957. It prohibits the purchasing agent, members of the purchasing commission, and all county officials from having any financial or other personal beneficial interest in any contract or purchase of goods or services for any department or agency of the county.~~

~~Conflict of interest — T.C.A. § 5-21-121 applies in counties that have adopted the County Financial Management System of 1981. It prohibits all county officials and employees from having any financial or other personal beneficial interest in the purchase of any supplies, materials or equipment for the county.~~

~~Conflict of interest — T.C.A. §§ 5-5-102 and 12-4-101 govern disclosures and abstentions from voting due to conflicts of interest of members of county legislative bodies.~~

~~Conflict of interest disclosure statements — T.C.A. § 8-50-501 and the following sections require candidates and appointees to local public offices to file a disclosure statement with the state ethics commission listing major sources of income, investments, lobbying activities, professional services provided, bankruptcies, certain loans, and other information, and to keep these statements up to date.~~

~~Gifts — T.C.A. § 5-14-114 applies in counties that have adopted the County Purchasing Law of 1957. It prohibits the purchasing agent, members of the purchasing commission, and all county officials from receiving anything of value, directly or indirectly, from anyone who may have or obtain a contract or purchase order with the county.~~

~~Gifts — T.C.A. § 5-21-121 applies in counties that have adopted the County Financial Management System of 1981. It prohibits the finance director, purchasing agent, and employees in those departments from accepting anything of value, directly or indirectly, from anyone who furnishes supplies, materials or equipment to the county.~~

~~**Honoraria** — T.C.A. § 2-10-116 prohibits elected officials from accepting an honorarium (including money or anything of value, but not including reimbursement for actual expenses) for an appearance, speech, or article in their official capacity.~~

~~Fee statutes — T.C.A. §§ 8-21-101, 8-21-102, and 8-21-103 set out circumstances where fees are authorized, prohibit officials from requiring payment of fees in advance of performance of services except where specifically authorized, and set penalties for charging excessive or unauthorized fees.~~

~~Consulting fee prohibition for elected county officials — T.C.A. §§ 2-10-122 and 2-10-124 prohibit officials from receiving compensation for advising or assisting a person or entity in influencing county legislative or administrative action.~~

~~Crimes involving public officials — T.C.A. § 39-16-101 and the following sections prohibit bribery, soliciting unlawful compensation, and buying and selling in regard to offices.~~

~~Official misconduct — T.C.A. § 39-16-402 applies to public servants and candidates for office and prohibits unauthorized exercise of official power, acting in an official capacity exceeding the servant's power, refusal to perform a duty imposed by law, violating a law relating to the servant's office or employment, and receiving a benefit not provided by law.~~

~~Official oppression — T.C.A. § 39-16-403 prohibits abuse of power by a public servant.~~

~~Bribery for votes — T.C.A. §§ 2-19-121, 2-19-126, and 2-19-127 prohibit bribery of voters in elections.~~

~~Misuse of official information — T.C.A. § 39-16-404 prohibits a public servant from attaining a benefit or aiding another person in attaining a benefit from information which was obtained in an official capacity and is not available to the public.~~

~~Ouster law — T.C.A. § 8-47-101 sets out conduct that is punishable by ouster from office, including misconduct in office and neglect of duty.~~

Legal References

TCA 8-17-103

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **NON-RETALIATION**	Descriptor Code: **1.1062**	Issued Date: **04/24/14**
		Rescinds:	Issued:

Definitions

Good faith report: A report made with the honest and reasonable belief that a violation of a law or policy or other instance of non-compliance or related misconduct may have occurred.

Retaliation: Adverse action taken against an individual because of the individual's good faith report.

General

It is the policy of the Cumberland County Schools and the Board of Education to conduct its business honestly, ethically, and in compliance with applicable laws and regulations. Members of the Cumberland County School community are encouraged to report good faith concerns about school system related violations of laws, regulations, or school district policies. Attempts to resolve any such concerns should be made by contacting the appropriate supervisor or other appropriate person within the school district.

Retaliation against a member of the Cumberland County School community for making a good faith report of potential legal or policy violations is prohibited and will not be tolerated. Appropriate district leaders/supervisors will review complaints of retaliation. Any attempted or actual retaliatory action covered under this policy may subject the violator to disciplinary action.

Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance of facts that would disprove the allegation made are not good faith reports. This policy prohibits such reports and may subject the violator to disciplinary action.

Members of the Cumberland County School community who believe that they have been retaliated against in violation of this policy may submit a written complaint to the individual's direct supervisor. Interim actions may be taken by the district prior to a final decision.

Procedural Requirements

Any complaints of retaliation by a Cumberland County School employee shall be made in writing within fifteen school days after knowledge of the retaliatory action.

Step 1: The complainant shall submit a complaint of retaliation to the employee's direct supervisor within fifteen school days.

Step 2: The supervisor will meet with the employee within ten (10) school days to apprise them of the alleged retaliation and provide the employee with a copy of the retaliation policy.

Step 3: Investigation of the action and possible disciplinary action shall occur immediately in an attempt to resolve the matter.

Step 4: If the complainant or the employee is not satisfied with the findings of the supervisor, either party may request that the case be reviewed by the Director of Schools.

Cumberland County Board of Education

Monitoring: **Review: Annually, in September**	Descriptor Term: **Board Member Conflict of Interest**	Descriptor Code: **1.107**	Issued Date: **11/01/07**
		Rescinds: **1.107**	Issued: **02/06/97**

General

State law provides specific instances when direct or indirect conflicts of interest may affect a board member's ability to vote on certain matters.

Direct conflicts of interest may arise if the school district contracts with a Board member or with a business in which the Board member is a sole proprietor, partner, or person having a controlling interest.[1]

Indirect conflicts of interest may arise if a Board member votes on a matter involving a situation that a reasonable person would infer affect his/her personal finances indirectly. If a Board member has a direct interest but is the sole supplier of goods or services in the city or county, he/she would be considered indirectly interested in such a matter. [2]

DIRECT CONFLICT OF INTEREST

A board member shall not be directly interested in any contract in which the Board may be interested.

If there is a pre-existing contract that predates the Board member's election to the Board, the Board member shall refrain from voting or discussing any matter related to that contract since he/she has a direct interest. Upon expiration, the contract shall not be renewed by the Board. [3]

"~~Directly interested" means any contract with the board member or with any business in which the board member is sole proprietor, a partner, or the person having controlling interest. "Controlling interest" shall include the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.~~

This policy shall not prohibit any board member from voting on the school budget or any budget amendments, unless the vote is on a specific budget amendment in which such Board member is directly interested. [4]

INDIRECT CONFLICT OF INTEREST[2]

A board member shall not be indirectly interested in any contract in which the Board may be interested unless the board member publicly acknowledges such interest. The disclosure of this interest shall be made at the Board meeting in which the Board is taking action on the contract. A Board member with an indreict interest is not required to refrain from voting on the contract. ~~"Indirectly interested" means any contract in which the board member is interested but not directly so, as defined above, including contracts in which the board member may have a direct interest but is the sole supplier of goods or services in the county.~~

~~Any board member who is an employee of the county/city and whose employment predates his/her initial election/appointment to the Board may vote on matters in which he/she has a conflict of interest if the member informs the Board immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens the Board represents." The vote of any board member having a conflict of interest who does not inform the Board of such conflict shall be void if challenged during the same board meeting at which the vote was cast and prior to the transaction of any further business by the Board.~~

~~Any board member who is also an employee of the county/city and whose employment began on or after the date on which he/she was initially elected/appointed to serve on the Board shall not vote on matters in which he has a conflict of interest.~~

~~If a board member has a conflict of interest in a matter to be voted on by the Board, he/she may abstain for cause by announcing such to the chairman. Any board member who abstains from voting for cause on any issue coming to a vote before the Board shall not be counted for the purpose of determining a majority vote.~~[1]

PENALTY FOR UNLAWFUL INTEREST[5]

If a board member ~~becomes unlawfully, directly or indirectly,~~ is found to have an indirect interest and fails to disclose such interest, or becomes directly interested in any such contract, he/she shall forfeit all pay and compensation. ~~and~~ He/She shall also be dismissed from the Board and be ineligible to serve in the same or similar position for ten (10) years.[1]

Legal References:

1. TCA 12-4-101(a); Op. Tenn. Att'y Gen. No. 10-46
2. TCA 12-4-102 (b)
3. Op. Tenn. Att'y Gen. No. 99-209
4. TCA 12-4-101(a) (1)
5. TCA 12-4-102

Cross References

Code of Ethics 1.106
Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect or would lead a reasonable person to infer that it would affect, the exercise of discretion of a Board member.

1. Date of Disclosure: _____
2. Name: _____
3. Description of conflict of interest (describe below in detail):

_____
Signature of Board Member

_____
Signature of Witness

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **State and Federal Aid Eligibility Determination**	Descriptor Code: **2.300**	Issued Date: **10/07/99**
		Rescinds:	Issued:

General

In order to ensure comparability of services[1] from local and state funds in all of its schools, the Board shall ensure that:

1. A system wide salary schedule is adopted annually;

2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need.~~; and~~

3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

Legal Reference:

1. TCA 49-3-353

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Investment Earnings**	Descriptor Code: **2.402**	Issued Date: **10/07/99**
		Rescinds:	Issued:

Individual Schools

The building principal, with consent of the Director of Schools, is authorized to invest excess funds of the school in savings accounts.[1] Interest earned on general fund accounts shall be credited to general fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted account.

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

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

Reports of the investments shall be made to the Board ~~semi-~~annually.

Legal Reference:

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

Cross References:

Deposit of Funds 2.500
Food Service Management 3.500

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Alternative Credit Options**	**4.209**	**01/26/23**
		Rescinds: **4.209**	Issued: **01/23/20**

In addition to regular classroom-based instruction, students may earn credit through the following means:

VIRTUAL/ON-LINE COURSES

High school students may also earn ~~a maximum of three (3) units of academic credit~~ high school credits to be applied toward graduation requirements by completing on-line courses offered through agencies approved by the Board.

Credit from an on-line or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to ~~extend~~ homebound instruction;
4. The student has been expelled from a regular school setting, but educational services are to be continued;
5. The principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment; or
6. ~~Students taking such courses must be enrolled in the district and take the courses during the regular school day on the school web site.~~

As determined by Board policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade as well as interim progress reports before credit toward graduation will be recognized.

Through a supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses. All virtual courses must be credentialed by a recognized authority.

COURSE ACCESS PROGRAM

Students in grades seven through twelve (7 – 12) may enroll in the statewide course access program ~~for up to two (2) courses per year, which the Local Education Agency must pay for.~~ To be eligible to participate, students shall:

1. Meet all prerequisite requirements for the course access course; and
2. Be unable to enroll in a comparable course at the student's school because:
    a. A comparable course is not offered; or
    b. A legitimate situation exists that prevents the student from enrolling in a comparable course[1]

The Director of Schools shall develop administrative procedures to ensure that students and parents(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course enrollment in a timely manner.[2] All appeals shall be submitted in writing to the Board within five (5) business days of a denial.

After a timely appeal is made, the Board will provide written notification to the student and parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) business days after the appeal is submitted. At the hearing, the Board shall determine whether there was an error in denying the student the ability to participate in the course access program.[3]

OTHER CREDIT OPPORTUNITIES

High school students may earn, through other approved agencies to include, but not limited to, correspondence, academic credit to be applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only courses offered by agencies and institutions accredited by official agencies recognized by the Tennessee Department of Education and not offered by Cumberland County school system will be accepted. The express approval of the principal/designee shall be obtained before the course is taken. The principal/designee and the student will agree on a reasonable date for completion of the course(s). The student shall not be allowed credit if the course is not completed by the agreed date. The school must receive an official record of the final grade before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved courses the student chooses to take.

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Cumberland County Board of Education

Monitoring: **Review: Annually, in November**	Descriptor Term: **School Volunteers**	Descriptor Code: **4.501**	Issued Date: **01/26/23**
		Rescinds: **4.501**	Issued: **02/06/97**

The Board endorses a volunteer program in the schools[1] and authorizes principals to develop a volunteer program for each school.

All volunteers must be selected by the principal ~~and approved by the Board~~ and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers may assist professional personnel in the performance of their teaching and administrative responsibilities. They may not teach but may reinforce skills taught by the professional staff. Volunteers shall be required to wear appropriate identification badges.

The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions.

Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the performance of their duties.

~~The Board reserves the right to conduct such background investigations as may be needed.~~

The principal shall ensure that appropriate recognition of volunteer services is made annually.

The Director of Schools shall develop procedures to require the appropriate background checks for volunteers. [2]

Legal References

1. TCA 29-20-310(e)
2. TCA 49-5-413(g)

Cross References

Visitors to the Schools 1.501

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Assignment / Transfer**	Descriptor Code: **5.115**	Issued Date: **04/27/17**
		Rescinds: **5.115**	Issued: **04/26/12**

ASSIGNMENT

The Director of Schools shall assign personnel to the various schools or departments by June 15 for the upcoming school year. ~~licensed personnel and non-licensed personnel preceding the school year for which such persons are employed while allowing each~~ The principal or immediate supervisor ~~to~~ may assign more specific responsibilities within each school for licensed and non-licensed personnel.[1]

Assignment of employees will be made by the Director of Schools based on the recommendation of the appropriate division director and/or building principal. The assignment will be determined by the applicant's training, experience, and ability to perform the duties of the position and in the best interest of the schools.

Extra assignments for which supplements are provided and upon which initial employment was based may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

TRANSFER (to move from one school or administrative unit to another)

The Director of Schools shall transfer employees as necessary for the efficient operation of the schools.[2] Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Director of Schools is responsible for developing and disseminating procedures for transfers.

All employees transferred shall receive written notification of the transfer with reason(s) prior to the transfer.

Individual members of the board shall be notified of transfers at its next regular scheduled board meeting in advance of the transfer whenever practical or as soon as possible thereafter.

Transfers shall be made in accordance with Board policy and state law.

REASSIGNMENT (to move to another assignment within the same school or administrative unit)

Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned as necessary for the efficient operation of the schools. The Director of Schools is responsible for developing and disseminating procedures for reassignments.

Reassignments shall be made by the employee's immediate supervisor with approval by the Director of Schools.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303(b)(3)

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Recruitment 5.105

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Staff Time Schedules**	Descriptor Code: **5.602**	Issued Date: **01/05/06**
		Rescinds: **5.602/5.604**	Issued: **10/08/02**

WORK SCHEDULES

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes[1] and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.[2] Work schedules for other employees will be defined by the Director of Schools or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act,[3] including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The Director of Schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

OVERTIME AND COMPENSATORY TIME [4]

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the Director of Schools or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the Director of Schools/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance director. The Finance Director will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time

(1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or compensatory time as provided for working more than forty (40) hours in a workweek.

This policy shall be included in the staff handbook, ~~however, employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file and shall constitute the written agreement required in this section.~~

ATTENDANCE EXPECTATIONS

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Legal References:

1. TRR/MS 0520-1-3-.03
2. TRR/MS 0520-1-3-.03; TCA 49-1-302
3. 29 CFR § 54.205; 541.303
4. 29 CFR § 553.20 - 23; TCA 5-23-101; 104

Cumberland County Board of Education			
Monitoring: **Review: Annually, in December**	Descriptor Term: **Civility**	Descriptor Code: **1.809**	Issued Date: **10/24/13**
		Rescinds: **1.900**	Issued: **08/27/15**

Civility – conduct of parents, other visitors, and district employees.

It is the intent of Cumberland County Board of Education to promote mutual respect, civility and orderly conduct between and among Cumberland County School's employees, volunteers, parents and the public. It is not the intent of the Board to deprive any person of ~~his/her~~ the right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school Board encourages positive communications and discourages volatile, hostile, threatening, profane or aggressive communications or actions.

Expected level of behavior:

1. School and district personnel will treat each other, volunteers, parents, and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, volunteers, administrators, and other district employees with courtesy and respect.

Unacceptable Behavior:

1. Disorderly Conduct – Disorderly conduct includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of school or facility, which are not open to parent/guardians and the general public.
2. Disorderly conduct is a public disturbance intentionally caused by any person who:
    a. Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
    b. Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
    c. Takes possession of, exercises control over, or seizes any building or facility of any public ~~or provide~~ educational institution without the specific authority of the Director of Schools ~~chief administrative officer or the institute,~~ or his/her authorized representative; or
    d. Refuses to vacate any building or facility of Cumberland County Schools in obedience to the Director of Schools/Designee, ~~superintendent~~, ~~as assistant superintendent~~, ~~Chief Academic Officer/Deputy Director,~~ ~~division of department director~~ supervisor, a school principal, an assistant principal, or a school resource officer; or

e. Engages in sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any Cumberland County School's building or facility so as to interfere with the customary or normal use of the building or facility; or

f. Congregates, assembles, forms groups or formulations (whether organized or not), blocks or in any manner otherwise interferes with the operation or functioning of any Cumberland County Schools building or facility so as to interfere with the customary or normal use of the building or facility; or

g. Disrupts, disturbs, or interferes with the teaching of students at any Cumberland County School or engages in conduct which disturbs the peace, order, or discipline at any Cumberland County school or on the grounds adjacent hereto.

Disorderly/Disrespectful Language.

1 Using lewd, vulgar, or indecent language; shouting, swearing, cursing or display of temper**.**

Assaults/Threats

1 Assaulting or threatening to do bodily harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation. It is a misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this law and this policy, the following definitions shall apply:

a. "Duties" means:

i. All activities on school property.

ii. All activities, wherever occurring, during school authorized event or the accompanying of students to or from that event.

iii. All Activities relating to the operation of school transportation.

b. "Employee" or "volunteer" means:

i. An employee of Cumberland County Board of Education

ii. An independent contractor or an employee of an independent contractor of Cumberland County Board of Education if the contractor performs duties customarily performed by employees of the school; and,

iii. An adult who volunteers his/her service or presence at any school activity and is under the supervision of a school administrator.

Vandalism

1. Damaging or destroying school or school board property.

Any other behavior that disrupts the orderly operation of a school, classroom, or any other school ~~Board~~ facility.

Abusive, threatening, or obscene email or voice mail messages.

Parent Recourse:

1. Any parent who believes he/she was subject to behavior in violation of this policy on the part of any staff member or volunteer should bring such behavior to the attention of the principal, the staff member's immediate supervisor, ~~the appropriate Chief Academic Officer/Deputy Director assistant superintendent~~, or the ~~superintendent~~ Director of Schools/Designee.

Authority of School Personnel

1. **Termination of meeting or telephone conversation:** If any employee, volunteer, or member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.
2. **Removal from School Premises:** Any individual who engages in "unacceptable behavior" as defined in this policy may be directed to leave the school or school Board premises by a school's principal or assistant principal, ~~Chief Academic Officer/Deputy Director any assistant superintendent~~, the ~~superintendent~~ Director of Schools/Designee, or a school resource officer. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.
3. **Limitations on Access to School Premises:** Any non-employee who repeatedly engages in "unacceptable behavior" as defined in this policy may be prohibited by a principal, assistant principal, ~~assistant superintendent Chief Academic Officer/Deputy Director or superintendent~~ Director of Schools/Designee from coming on school premises unless the individual calls in advance and makes an appointment to meet with a staff member in the presence of a school resource officer and school administrator. If the individual does not act civilly, as defined in this policy, during meetings or telephone conferences with staff members, the individual's access may be further limited by the principal, ~~an assistant superintendent Chief Academic Officer/Deputy Director or the superintendent~~ Director of Schools/Designee to the telephone, e-mail, or written communications with the staff members.

Cumberland County Board of Education

368 Fourth Street, Crossville, TN 38555

Section 1

Due to the fact that these additions, remodels or construction projects when completed become the sole responsibility and liability of Cumberland County Schools, all projects must be reviewed by the Building and Grounds committee and approved by the full Board of Education

Date 2·22·2023

School Name Cumberland County High School

Project Name CCHS Band Observation Platform

Project Description 16' × 4' × 15's ft observation platform with stairs on concrete pylons. Materials include pressure treated lumber + hardware (see attached)

Estimated Value ~~$9,000~~ 3-31-23 $6,000.00

Funding Source Band Booster

Section 2

Plans, designs, installation information and process for funding must be submitted to the Maintenance Department for review. These documents must include Fire Marshall, Codes Inspectors, Playground Inspectors and Insurance approval as needed.

Approved by:

Director of Maintenance _____

_____ Fire Marshall _____ Code Inspectors

_____ Playground Inspectors _____ Insurance Approval

Director of Schools _____

Building and Grounds Committee _____

Board of Education Approval Date _____

March 6, 2023

Mr. William Stepp
Director of Schools
Cumberland County Schools
368 4th Street,
Crossville, TN, 38555

Dear Building and Grounds Committee,

My name is Bruce Johnson, and I am the band director at Cumberland County High School. The reason for this letter is that I would like to ask permission to rebuild the band's observation deck on our practice field. The previous structure was falling apart, and there were a great many issues with the previous structure when it comes to meeting building code. I felt it would be a better use of time and resources to tear the previous structure down and rebuild it rather than to try and fix what was there. The CCHS Band Boosters will pay for all the materials necessary to build the new structure.

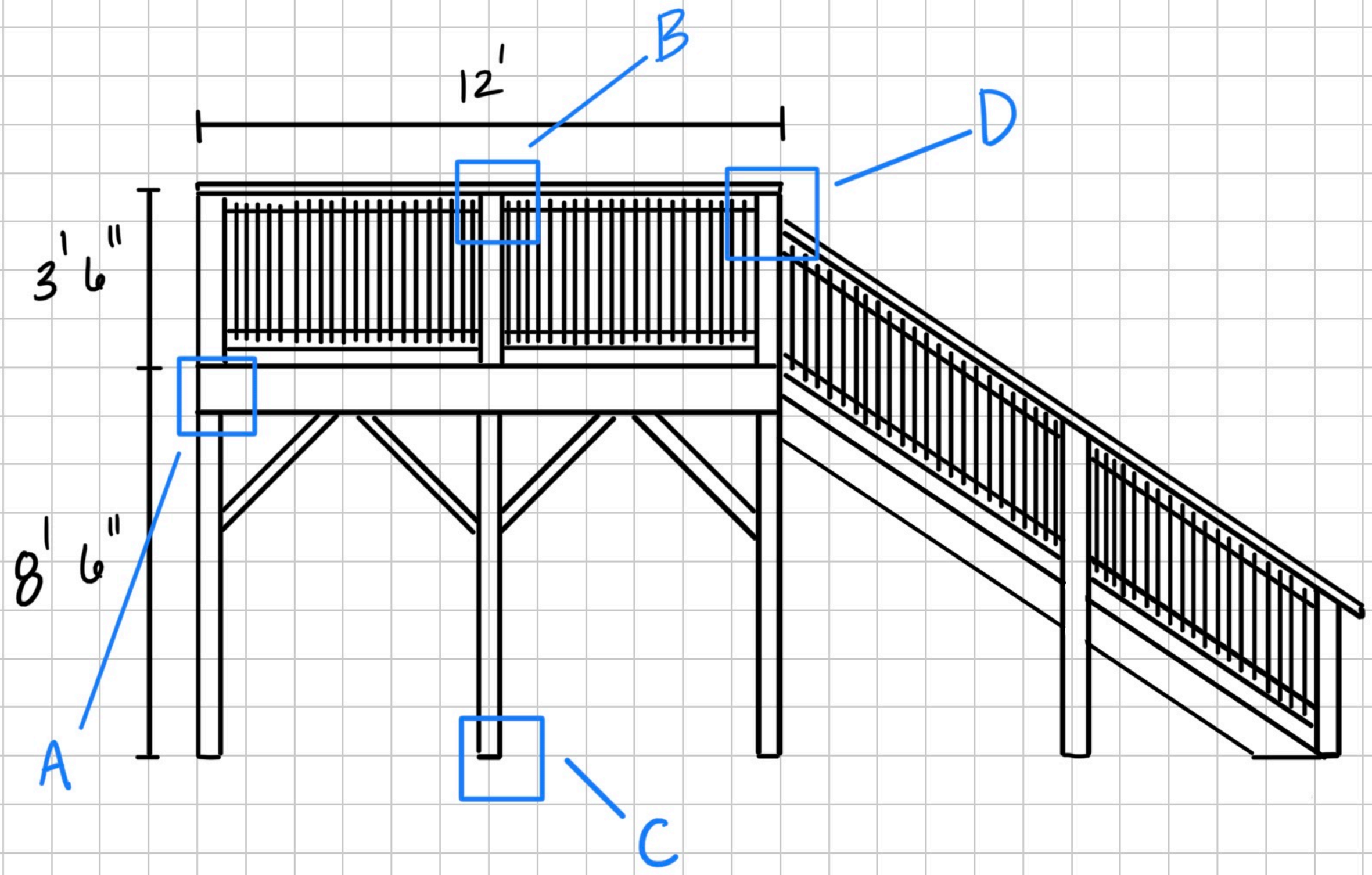
The previous structure was torn down in April, 2022. What I am asking is for your permission to replace the structure with a new, more sturdy structure. I have attached copies of the blueprints of the proposed structure for your consideration. I will be happy to address any questions or concerns you have with the proposed structure.

Sincerely,

Bruce Johnson
Director of Bands
Cumberland County High School
660 Stanley Street,
Crossville, TN, 38555
bjohnson@ccschools.k12tn.net
931-484-6709

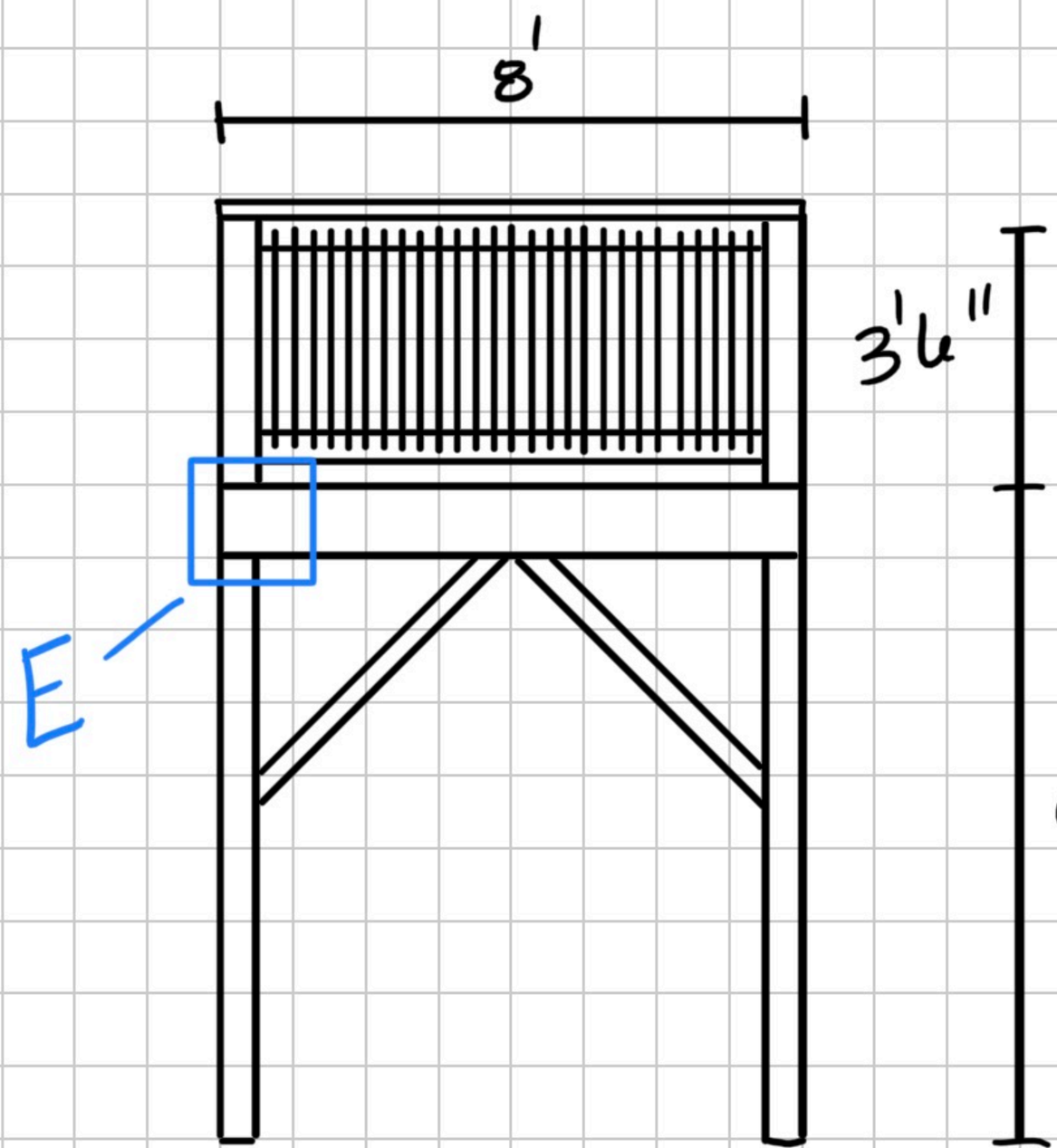
1 BLOCK = 1 FT.

FRONT

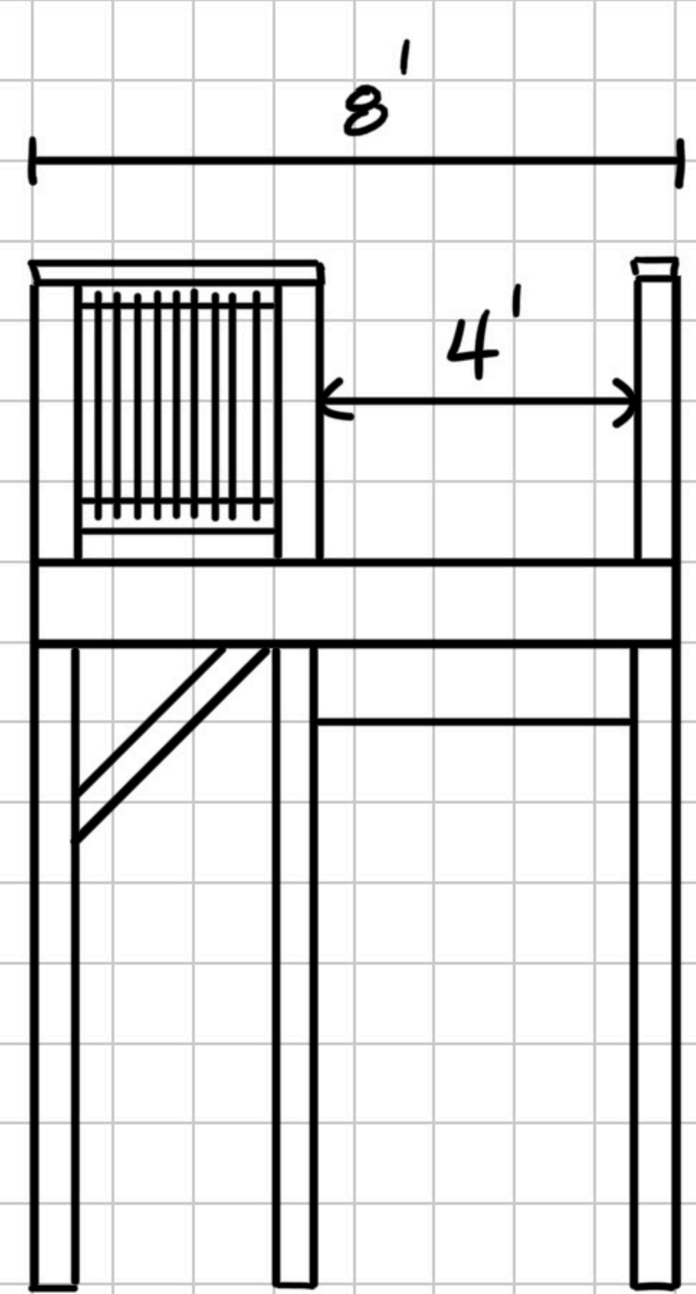


1 BLOCK = 1 FT.

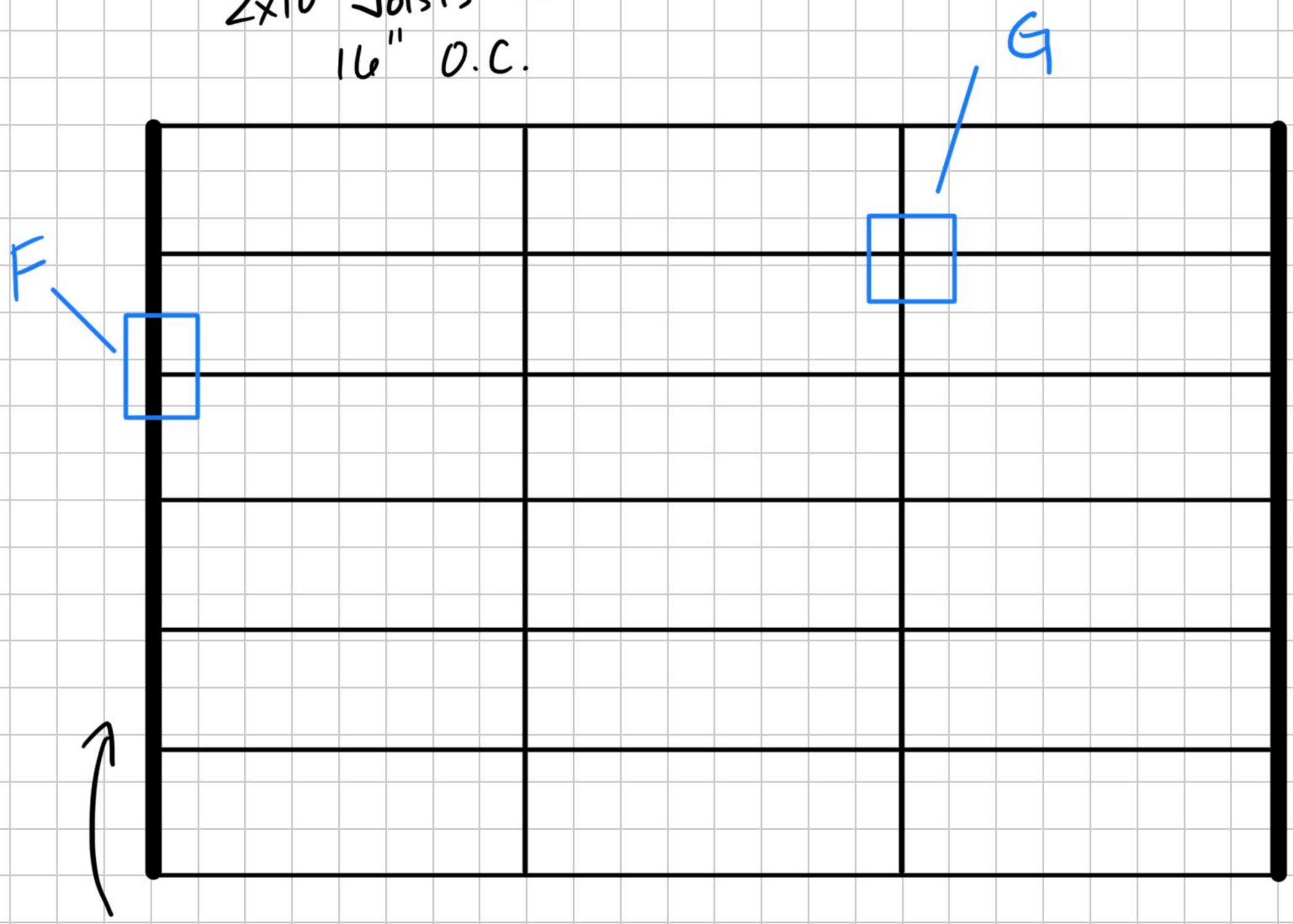
L SIDE



R SIDE



2x10 JOISTS @
16" O.C.



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2x12

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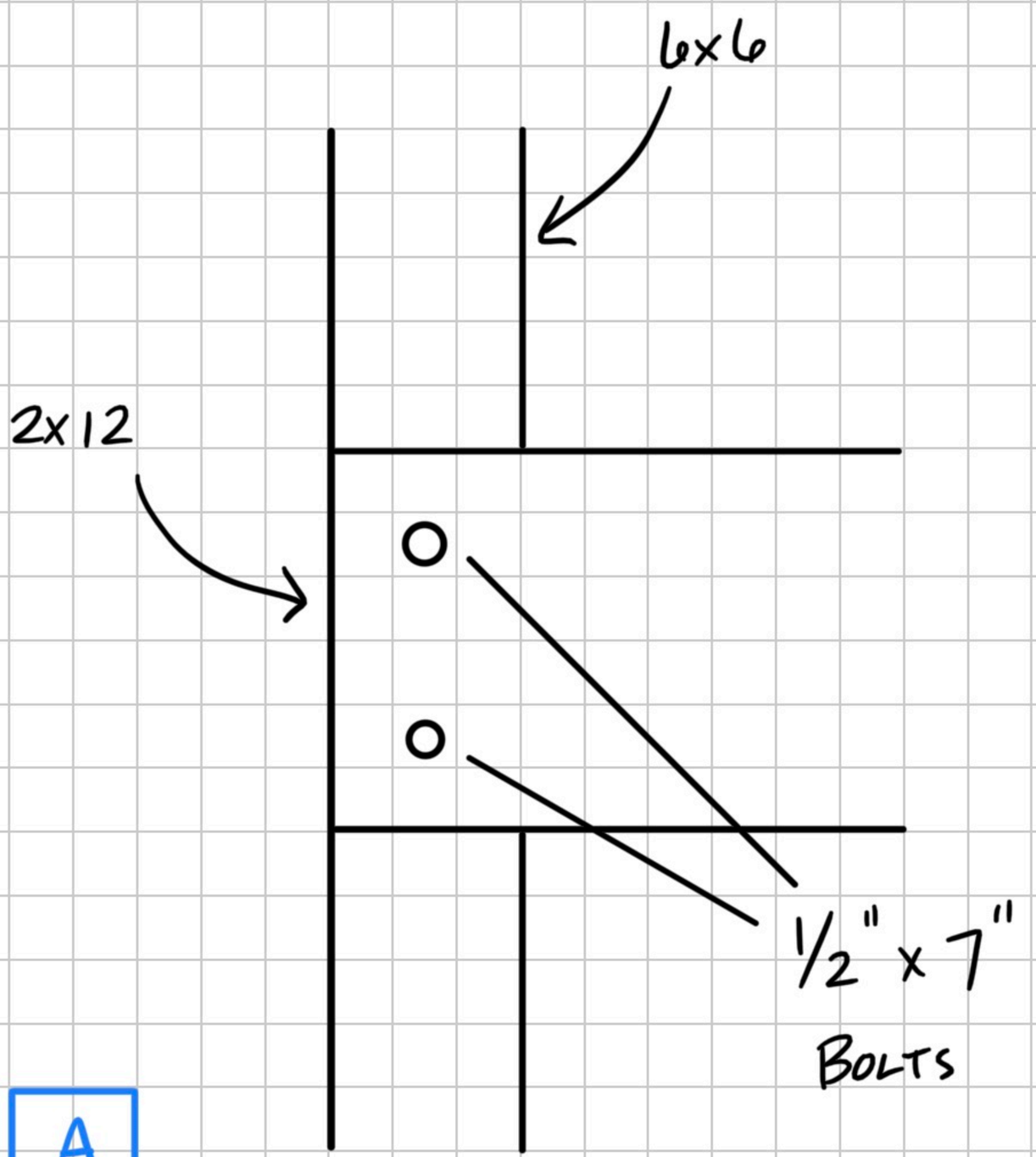
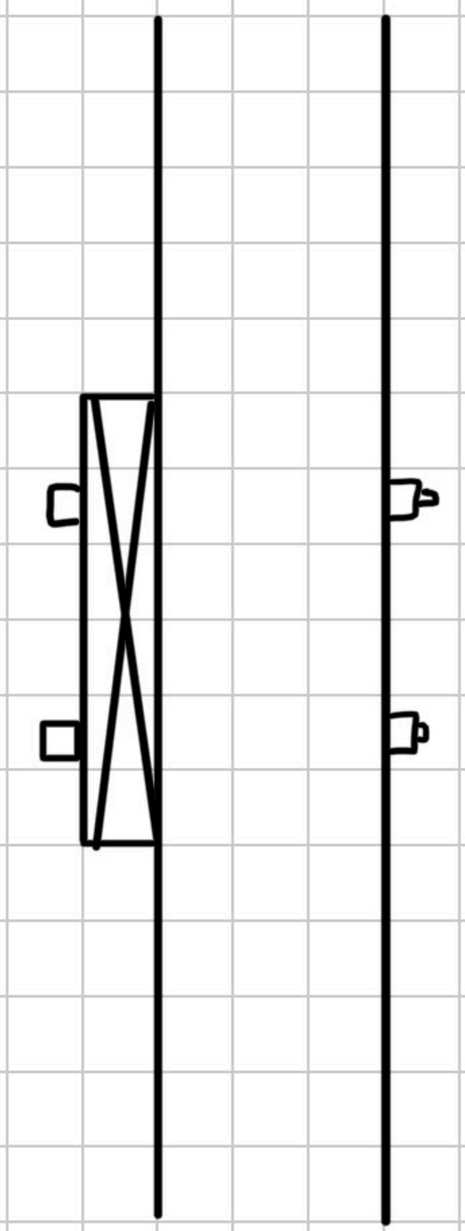
1 BLOCK = 2 IN.





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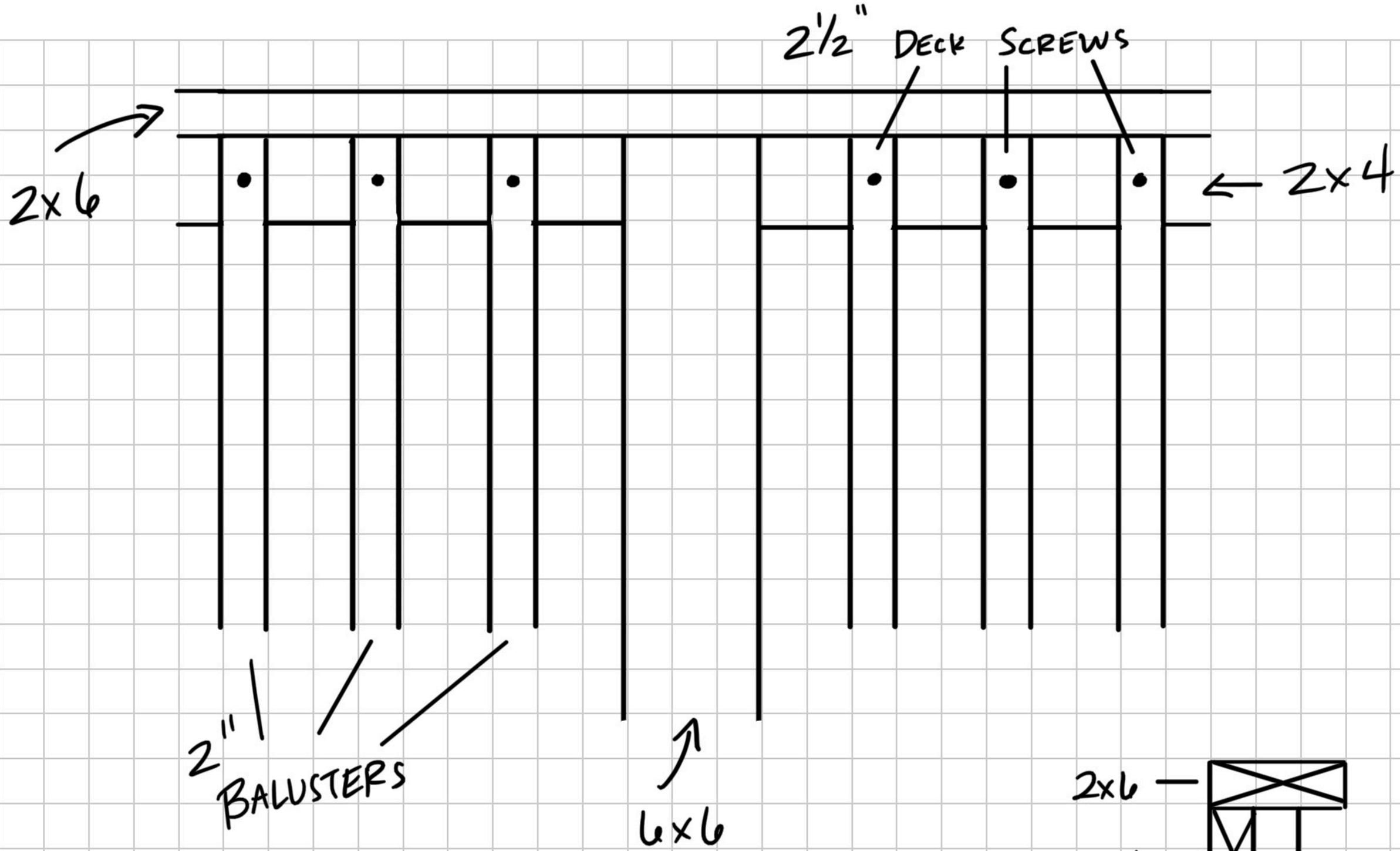
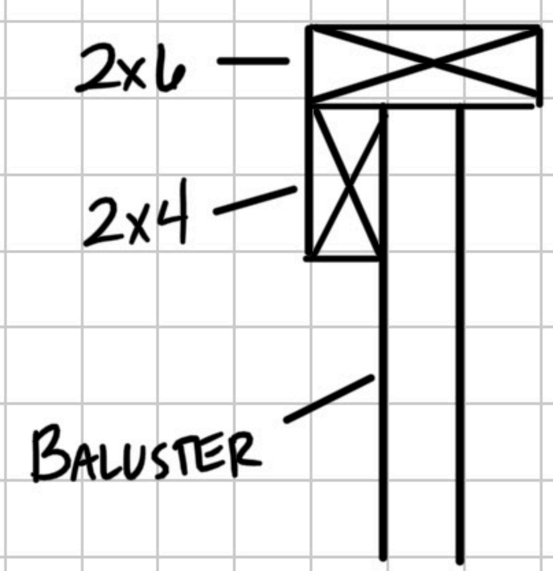
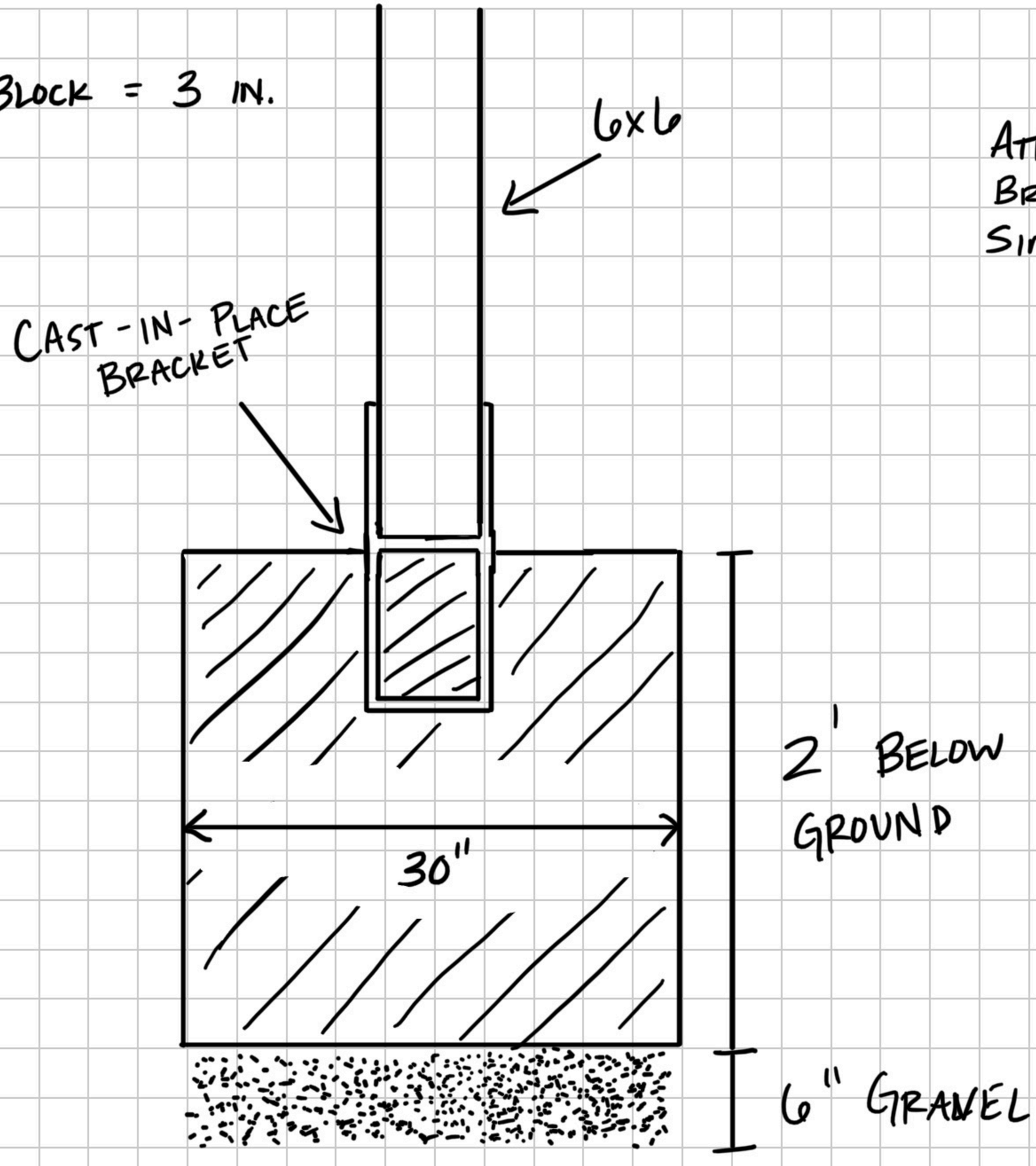




B

1 BLOCK = 2 IN.

1 BLOCK = 3 IN.



ATTACHED TO BRACKET PER SIMPSON SPECS

C

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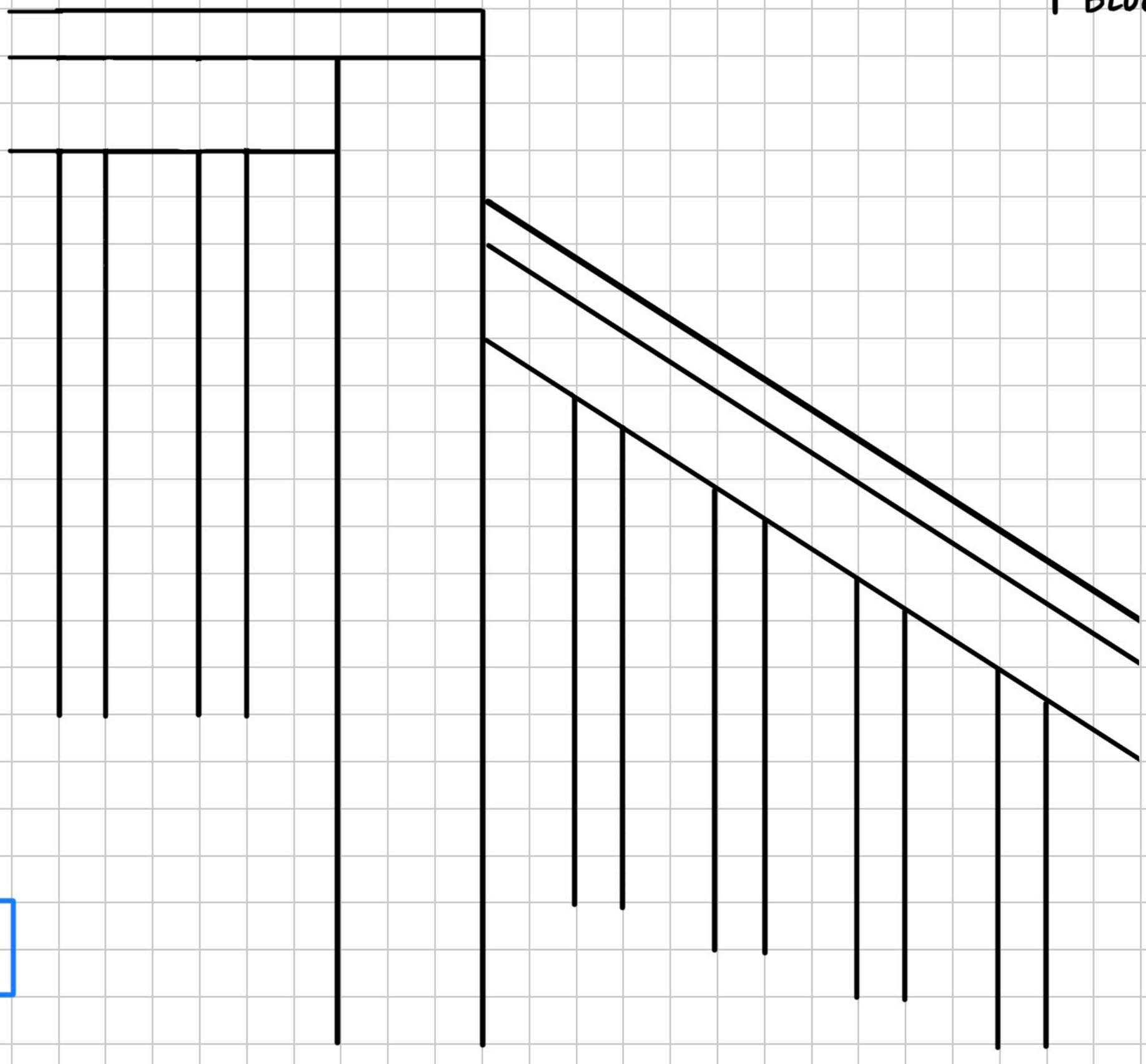

D

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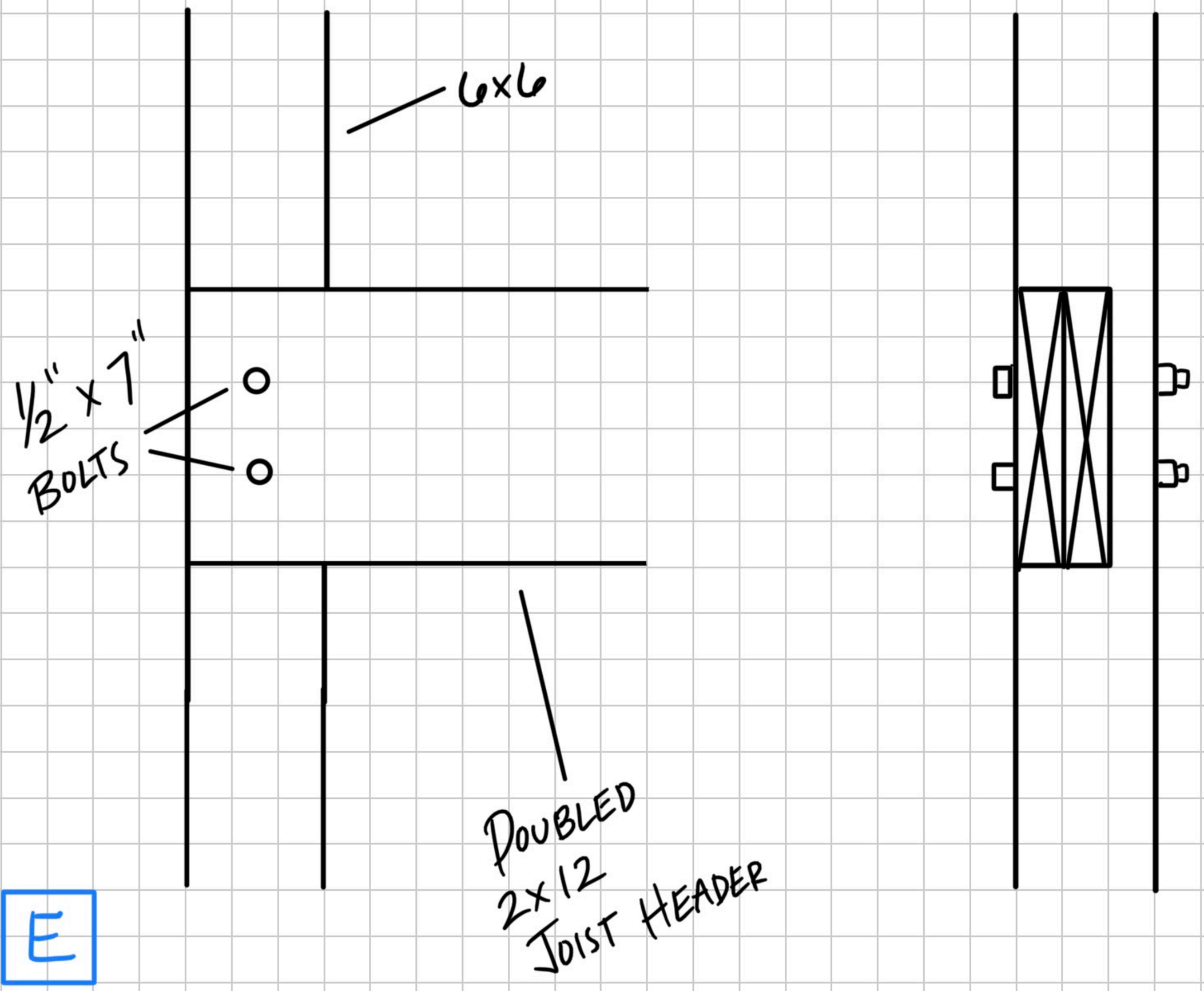

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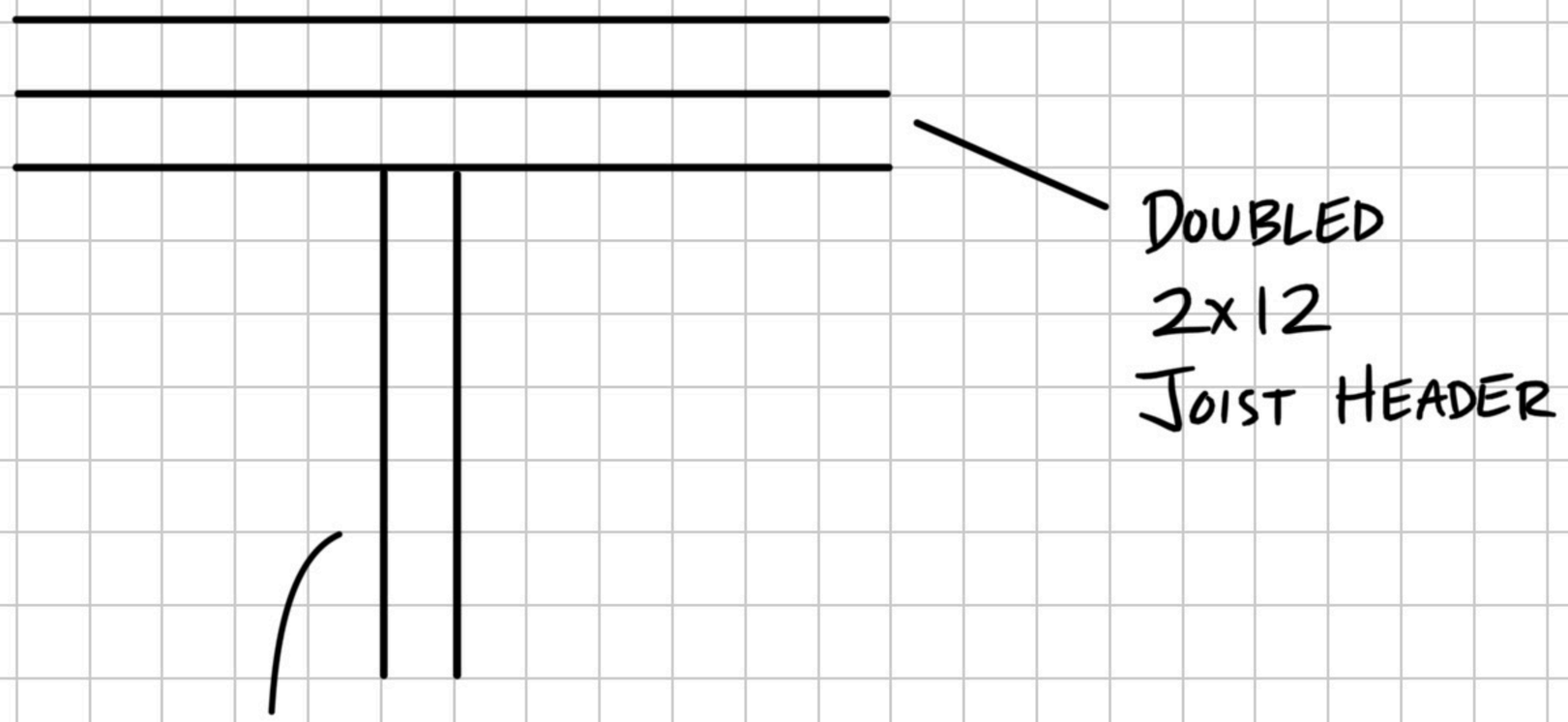
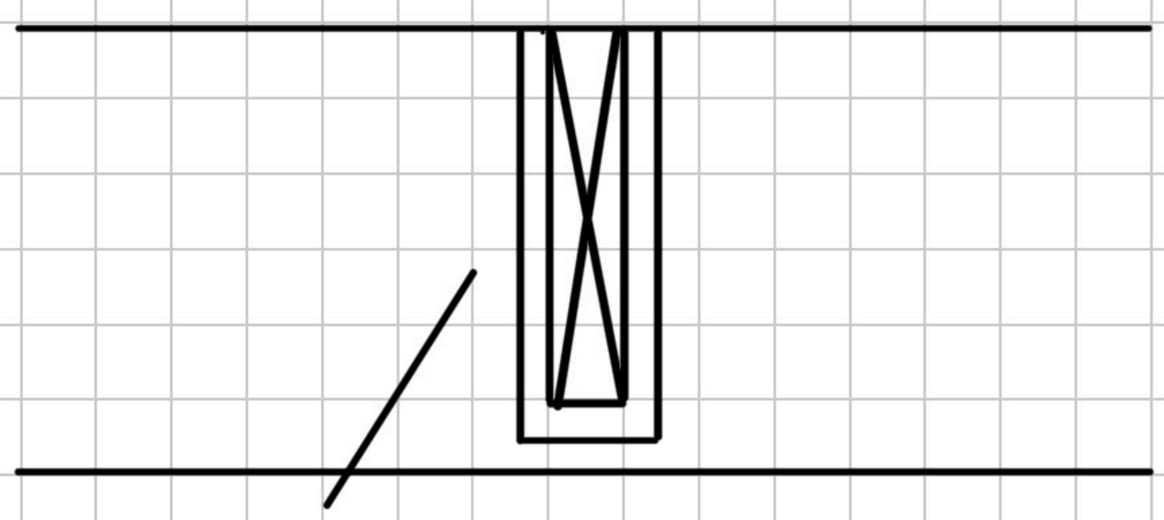
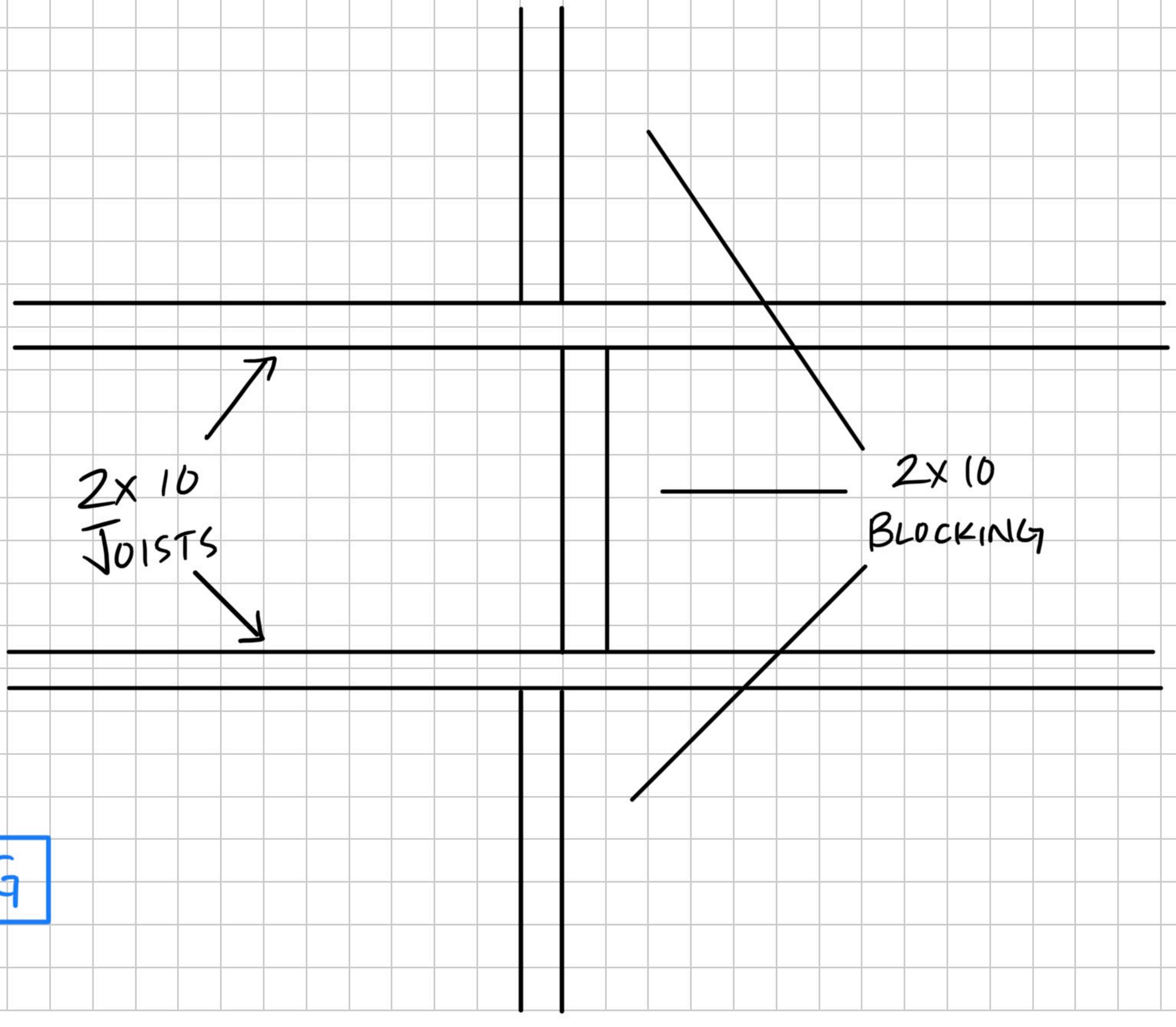




JOIST HANGER

ATTACHED PER
SIMPSON SPECS

F



G

Cumberland County Finance
Summary Financial Statement
March 2023

DRAFT / PRELIMINARY

141 General Purpose School

Account	Description	Budget Estimate	Year-To-Date Total	Year-To-Date Actual	Year-To-Date Encumbered	% of Budget	Budget Estimate Avg/Mth	Month-To-Date Total	Month-To-Date Actual	Month-To-Date Encumbered	% of Avg
Revenues											
40110	Current Property Tax	2,818,910.00	2,761,367.96	2,761,367.96	0.00	97.96%	234,909.17	102,309.11	102,309.11	0.00	43.55%
40120	Trustee's Collections - Prior Year	220,379.00	163,525.88	163,525.88	0.00	74.20%	18,364.92	17,580.04	17,580.04	0.00	95.73%
40130	Cir Clk/Clk & Master Collections-Pr Yr	97,098.00	72,355.21	72,355.21	0.00	74.52%	8,091.50	10,745.57	10,745.57	0.00	132.80%
40140	Interest And Penalty	100,108.00	69,299.20	69,299.20	0.00	69.22%	8,342.33	12,677.38	12,677.38	0.00	151.96%
40210	Local Option Sales Tax	15,683,100.00	10,497,462.57	10,497,462.57	0.00	66.93%	1,306,925.00	1,156,878.37	1,156,878.37	0.00	88.52%
40270	Business Tax	4,249.00	3,291.37	3,291.37	0.00	77.46%	354.08	213.75	213.75	0.00	60.37%
40275	Mixed Drink Sales	67,928.00	55,781.93	55,781.93	0.00	82.12%	5,660.67	10,158.11	10,158.11	0.00	179.45%
43517	Tuition - Other	110,000.00	89,002.59	89,002.59	0.00	80.91%	9,166.67	8,982.00	8,982.00	0.00	97.99%
43570	Receipts From Individual Schools	60,000.00	48,736.19	48,736.19	0.00	81.23%	5,000.00	5,590.63	5,590.63	0.00	111.81%
43990	Other Charges For Services	26,000.00	7,689.50	7,689.50	0.00	29.58%	2,166.67	0.00	0.00	0.00	0.00%
44120	Lease/Rentals	8,000.00	3,324.29	3,324.29	0.00	41.55%	666.67	1,838.11	1,838.01	0.00	275.70%
44145	Sale Of Recycled Materials	7,500.00	1,669.35	1,669.35	0.00	22.26%	625.00	213.75	213.75	0.00	34.20%
44170	Miscellaneous Refunds	250,140.00	570,886.75	570,886.75	0.00	228.23%	19,178.33	31,999.02	31,999.02	0.00	166.85%
44530	Sale of Equipment	0.00	632.00	632.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44560	Damages Recovered From Individuals	1,500.00	189.00	189.00	0.00	12.60%	125.00	0.00	0.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	9,976.00	9,976.00	0.00	66.51%	1,250.00	2,300.00	2,300.00	0.00	184.00%
44990	Other Local Revenues	14,000.00	17,348.99	17,348.99	0.00	123.92%	1,166.67	1,226.50	1,226.50	0.00	105.13%
46511	Basic Education Program	36,787,000.00	29,532,000.00	29,532,000.00	0.00	80.28%	3,065,583.33	3,691,500.00	3,691,500.00	0.00	120.42%
46515	Early Childhood Education	1,059,450.00	422,133.71	422,133.71	0.00	39.84%	88,287.50	0.00	0.00	0.00	0.00%
46590	Other State Education Funds	597,026.00	620,678.96	620,678.96	0.00	103.96%	49,752.17	59,702.57	59,702.57	0.00	120.00%
46591	Coordinated School Health - ARRA	100,000.00	33,497.23	33,497.23	0.00	33.50%	8,333.33	33,497.23	33,497.23	0.00	401.97%
46594	Family Resource Centers - ARRA	29,611.00	8,668.10	8,668.10	0.00	29.27%	2,467.58	0.00	0.00	0.00	0.00%
46610	Career Ladder Program	117,000.00	49,245.28	49,245.28	0.00	42.09%	9,750.00	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	199,605.45	0.00	0.00	0.00	0.00%	16,633.79	0.00	0.00	0.00	0.00%
46790	Other Vocational	95,158.00	0.00	0.00	0.00	0.00%					
47401	American Rescue Plan Grant #1	57,095.58	0.00	0.00	0.00	0.00%	4,757.97	0.00	0.00	0.00	0.00%
47590	Other Federal Through State	0.00	114,191.16	114,191.16	0.00	0.00%	0.00	57,095.58	57,095.58	0.00	#DIV/0!
48610	Donations	5,000.00	0.00	0.00	0.00	0.00%	416.67	0.00	0.00	0.00	0.00%
48990	Other Revenue	0.00	5,000.00	5,000.00				0.00	0.00	0.00	#DIV/0!
49600	Proceeds from Sale of Capital Assets	0.00	8,557.00	8,557.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49700	Insurance Recovery	0.00	3,085.00	3,085.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
	Total Revenues	**$ 58,530,858.03**	**$ 45,179,595.22**	**$ 45,179,595.22**	**$ -**	**77.19%**	**$ 4,867,975.02**	**$ 5,204,507.72**	**$ 5,204,507.62**	**$ -**	**106.91%**

Expenditures

71100	Regular Instruction Program	(28,516,794.00)	18,016,052.02	18,015,852.02	200.00	-63.18%	2,376,399.50	2,150,464.18	2,150,464.18	0.00	-90.49%
71150	Alternative Instruction Program	(340,501.00)	178,719.39	178,719.39	0.00	-52.49%	28,375.08	26,096.10	26,096.10	0.00	-91.97%
71200	Special Education Program	(4,190,504.00)	2,672,807.58	2,672,398.77	408.81	-63.78%	349,208.67	324,155.69	323,866.36	289.33	-92.83%
71300	Career And Technical Education	(3,572,393.00)	2,360,136.00	2,278,128.32	82,007.68	-66.07%	297,699.42	345,646.10	270,033.60	75,612.50	-116.11%
71400	Student Body Education Program	(647,203.00)	413,012.70	413,012.70	0.00	-63.82%	53,933.58	16,448.00	16,802.00	(354.00)	-30.50%
72110	Attendance	(211,782.00)	153,533.98	153,174.04	359.94	-72.50%	17,648.50	13,659.43	13,899.37	(239.94)	-77.40%
72120	Health Services	(733,330.00)	480,246.05	477,506.29	2,739.76	-65.49%	61,110.83	55,601.71	55,552.21	49.50	-90.99%
72130	Other Student Support	(1,854,042.00)	951,848.33	951,848.33	0.00	-51.34%	154,503.50	110,302.92	110,543.36	(240.44)	-71.39%
72210	Regular Instruction Program	(1,224,076.00)	872,471.37	872,471.37	0.00	-71.28%	102,006.33	84,484.02	84,484.02	0.00	-82.82%
72220	Special Education Program	(777,709.00)	550,499.18	543,503.55	6,995.63	-70.78%	64,809.08	61,199.71	55,104.08	6,095.63	-94.43%
72230	Career And Technical Education	(420,578.00)	294,083.44	294,083.44	0.00	-69.92%	35,048.17	51,272.47	51,403.97	(131.50)	-146.29%
72250	Technology	(1,441,550.00)	1,233,498.10	1,118,643.31	114,854.79	-85.57%	120,129.17	56,936.99	58,338.68	(1,401.69)	-47.40%
72310	Board Of Education	(1,121,950.00)	790,717.17	790,717.17	0.00	-70.48%	93,495.83	50,551.55	51,786.50	(1,234.95)	-54.07%
72320	Office Of The Superintendent	(297,811.00)	252,694.63	210,872.63	41,822.00	-84.85%	24,817.58	25,943.57	21,821.57	4,122.00	-104.54%
72410	Office Of The Principal	(4,511,649.00)	2,961,610.16	2,961,610.16	0.00	-65.64%	375,970.75	361,272.58	361,272.58	0.00	-96.09%
72510	Fiscal Services	(202,296.00)	75,381.54	75,381.54	0.00	-37.26%	16,858.00	5,915.14	6,005.14	(90.00)	-35.09%
72520	Human Services/Personnel	(203,126.00)	157,327.84	157,188.44	139.40	-77.45%	16,927.17	18,072.08	17,932.68	139.40	-106.76%
72610	Operation Of Plant	(5,634,530.00)	3,952,504.38	3,912,786.23	39,718.15	-70.15%	469,544.17	360,454.71	367,188.80	(6,734.09)	-76.77%
72620	Maintenance Of Plant	(3,861,325.00)	2,914,921.95	1,154,369.05	1,760,552.90	-75.49%	321,777.08	250,224.83	162,487.44	87,737.39	-77.76%
72710	Transportation	(3,649,152.00)	2,116,140.05	2,065,868.76	50,271.29	-57.99%	304,096.00	252,023.47	224,523.51	27,499.96	-82.88%
72905	American Rescue Plan Act Expenditure	(57,095.58)	51,174.37	11,011.81	40,162.56	-89.63%	4,757.97	(33.08)	446.21	(479.29)	0.70%
73300	Community Services	(172,962.00)	82,169.17	82,169.17	0.00	-47.51%	14,413.50	11,012.55	11,012.55	0.00	-76.40%
73400	Early Childhood Education	(1,294,093.00)	820,905.77	820,905.77	0.00	-63.43%	107,841.08	103,501.26	103,501.26	0.00	-95.98%
76100	Regular Capital Outlay	(295,554.00)	137,497.24	126,513.71	10,983.53	-46.52%	24,629.50	12,153.51	12,728.51	(575.00)	-49.35%
82130	Education Debt Service	(288,372.00)	216,279.00	216,279.00	0.00	-75.00%	24,031.00	0.00	0.00	0.00	0.00%
82230	Education Debt Service	(4,524.00)	3,393.00	3,393.00	0.00	-75.00%	377.00	0.00	0.00	0.00	0.00%
99100	Transfers Out	(1,000,000.00)	1,000,000.00	1,000,000.00	0.00	-100.00%	83,333.33	0.00	0.00	0.00	0.00%
	Total Expenditures	**$ (66,524,901.58)**	**$ 43,709,624.41**	**$ 41,558,407.97**	**$ 2,151,216.44**	**65.70%**	**$ 5,543,741.79**	**$ 4,747,359.49**	**$ 4,557,294.68**	**$ 190,064.81**	**-85.63%**
Total	**141 General Purpose School**	**$ (7,994,043.55)**	**$ 1,469,970.81**	**$ 3,621,187.25**	**$ (2,151,216.44)**	**18.39%**	**$ (675,766.77)**	**$ 457,148.23**	**$ 647,212.94**	**$ (190,064.81)**	**67.65%**

Cumberland County, Tennessee
Local Option Sales Tax Collections
General Purpose School Fund
FY 2022-2023

Month	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	**FY 22-23 Budget**	**FY 22-23 Actual**	**Difference**
August	$ 832,668	$ 801,418	$ 838,289	$ 870,571	$ 1,020,777	$ 1,166,927	$ 1,328,480	$ 1,351,767	$ 23,287
September	$ 749,552	$ 780,570	$ 819,089	$ 865,871	$ 952,467	$ 1,107,995	$ 1,261,390	$ 1,364,864	$ 103,474
October	$ 749,729	$ 765,307	$ 825,937	$ 846,819	$ 919,285	$ 1,083,881	$ 1,233,937	$ 1,264,424	$ 30,487
November	$ 782,832	$ 779,901	$ 787,757	$ 859,937	$ 973,849	$ 1,106,688	$ 1,259,902	$ 1,299,471	$ 39,569
December	$ 722,096	$ 732,522	$ 806,666	$ 871,317	$ 983,974	$ 1,132,259	$ 1,289,013	$ 1,289,256	$ 243
January	$ 706,017	$ 751,619	$ 779,663	$ 827,204	$ 977,133	$ 1,159,721	$ 1,320,277	$ 1,298,903	$ (21,374)
February	$ 899,662	$ 898,277	$ 942,493	$ 1,057,209	$ 1,278,153	$ 1,304,344	$ 1,484,920	$ 1,471,897	$ (13,023)
March	$ 616,158	$ 643,613	$ 676,708	$ 731,082	$ 897,298	$ 965,550	$ 1,099,224	$ 1,156,878	$ 57,654
April	$ 569,641	$ 652,075	$ 690,817	$ 710,630	$ 828,199	$ 999,451	$ 1,137,818	$ 1,131,461	$ (6,357)
May	$ 750,813	$ 781,890	$ 815,144	$ 854,049	$ 1,178,207	$ 1,264,205	$ 1,439,226		
June	$ 739,433	$ 758,856	$ 825,043	$ 828,973	$ 1,096,183	$ 1,185,985	$ 1,350,177		
July Accrual	$ 760,924	$ 814,461	$ 878,558	$ 947,306	$ 1,114,903	$ 1,298,919	$ 1,478,746		
Total	$ 8,879,526	$ 9,160,509	$ 9,686,164	$ 10,270,968	$ 12,220,428	$ 13,775,928	$ 15,683,110	$ 11,628,921	$ 213,959

RESOLUTION #_____-

Cumberland County, Tennessee

General Program School Fund

WHEREAS the General budget requires revision to reallocate resources from our miscellaneous refunds to our BOE Construction Account. The general budget received $335,559 from ESSER 3 funds designated for indirect costs.
WHEREAS, the $335,559 below will be utilized to fund the remaining expense of the Cumberland County High School Auditorium project.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th

day of April 2023, that the following budget amendment be adopted:

General Budget Amendment

Increase Revenue:		
141-44170		
Total Increase in Revenues	**Miscellaneous Refunds**	**$335,559**
		$335,559
Increase Expenditures:	**BOE Construction Expense**	**$335,559**
141-76100-706		
Total Increase in Expenditures		**$335,559**

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST: _____
Director of Schools

Ayes:__Nays:___Abstain:__

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:
Ayes:__Nays:___Abstain:__

RESOLUTION #_____-

Cumberland County, Tennessee

General Program School Fund

WHEREAS the General budget requires revision to reallocate funding to provide adequate appropriation to fund the Cumberland County High School Auditorium Building Project.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th

day of April 2023, that the following budget amendment be adopted:

General Budget Amendment

Decrease Expenditure:		
141-72670-712		
Total Decrease in Expenditures	**HVAC Equipment**	**$47,000.00**
		$47,000.00
Increase Expenditures:	**Building Construction**	**$47,000.00**
141-76100-706		
Total Increase in Expenditures		**$47,000.00**

SPONSORED BY:

_____

BOE Member

APPROVED BY:

_____

Chairman of the Board

ATTEST:

_____

Director of Schools

Ayes:___Nays:____Abstain:___

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes:___Nays:____Abstain:___

RESOLUTION #_____-

Cumberland County, Tennessee

General Program School Fund

WHEREAS the General budget requires revision to reallocate funding.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th

day of April 2023, that the following budget amendment be adopted:

General Budget Amendment

Decrease Expenditures:		
141-76000-799	**Other Capital Outlay**	**$25,000.00**
141-72510-105	**Fiscal Director Salary**	**$25,000.00**
141-72520-471	**Software**	**$15,000.00**
141-72130-123	**Guidance Personnel**	**$35,000.00**
		$100,000.00
Total Decrease in Expenditures		
Increase Expenditures:	**Engineering Services**	**$100,000.00**
141-76100-321		
Total Increase in Expenditures		**$100,000.00**

SPONSORED BY:

_____

BOE Member

APPROVED BY:

_____

Chairman of the Board

ATTEST:

_____

Director of Schools

Ayes:___Nays:___Abstain:___

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes:___Nays:___Abstain:___

RESOLUTION #_____-

Cumberland County, Tennessee

General Program School Fund

WHEREAS the General budget requires revision to reallocate funding to provide adequate appropriation to fund the South Cumberland Elementary Building Project.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th

day of April 2023, that the following budget amendment be adopted:

General Budget Amendment

Decrease Fund Balance:		
141-39000		
Total Decrease in Fund Balance	**Fund Balance-Unassigned**	**$2,210,000.00**
		$2,210,000.00
Increase Expenditures:	**Building Construction**	
141-76100-706		**$2,210,000.00**
Total Increase in Expenditures		**$2,210,000.00**

SPONSORED BY:

_____

BOE Member

APPROVED BY:

_____

Chairman of the Board

ATTEST:

_____

Director of Schools

Ayes:___Nays:___Abstain:__

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes:___Nays:___Abstain:__

RESOLUTION # _____
Cumberland County, Tennessee
General Purpose School Fund

WHEREAS, the North Kids Club of Cumberland County Schools is the recipient of an American Rescue Plan Act Childcare Stabilization Fund subgrant from the Tennessee Dept. of Human Services Child Care Providers program to ensure the continuation of adequate childcare options amid the pandemic and,

WHEREAS, the North Kids Club is a before and after childcare program operated within the Cumberland County Schools budget and the grant requires a $2,000 bonus for our 1 full-time employee and a $1,000 bonus for our 1 part-time employee for retention. The remaining monies will be spent on allowable expenses such as equipment, supplies and storage solutions.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of April, 2023, and by the Cumberland County Commission meeting on this ___ day of _____, 2023, that the following budget amendment be adopted:

ARPA – American Rescue Plan Act
North Kids Club Grant

Increase Revenue:		
141.47401	Other Federal Revenue through State ARP	$57,095.58
	Total Increase:	$57,095.58
Increase Expenditures:		
141.72905.188	Support Services – Bonus Pay	$ 3,000.00
141.72905.201	Support Services – Social Security	$ 229.50
141.72905.204	Support Services – Retirement	$ 165.00
141.72905.599	Support Services – Other Charges	$53,701.08
	Total Increase:	$57,095.58

SPONSORED BY:

_____
BOE Member

APPROVED BY:

_____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes:_____Nays:_____Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote: Ayes:__ Nays:__ Abstain:__

RESOLUTION #_____-

BOE APPROVED: NO COMMISSION ACTION REQUIRED

RESOLUTION # _____

Cumberland County, Tennessee

General Program School Fund

WHEREAS, the General budget requires revision to reallocate funding.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May2023, that the following budget amendment be adopted:

Decrease Expenditures			
141-71200-429	Instructional Supplies	$	14,374.10
141-71200-336	Maintence & Repair Services	$	200.00
Total Decrease Expenditures		$	14,574.10
Increase Expenditures			
141-71200-499	Other Supplies and Materials	$	11,580.26
141-72220-161	Secretary	$	1,475.84
141-72220-207	Medical Insurance	$	914.00
141-72220-790	Other Equipment	$	604.00
Total Increase Expenditures		$	14,574.10

_____ _____

BOE Member Chairman of the Board

ATTEST:

_____ Ayes: _____ Nays: _____ Abstain:_____

Director of Schools

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain:_____

RESOLUTION # _____
Cumberland County, Tennessee
Program School Fund

WHEREAS, the school district has been awarded the following new state grant that was not included in the original Fund 141 School Budget: Innovative School Models (ISM). Whereas, the grant will provide additional money to all elementary schools, Cumberland County HS and Stone Memorial HS.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this ___ day of _____, 2023, and by the Cumberland County Commission meeting on this ___ day of _____, 2023, that the following budget amendment be adopted:

NEW STATE GRANT: Innovative School Models (ISM)

Increase Revenues:		
46790	State– ISM	$6,200,000.00
	Total Increase:	**$6,200,000.00**

Increase Expenditures:		
141-71300-599(180)	Other Charges	$6,119,000.00
141-71300-730 COES	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 CCHS	Vocational Instruction Equipment	$ 20,000.00
141-71300-730 BROWN	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 GMES	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 HOME	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 NORTH	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 PINEV	Vocational Instruction Equipment	$ 1,000.00
141-71300-730 PHILL	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 SOUTH	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 STONE	Vocational Instruction Equipment	$ 5,000.00
141-71300-730 SMHS	Vocational Instruction Equipment	$ 20,000.00
	Total Increase:	**$6,200.000.00**

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes:__Nays:__Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote: Ayes:__ Nays:__ Abstain:__

RESOLUTION #_____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal 901 IDEA budget requires revision to reallocate funds.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Decrease Expenditures			
142-901-71200-116	Teacher	$	16,124.60
Total Decrease in Expenditures		$	16,124.60
Increase Expenditures			
142-901-72220-189	Other Salaries and Wages	$	14,362.62
142-901-72220-204	Medical	$	1,761.98
Total Increase in Expenditures		$	16,124.60

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST:
_____
Director of Schools

Ayes: _____ **Nays:** _____ **Abstain:**_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: ____ **Nays:** _____ **Abstain:**_____

RESOLUTION #_____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal 911 IDEA Preschool budget requires revision to reallocate funds.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Decrease Expenditures			
142-911-71200-204	**Medical**	**$**	**20.00**
Total Decrease in Expenditures		**$**	**20.00**
Increase Expenditures			
142-911-71200-201	**Social Security**	**$**	**20.00**
Total Increase in Expenditures		**$**	**20.00**

SPONSORED BY: **APPROVED BY:**

_____ _____

BOE Member **Chairman of the Board**

ATTEST:

_____ **Ayes: _____ Nays: _____ Abstain:_____**

Director of Schools

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain:_____

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS the TN ALL Corps. Budget required a revision to match ePlan approved items resulting from salary related expenditures being moved to the appropriate line items to fund FY23 personnel.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of April 2023, that the following budget amendment be adopted:

TN ALL Corps. Budget Amendment

Decrease Expenditures:

142-939-71100-722	Regular Instruction Equipment	$18,171.10
142-939-72210-105	Supervisor or Director	$18,100.00
142-939-72210-201	Social Security	$1,550.00
142-939-72210-204	State Retirement	$1,650.00
142-939-72210-207	Medical Insurance	$3,500.00
142-939-76100-711	Furniture & Fixtures	$894.01
Total Decrease in Expenditures		$43,865.11

Increase Expenditures:

142-939-71100-163	Educational Assistants	$30,000.00
142-939-71100-201	Social Security	$2,700.00
142-939-71100-204	State Retirement	$3,050.00
142-939-71100-207	Medical Insurance	$7,500.00
142-939-71100-208	Dental Insurance	$615.11
Total Increase in Expenditures		$43,865.11

SPONSORED BY:

ATTEST:

_____

Director of Schools

APPROVED BY:

_____

Chairman of the Board

Ayes: _____ **Nays:** _____ **Abstain:**_____

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes: _____ **Nays:** _____ **Abstain:**_____

BOE APPROVED: NO COMMISSION ACTION REQUIRED

Amendment # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Perkins Basic Grant required a revision to account for a change in needs.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this ___ day of _____, 2023, that the following budget amendment be adopted:

Federal Grant Perkins Basic Budget Amendment

Decrease Expenditures:			
142-71300-429-801	Instruction Supplies and Materials		$ 1,020.65
		Total Decrease:	**$ 1,020.65**
Increase Expenditures:			
142-71300-730-801	Vocational Instruction Equipment		$ 1,020.65
		Total Increase:	**$ 1,020.65**

SPONSORED BY: _____

BOE Member

APPROVED BY: _____

Chairman of the Board

ATTEST:

_____

Director of Schools

Ayes:__Nays:__Abstain:_____

RESOLUTION #_____-

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal BBLC budget requires revision to allocate additional funds given to Baby Birds

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of March 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Increase Revenues			
142-891-46908	Other State Grant - TEIS	$	15,210.00
Total Increased Revenue		$	15,210.00
Increase Expenditures			
142-891-71200-116	Teachers	$	1,700.00
142-891-71200-163	Educational Assistants	$	5,840.00
142-891-71200-201	Social Security	$	447.00
142-891-71200-204	State Retirement	$	468.00
142-891-71200-206	Life Insurance	$	48.00
142-891-71200-207	Medical Insurance	$	1,803.00
142-891-71200-208	Dental Insurance	$	360.00
142-891-71200-499	Other Supplies & Materials	$	4,544.00
Total Increase Expenditures		$	15,210.00

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes: _____ Nays: _____ Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain:_____

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal Title I Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of April 2023, that the following budget amendment be adopted:

Title I Budget Amendment

Decrease Expenditures:		
142-101-71100-722	**Regular Instruction Equipment**	**$2,500.00**
Total Decrease in Expenditures		**$2,500.00**

Increase Expenditures:		
142-101-71100-429	**Instructional Supplies & Materials**	**$2,500.00**
Total Increase in Expenditures		**$2,500.00**

SPONSORED BY:

_____
BOE Member

APPROVED BY:

_____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes: ____ Nays: ____ Abstain:____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: ____ Abstain:____

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal Title II Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of April 2023, that the following budget amendment be adopted:

Title II Budget Amendment

Decrease Expenditures:		
142-201-71100-195	**Certified Substitute Teachers**	**$3,800.00**
Total Decrease in Expenditures		**$3,800.00**

Increase Expenditures:		
142-201-71100-198	**Non- Certified Substitute Teachers**	**$3,800.00**
Total Increase in Expenditures		**$3,800.00**

SPONSORED BY:

_____
BOE Member

APPROVED BY:

_____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes: ____ Nays: _____ Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain:_____

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal Title III Budget required a revision to match ePlan approved line items resulting from an additional allocation.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of April 2023, that the following budget amendment be adopted:

Title III Budget Amendment

Increase Revenues:	**Additional Allocation**	**$84.79**
142-301-47146		
Decrease Expenditures:		
142-301-72210-524	**In-Service/ Staff Development**	**$442.81**
Total Decrease in Expenditures		**$442.81**
	Total Decrease with Increase in Revenue	**$527.60**
Increase Expenditures:		
142-301-71100-429	**Instructional Supplies**	**$527.60**
Total Increase in Expenditures		**$527.60**

SPONSORED BY:

_____
BOE Member

APPROVED BY:

_____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes: _____ Nays: _____ Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes:_____ Nays: _____ Abstain:_____

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Fiscal Management Goals**	Descriptor Code: **2.100**	Issued Date: **03/30/17**
		Rescinds: **2.100**	Issued: **03/24/11**

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

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

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

Legal References

1. TCA 49-3-314 (c); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23

Cumberland County Board of Education

Monitoring: **Review: Annually, in January 2005**	Descriptor Term: **Line Item Transfer Authority**	Descriptor Code: **2.201**	Issued Date: **10/07/99**
		Rescinds:	Issued:

Central Office

Line-item transfers within major categories shall be made upon the recommendation of the Director of Schools and approval by the Board.

Transfer between major budget categories shall be made with the approval of the County Commission.[1]

Legal Reference:

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Revenues**	Descriptor Code: **2.400**	Issued Date: **03/30/17**
		Rescinds: **2.400**	Issued: **11/14/13**

General

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

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

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

FEES

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

EXTENDED SCHOOL PROGRAM

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

FINES

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

TUITION INCOME

Tuition collected from nonresident students shall be placed in the system-wide school fund.

RENTAL INCOME

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

GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by the school with the Director's or designee's consent if conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Grant applications and budgets require Board approval prior to submission, if in-kind funds or matching funds are required. Awarded grants and their proposed budgets require Board approval prior to grant acceptance. Funds must be recorded in a separate restricted fund account.[7]

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79).
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-40
6. TCA 37-10-101, 102
7. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-39

Cross References

Fundraising Activities 2.601
Student Activity Fund Management 2.900
Nonresident Students 6.204
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Gifts and Bequests**	Descriptor Code: **2.401**	Issued Date: **10/07/99**
		Rescinds: **2.401**	Issued: **02/06/97**

General

The Director of Schools is authorized to accept gifts to the school system and may designate others to accept gifts for particular schools on behalf of the Board.[1] The Board will officially express appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

In instances where the Director of Schools/designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined, or the matter referred to the Board.

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

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become school system property subject to the same controls and regulations that govern the use of other school-owned property.

2. Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the Director of Schools' office for Board consideration and approval.

3. Individuals or organizations wanting to contribute supplies or equipment will consult with school officials about the feasibility of accepting such contributions prior to the solicitation of funds or the making of budgetary appropriations.

4. A list of supplies and equipment which have been contributed shall be reported to the Board by the Director of Schools' office annually.

Legal Reference:

1. TCA 49-6-2006(a)

Cross References:

Staff Conflict of Interest 5.601

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Surplus Property Sales**	**2.403**	**09/26/19**
		Rescinds: **2.403**	Issued: **03/21/19**

General

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

Surplus Property, which has no value or has a value of less than five hundred dollars ($500) may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus property, the Director of Schools and the Chair of the Board must all agree in written form that the property is of less value than five hundred dollars ($500).[2]

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board shall approve other methods of disposal.[3]

DISPOSAL OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS[4]

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than $5,000.00 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

2. Items of equipment with a current per-unit fair market value in excess of $5,000.00 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

Inventories 2.702

Duties of Officers 1.201

Textbooks 4.401

Cumberland County Board of Education			
Monitoring: **Review: Annually, in February**	Descriptor Term: **Deposit of Funds**	Descriptor Code: **2.500**	Issued Date: **03/30/17**
		Rescinds: **2.500**	Issued: **10/07/99**

Central Office

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

Individual Schools

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

The principal shall deposit funds daily if possible, but no later than three (3) days after being received.[1] Deposit slips must be completed in duplicate. All checks should be listed individually on the deposit slip or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the deposit should be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit slip with deposit receipt attached should be given to the bookkeeper.

Monies collected at the building level must be deposited to one of three bank accounts:[2]

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-22, 6-2
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-2, 6-1

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Bonded Employees**	Descriptor Code: **2.600**	Issued Date: **10/07/99**
		Rescinds:	Issued:

General

The Director of Schools and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.[1]

The Board shall determine the amount of the bond, giving consideration to the total amount of money and/or property that is handled in each school.[2]

Legal References:

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

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Accounting System**	Descriptor Code: **2.700**	Issued Date: **01/26/23**
		Rescinds: **2.700**	Issued: **10/07/99**

Central Office

The Director of Schools shall maintain a system of accounting, arranged according to the regulations prescribed by the Commissioner of Education, which provide a detailed and accurate account of all receipts and disbursements of the schools.[1]

Individual Schools

The Board authorizes each respective school under its jurisdiction to receive activity and other internal funds, such as athletic ticket money, school lunch funds and school class funds.

The Board shall hold each principal responsible for the management of all internal accounts under his/her jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.[2]

Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(d)

Cross References

Petty Cash Accounts 2.801
Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Financial Reports and Records**	Descriptor Code: **2.701**	Issued Date: **03/30/17**
		Rescinds: **2.701**	Issued: **03/12/08**

FINANCIAL REPORTS

Central Office

The executive committee shall submit to the Board at each regular board meeting a report of all business transacted since the last regular meeting.[1]

The Director of Schools shall deliver a quarterly report indicating all receipts and expenditures to the local legislative body.[2] Each report shall show the amount of the annual appropriation, the amount expended by account to date, the amount encumbered, and the free balance in each account.

The Director of Schools shall submit financial reports to state and federal agencies as required.[3]

Individual Schools

Each principal shall submit to the Director of Schools at the end of each calendar month on a prescribed form the receipts, expenditures, and cash balance of all accounts under his jurisdiction. These reports shall be made available to the Board at its request.[3]

FINANCIAL RECORDS

General

The Director of Schools shall maintain all financial records as required by regulation and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records.[4]

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-2; Section 4-26
4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-4

Cross References

School Board Records 1.407

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Audits**	Descriptor Code: **2.703**	Issued Date: **09/28/17**
		Rescinds: **2.703**	Issued: **10/07/99**

An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall be made by a certified public accountant following the end of each fiscal year.[1]

The Director of Schools shall furnish or make copies of the audit available to the proper authorities as prescribed by law.[2]

When an administrative change occurs during the fiscal year and the position is responsible for the expenditure of funds, a special audit of accounts involved shall be conducted.

The special audit shall be as extensive as the Board may determine.

AUDIT FINDINGS[3]

A corrective action plan shall be developed to address any findings on the annual audit. The plan shall include the following:

1. Name(s) of the individual responsible for implementing the plan;
2. The correct action taken or planned; and
3. Anticipated completion date.

The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

1. TCA 49-2-112(a)(1), (c)(1); TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. Public Acts of 2017, Pub. Chp. 383

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900

Cumberland County Board of Education			
Monitoring: **Review: Annually, in January**	Descriptor Term: **Expenditure of Funds**	Descriptor Code: **2.800**	Issued Date: **09/24/15**
		Rescinds: **2.800**	Issued: **03/12/08**

Central Office

All expenditures shall be approved by the Board or the Director of Schools when authorized. No expenditures shall be made except on an approved purchase order or contract. Employees of this system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized or made which exceeds the appropriation of any fund of the budget as adopted or amended, and expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance. The Director of Schools shall develop federal grant expenditure and cash management procedures that comply with all federal laws and regulations.[1]

Individual Schools

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No checks shall be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the Director of Schools' office in the same manner as salary and other payroll payments. The Board shall invoice the school for reimbursement. Substitute teachers' salaries related to restricted class and club accounts shall be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.[2]

Employees who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.[3]

Legal References

1. 2 C.F.R. § 200.403; Cash Management Improvement Act, 31 C.F.R. Part 205
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-22
3. *Tennessee Internal School Uniform Accounting Policy Manual Section 5-17*

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Petty Cash Accounts**	Descriptor Code: **2.801**	Issued Date: **10/07/99**
		Rescinds:	Issued:

1 Petty cash accounts are not authorized for any school or department under the Board's supervision.

Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 5-18 &19

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Date last reviewed: January 2005	**Salary Deductions**	**2.803**	**03/12/08**
		Rescinds: **2.803**	Issued: **10/07/99**

Central Office

Payroll shall make deductions for salary of the employee as authorized. Authorization must be made on forms provided by the appropriate authority and filed in the office of the Director of Schools.

An employee may change or terminate any salary deduction upon written notification to the appropriate authority.

Cumberland County Board of Education			
Monitoring: **Review: Annually, in February**	Descriptor Term: **Expenses and Reimbursements**	Descriptor Code: **2.804**	Issued Date: **03/30/17**
		Rescinds: **2.804**	Issued: **03/24/11**

Central Office

Annually the Board shall review expense allowances and reimbursement guidelines.

SCHOOL PERSONNEL

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts. Requests for reimbursement must be submitted to the Director of Schools' office within thirty (30) days of accrual of such expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of Schools. The Director of Schools may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved. Expenses must be submitted to the Director of Schools' office within thirty (30) days of the date of completion of such travel for reimbursement.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.[1]

DIRECTOR OF SCHOOLS

The Director of Schools shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on official school business upon submission of an approved voucher and supporting receipts. Attendance at conventions, educational meetings and/or travel for out of county school purposes shall be authorized in advance in writing by the Chairman of the Board. Expenses must be submitted within thirty (30) days in writing to the Cumberland County School Chief Financial Officer.

BOARD MEMBERS

The members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.[2] Attendance at conventions, educational meetings and/or travel for other school purposes shall be authorized in advance by the Board.[3] Expenses shall be submitted to the Director of Schools' office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

The rate of reimbursement for these expenses will be established by the Cumberland County Board of Education. These rates will be reviewed as needed.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-202 (d)
3. TCA 49-2-2001(c)

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Purchasing**	Descriptor Code: **2.805**	Issued Date: **09/24/15**
		Rescinds: **2.805**	Issued: **10/07/99**

General

The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. The Director of Schools shall serve as purchasing agent for system-wide purchasing.[1] Principals shall serve as purchasing agents for individual schools.

No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an un-prescribed manner.

The Board shall purchase locally whenever other conditions are comparable.

Individual Schools

The Director of Schools must approve the following purchases:

1. A single piece of equipment costing more than five thousand dollars ($ 5,000.00);
2. One that is to be attached to or one that requires alteration of the building; or
3. One that will become a permanent fixture.

Central Office

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools or his/her designee shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the Director of Schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the Director of Schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

PURCHASING OF SURPLUS PROPERTY

The Director of Schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the Director of Schools is authorized to purchase any needed items through suppliers approved on the state bid list.

COOPERATIVE PURCHASING

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

ONLINE PURCHASING [2]

The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted with the following requirements:

1. Prior authorization must be obtained from the Director of Schools before setting up new online accounts, and schools shall maintain a list of accounts.

2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.[3]

3. The availability of money for the fund/account in question should be determined before Purchase Orders are approved.

4. All Purchase Orders must be properly filled out and approved prior to a purchase.

5. Price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

PURCHASING WITH FEDERAL GRANT FUNDS[4]

Before grant funds are obligated or expended, the Director/designee shall review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds.[4] The Director will minimize the time that elapses between the transfer and disbursement of funds once an expenditure is approved.

No person officially connected with or employed by the school system may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the Director shall disclose the potential conflict to the federal awarding agency in writing.[5]

Legal References

1. TCA 49-2-206(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*; Section 4-9; 4-12
3. TCA 49-2-608(1)
4. 2 C.F.R. § 200.403
5. 2 C.F.R. § 200.112

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Credit Cards/Credit Lines**	**2.8051**	**02/23/17**
		Rescinds:	Issued:

District credit cards shall be maintained by the Director of Schools or designee through procedures developed and maintained in the district office for the purchase of appropriate goods and services for District or School related purposes only. The credit card will be kept in a secure location and the account number will remain confidential.

The Director of Schools or designee shall review and approve card transactions. Purchases which are not approved by the Director of Schools or the Finance Director will be reimbursed to the district within 10 days of notification.

Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use of a credit card/credit line shall be grounds for disciplinary action, including termination of employment. Cash advances using district credit cards are prohibited.

Any school employee that purchases items with the credit card or any approved credit line must follow the procedures outlined below:

- Receipts for each purchase must to be turned into bookkeeper within three working days of purchase.
- If the credit card is used to pay for a conference or training, a copy of the registration form must be turned in.
- The bookkeeper or a separate employee must check off on purchases and the physical inventory that is purchased.
- All purchases must be district or school related purchases.
- If there is any incurred finance or late changes, the responsibility will belong to the person or program associated with said charges.
- Under no circumstances will the credit card/credit line be used to make personal purchases.

School level credit cards and credit lines must be approved by the principal of the school and the Director of Schools or designee.

If the credit card or credit line requires personal guarantee or responsibility, the principal will be responsible to provide this information.

School level credit cards and credit lines must follow above district procedures and also procedures included in the Tennessee Internal School Accounting Policy Manual Section 4.[1]

At any point that abuse is suspected, the Director of Schools or designee shall have full ability to close or disable any or all accounts at an individual school until an investigation can be completed.

Legal References

1. Tennessee Internal School Uniform Accounting Policy Manual Section 4

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Bids and Quotations**	Descriptor Code: **2.806**	Issued Date: **08/25/22**
		Rescinds: **2.806**	Issued: **07/22/21**

General

All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five thousand dollars ($25,000.00) including those of individual schools, shall be based on competitive bids.[1] These bids shall be solicited by advertisement in a newspaper of general circulation within the school district. The advertisement may be waived by the purchasing agent in an emergency. [2] The purchasing agent shall advertise for bids and receive quotations.

All purchases of twenty-five thousand dollars ($25,000.00) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids.[2]

The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase.[3] Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

EXEMPTIONS FROM COMPETITIVE BIDDING

Contracts for legal services, educational consultants, services from an insurance provider, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.[4]

Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2022, Chapter No. 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 1016
3. TCA 49-2-203(a)((D)(c)
4. TCA 12-3-1209; TCA 12-4-107; Public Acts of 2022, Chapter No. 719; TCA 29-20-407

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Requisitions**	Descriptor Code: **2.807**	Issued Date: **10/07/99**
		Rescinds:	Issued:

General

The Board designates the Director of Schools and his/her designees, principals and their designees to be responsible for making requisitions.

All requisitions will be submitted to the purchasing agent (Director of Schools or principal) on forms provided by the purchasing agent for approval.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross Reference:

Purchase Orders 2.808

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Purchase Orders and Contracts**	Descriptor Code: **2.808**	Issued Date: **03/12/08**
		Rescinds: **2.808**	Issued: **10/07/99**

General

All purchases made by the school system shall be by purchase order or formal contract. No purchase shall be made nor payment approved unless covered by an approved purchase order.

Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;

2. A firm, quoted, net delivered price, whenever possible; and

3. Signature of purchasing agent.

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;

2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;

3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

4. All contracts, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations.[1]

Legal References:

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11; TCA 49-2-206(b)(2)

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Vendor Relations**	Descriptor Code: **2.809**	Issued Date: **03/30/17**
		Rescinds: **2.809**	Issued: **10/07/99**

General

Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service.[1]

Individual Schools [2]

Schools shall execute a written agreement with vendors for all fundraisers. The agreement shall include, but not be limited to, the following information:

1. The division of profits that result from the activity;
2. Payment of sales tax;
3. Delivery date(s);
4. Package prices or other charges; and
5. Scheduled dates of service.

Vendors visiting separate schools shall contact and secure the permission of the Director of Schools and principal's office prior to visiting the school. Vendors' visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

Legal References

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

Visitors to the Schools 1.501
Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Payment Procedures**	Descriptor Code: **2.810**	Issued Date: **03/12/08**
		Rescinds: **2.810**	Issued: **10/07/99**

Central Office

The purchasing agent for the Board of Education shall approve all claims for payment.[1]

As operating procedure, the Director of Schools shall present to the Board each month a report of all business transacted since the last regular meeting.[2]

Individual Schools

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

Legal Reference:

1. TCA 49-2-206(b)(3)
2. TCA 49-2-203(b)(5)

Cumberland County Board of Education

Monitoring: **Date last reviewed: January 2005**	Descriptor Term: **Student Activity Funds Management**	Descriptor Code: **2.900**	Issued Date: **10/08/02**
		Rescinds: **2.900**	Issued: **10/07/99**

Individual Schools

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy and be approved in writing by the Director of Schools.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.[1]

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.[2]

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.[3]

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.[4]

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.[5]

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual;* Section 4-26
2. TCA 49-2-110(c)(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual;* Section 5-25
4. TCA 49-2-112(a)
5. TCA 49-2-110(e)

Cross References:

Parent Organizations/Booster Clubs 4.50
Student Solicitations/Fund-Raising 6.701

Cumberland County Board of Education			
Monitoring: **Review: Annually, in January**	Descriptor Term: **Classification and Qualifications**	Descriptor Code: **5.102**	Issued Date: **04/27/17**
		Rescinds: **5.102**	Issued: **01/06/98**

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and

2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the Director of Schools shall determine.

PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status *requires* certification in accordance with the rules and regulations of the State Board of Education.[1] It is the responsibility of the employee to secure a license and to maintain its validity. When a teacher's contract must be terminated because the teacher's license has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension.

SUPPORT PERSONNEL

The support staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Said employees are employed at the will of the Director of Schools.

Legal References

1. TCA 49-5-501(10)

Cross References

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Equal Opportunity Employment**	Descriptor Code: **5.104**	Issued Date: **04/27/17**
		Rescinds: **5.104**	Issued: **04/03/08**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sex, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.[1]

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USC § 12101-12213

Cross References

Section 504 & ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Recruitment of Employees**	**5.105**	**04/27/17**
		Rescinds: **5.105**	Issued: **04/28/11**

The authorization of all school system positions rests with the board. Personnel employment shall be within the discretion of the Director of Schools.[1]

The Director of Schools is responsible for the development of a program for the recruitment of licensed personnel.[2]

Identification of personnel needs shall be the cooperative responsibility of the Director of Schools, supervisors, and building principals.

Vacancies shall be advertised locally and through the closest placement offices. A deadline for receiving applications shall be established and disseminated with the vacancy notice.

Legal References

1. TCA 49-2-301(b)(1)(EE); TCA 49-2-203(a)(1)
2. TRR/MS 0520-01-02-.14

Cross References

Equal Opportunity Employment 5.104
Staff Positions 5.116

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Supervision**	Descriptor Code: **5.108**	Issued Date: **04/27/17**
		Rescinds: **5.108**	Issued: **03/04/04**

Supervision of administrative and supervisory personnel shall be provided by the Director of Schools.

Apprentice teachers shall be assisted by supervising teachers in the development of competencies required by the Board.[1]

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

All employees shall report being charged with any criminal offense to their immediate supervisor within 72 hours of the offense. The supervisor must report the offense to the Director of Schools immediately and the Director of Schools must report the offense to the Board chairman as soon as practical.

Legal References

1. TCA 49-6-3004(c)(2)

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Staff Positions 5.116

Cumberland County Board of Education			
Monitoring: **Review: Annually, in January**	Descriptor Term: **Evaluation**	Descriptor Code: **5.109**	Issued Date: **04/27/17**
		Rescinds: **5.109**	Issued: **04/28/11**

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the Director of Schools and administrative and supervisory personnel.

The Board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel.

The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

LICENSED TEACHING PERSONNEL

The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system.[1]

Local Level Grievance Procedure

The Director of Schools shall develop procedures, consistent with state law, for processing evaluation grievances.[2] A teacher may file a grievance based on a procedural error (e.g. the evaluation result was caused by data errors). However, a teacher **may not** file a grievance based on an employment decision the district made based on the evaluation results.

NON-LICENSED PERSONNEL

Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation period (up to 90 days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Support personnel employed for more than one (1) year shall be evaluated at least once a year. The immediate supervisor retains the right to evaluate more often as needed.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

Legal References

1. TRR/MS 0520-02-01-.01; TRR/MS 0520-02-01-.02
2. TRR/MS 0520-02-01-.01(4)

Cross References

Job Descriptions 5.103
Orientation and Probation 5.107

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Compensation Guides & Contracts**	Descriptor Code: **5.110**	Issued Date: **07/26/18**
		Rescinds: **5.110**	Issued: **04/27/17**

Certified personnel must enter into written contract with the Board at a fixed annual salary per month before commencing their duties.[1]

The Director of Schools shall establish the salary rating of each person employed and shall recommend such salary rating to the Board for its approval.[2]

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Contracts for professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:[3]

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) days as designated by the board (teachers shall use one (1) day for parent-teacher conferences).

The school calendar adopted by the Board each year shall become part of each employee's contract. Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.[1,4]

Non-certified personnel are at will employees and are compensated per Board approved pay scales that are based on respective job description, hours worked, and days worked. These scales have pre-designated incremental increases based on years of service. The employee's years of service, to the Board of Education, are maintained when an employee moves between job categories. All support personnel pay scales are capped at twenty-six (26) years of service.

The Board will recognize 50% of the same job experience not to exceed five (5) years. The burden of experience rests with the individual. Verification must be submitted within 30 days of date of hire to be considered for advancement on the pay scale.

Former employees rehired in the same position will resume at the same years' experience as when they left employment.[2]

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
Salary Deductions 2.803

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Differentiated Pay Plan**	**5.1101**	**02/23/17**
		Rescinds:	Issued:

Annually, the Director of Schools shall recommend a differentiated pay plan to the Board for approval.[1] The plan shall follow the guidelines established by the State Board of Education and will reflect the needs of the district.

Once approved by the Board, the differentiated pay plan shall be submitted to the Tennessee Department of Education for review and approval.

Legal References

1. TCA 49-3-306(h)

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Temporary Contracts**	**5.1102**	**04/27/17**
		Rescinds: **5.1101**	Issued: **04/03/08**

All temporary contracts (120 days or less) are at the discretion of the Director of Schools. All contracted employees will be assigned jobs needed by the system. No job will be guaranteed for more than one (1) year. Any job shared arrangement requires the recommendation of the building principal. If a contracted employee wishes to exit the contract and re-enter into full time teaching in the Cumberland County Schools, he/she must apply for, and be re-hired.

All temporary contracts require a commitment on the part of the employee(s) for the stated duration of contract. There are no fringe benefits associated with the contract. All working days of the contract are to be "teaching days", unless approved and assigned by the Director of Schools. No paid vacation days, additional retirement benefits, accrued leave, or medical insurance benefits are included in the contractual period. No planning period is guaranteed.

The daily rate of pay will be based on the years of teaching experience and degree level of the employee.

None of the above language precludes the system from employing persons for less than 120 days, or one-half time.

Legal References

Cross References
1. School Calendar 1.800
2. Revenues 2.400
3. Payroll Procedures 2.802
4. Salary Deductions 2.803
5. Compensation Guides & Contracts 5.110

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Professional Development Opportunities**	Descriptor Code: **5.113**	Issued Date: **04/27/17**
		Rescinds: **5.113**	Issued: **05/26/11**

IN-SERVICE EDUCATION

Professional development activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes, which enable personnel to perform their tasks with maximum effectiveness.[1]

Professional Employees

Credit for professional development shall not be given while performing duties which are required as part of regular teaching assignments. Individuals who miss professional development activities without prior approval of the Director of Schools shall have their last salary payment adjusted to compensate for the day(s) missed.

Support Personnel

The immediate supervisors shall be responsible for providing professional development for classified personnel. Absences to attend meetings relating to the employee's job description may be granted by the Director of Schools without loss of pay to the employee.

PROFESSIONAL LEARNING PROGRAM[2]

The Board may pay expenses of selected personnel who participate in professional development activities conducted by the State Department of Education.

The Director of Schools may involve supervisory personnel in professional development programs.

Standards for Professional Learning

LEARNING COMMUNITIES: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.

LEADERSHIP: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.

RESOURCES: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.

DATA: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.

LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.

IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change.

OUTCOMES: Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

Legal References

1. Tennessee State Board of Education Policy 5.200, *Professional Development*; TCA 49-1-214(b); TCA 49-6-3004(c)(1)
2. Tennessee State Board of Education Policy 5.200, *Professional Development*

Cross References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Telework During Emergencies**	**5.1151**	**04/02/20**
		Rescinds:	Issued:

General

Teleworking is a work arrangement where designated employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site.

The Director of Schools may require an employee to telework if the duties and responsibilities of the position are required during times of emergency. An employee's participation in the program will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor and/or the Director of Schools.

WORK ENVIRONMENT

Employees approved for telework shall maintain a dedicated and safe work environment.

An employee who teleworks shall not allow anyone other than district employees to utilize district provided services or equipment. Employees shall keep remote work and information confidential, in accordance with district policies, procedures, and applicable privacy laws.

Cross References

Emergency Closings 1.8011

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Background Investigations**	Descriptor Code: **5.118**	Issued Date: **09/27/18**
		Rescinds: **5.118**	Issued: **08/23/18**

General

Background checks shall be required for applicants, employees, contract workers, and volunteers.[1]

The Director of Schools/designee shall develop any necessary corresponding procedures.

APPLICANTS AND EMPLOYEES

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children. Further, applicants who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.[2] Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.[3]

Background checks shall be required of these employees at least once every five (5) years after the date of hire.[1]

USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.[4] The Director of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information ("CHRI") obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination or destruction of CHRI must sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to criminal history record information with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The Director of Schools is responsible for ensuring that

authorized personnel receive such training within 60 days of employment or job assignment and every three years.

RETENTION AND SECURITY

The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The Director of Schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering the information unreadable. Record destruction must be conducted under the supervision of the Director of Schools.

MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the Director of Schools.

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406 (a)(1) TCA 49-5-403; TCA 49-5-413(a)(2),(e)
3. TCA 49-5-413 (c)
4. 42 U.S.C. § 14616 (a)

Cross References

Application and Employment 5.106

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Employment of Retirees**	**5.119**	**08/25/22**
		Rescinds:	Issued:

General

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.[1]

EMPLOYMENT CONTRACTS FOR ONE YEAR

The Director of Schools may employ teachers retired for at least one (1) year for full-time employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:[2]

1. The Director of Schools of the employing district shall certify in writing that no other qualified individuals are available to fill the position;

2. The Commissioner of Education shall certify that the employing school district serves an area that lacks qualified teachers to serve in the position to be filled;

3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;

4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and

5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

ADDITIONAL EMPLOYMENT OPTION FOR RETIREES[3]

Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:

1. The retired member has been retired for at least sixty (60) calendar days;

2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;

3. The retired member's employment can't be longer than a one (1) year period; however, the retired member can be reemployed for additional one (1) year periods;

4. The retired member is not drawing disability retirement benefits; and

5. The retired member can't accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position.

Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Separation Practices for Tenured Teachers**	Descriptor Code: **5.200**	Issued Date: **09/22/22**
		Rescinds: **5.200**	Issued: **10/28/21**

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a tenured teacher at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a tenured teacher with pay. If vindicated or reinstated, the tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2,3]

A Director of Schools/designee may suspend a tenured teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a tenured teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director at a conference, if requested within five (5) working days; and (3) given a written decision of the suspension within ten (10) working days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS[4]

When a tenured teacher is charged with offenses, that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the tenured teacher, and a copy of a form provided by the Commissioner of Education advising the tenured teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) working days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time. At the conclusion of the hearing, the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director and reviewed by the Board to the chancery court for its review.

RESIGNATION

A tenured teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A tenured teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.[5]

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; and

2. The release by the Board of the tenured teacher from the contract, which the tenured teacher has entered into with the Board.

Any tenured teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the tenured teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a tenured teacher's license. After the State

Board of Education has provided the tenured teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.[8]

RETIREMENT

Retirement is a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or Social Security benefits. Tenured teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist tenured teachers in securing retirement benefits; however, it shall be the responsibility of the retiring tenured teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring tenured teacher to file for benefits.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Suspension/Dismissal of Non-Certified Employees**	Descriptor Code: **5.202**	Issued Date: **04/27/17**
		Rescinds: **5.202**	Issued: **05/26/11**

SUSPENSION

A Director of Schools/designee may suspend an employee at any time when deemed necessary.[1] Before an employee is suspended, he/she shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

Under no circumstances shall a Director of Schools suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

The Director of Schools may dismiss any classified employee during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty.

The Director of Schools may either choose to provide the employee with a hearing or give the employee the opportunity for a hearing before the Personnel Hearing Authority (PHA). Requests for hearings must be filed in writing within ten (10) days of notification.

NONRENEWAL

Non-certified personnel shall be notified of non-renewal within five (5) business days following the last instructional day for the school year.[2]

RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason.

The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to obtain verification of eligibility in writing from Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire under Tennessee Consolidated Retirement System (TCRS) may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)
2. TCA 49-2-301(b)(1)(FF)

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Recommendations and File Transfers**	Descriptor Code: **5.203**	Issued Date: **09/27/18**
		Rescinds: **5.203**	Issued: **09/28/17**

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.[1]

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and

2. The matter has been officially closed in one of the following ways:

    a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;

    b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or

    c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

Neither the district nor the Board shall enter into, or require a current or former employee to enter into, a non-disclosure agreement during a settlement for any act of sexual misconduct.[1]

The Director of Schools shall develop administrative procedures to enforce this policy and comply with federal law.

Legal References

1. 20 U.S.C. § 7926 Public Acts of 2018, Chapter No. 938

Cross References

Application and Employment 5.106
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Non-Certified Employees 5.202
Child Abuse and Neglect 6.409

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Emergency, Bereavement and Legal Leave**	Descriptor Code: **5.301**	Issued Date: **03/17/22**
		Rescinds: **5.301**	Issued: **06/24/21**

EMERGENCY LEAVE

An immediate supervisor may grant an employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave;[1] sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

BEREAVEMENT LEAVE

Employees shall be granted up to three (3) days of bereavement leave in the event of the death of a member of the employee's immediate family including spouse, domestic partner, parent, grandparents, child, grandchild, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law. Documentation of the need may be required. The days granted shall not be charged to the employee's sick or personal leave.

JURY DUTY

The following procedures shall regulate the leave for jury duty for employees:

1. The employee shall present written evidence that he/she had been summoned to serve on a jury; and,
2. The employee shall be entitled to the usual compensation. The employee shall remit all Jury Duty compensation directly to County Finance to avoid loss of pay.[2]

COURT APPEARANCES

If an employee appears in court as a plaintiff, defendant, witness,[3] or voluntarily appears on behalf of family or friends, personal leave or leave without pay shall be granted. Other court leave with pay shall be granted provided the Director of Schools is furnished with full particulars explaining why the employee is needed for the case and a copy of the subpoena accompanies the request. Paid court leave to employees who are litigants against the Board is expressly forbidden.

Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. TCA 16-15-708; TCA 24-2-109

Cross References

Short Term Leaves of Absence 5.300

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Personal and Professional Leave**	Descriptor Code: **5.303**	Issued Date: **03/17/22**
		Rescinds: **5.303**	Issued: **12/02/21**

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee, the rules and regulations of the State Board of Education and the policy and benefit schedules of the Cumberland County Board of Education.

Certified employees shall earn personal leave at the rate of one (1) day for each half-year employed for a total of two (2) days per year. Any personal leave remaining unused at the end of a year from this allocation shall be credited to sick leave.[1]

Certified employees may convert existing accumulated sick days into additional personal days based on the following years of service to Cumberland County Schools:

10-15 years = 1 additional day
16-24 years = 2 additional days
25 + years = 3 additional days

In addition, certified employees who have utilized five (5) or fewer sick days in the previous calendar school year and have exhausted personal leave for the current calendar school year (July 1st through June 30th) may petition their principal or supervisor to convert sick days from the current calendar year (July 1st through June 30th) into additional personal days not to exceed a total of three (3) converted days for a total of five (5) personal days annually

Certified supervisors who accrue more than two (2) annual personal days (per a Board approved benefit schedule) may carry over five (5) days per year. As of July 1, all accrued personal days in excess of five (5) will be lost without compensation. A maximum of ten (10) days of personal leave may be compensated upon termination of employment of these supervisors.

Non-certified employees shall earn personal leave based on their job assignment, longevity, and number of annual workdays. A carryover of five (5) days per year is authorized. As of July 1, all accrued personal days in excess of five (5) will be converted to sick days. A maximum of ten (10) days of personal leave may be compensated upon termination of employment for non-certified employees.

If, at the termination of employment, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.[2]

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal/supervisor at least two (2) days' notice in writing of intent to take leave.

2. The approval of the principal/supervisor of the school shall consider the following when approving leave:[3]
    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
    b. If requested during any prior established student examination period;
    c. If requested on the day immediately preceding or following a holiday or vacation period;
    d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or
    e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.
3. The converted personal days will not be approved for:
    a. Extension of scheduled breaks.
    b. The first or last week of school.
    c. Scheduled testing dates.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when duly elected as or appointed by a mayor, city council, county executive, or county commission.[4]

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Family and Medical Leave**	Descriptor Code: **5.305**	Issued Date: **09/26/19**
		Rescinds: **5.305**	Issued: **08/23/18**

PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility[1]) during the previous twelve-month period shall be eligible to use FMLA leave.[2]

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. the birth of a child;
2. the placement of a child with the employee for adoption or foster care;
3. a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. the care of a spouse, child, parent, or next of kin of the employee who has a serious health condition; and
5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a newborn child.[3]

2. *Teachers' Sick Leave* - Upon written request of the employee accompanied by a statement from the employee's physician verifying pregnancy, any employee who goes on maternity leave shall be allowed to use all or a portion of the employee's accumulated sick leave for maternity leave purposes. Upon verification by a written statement from an adoption agency or other entity handling an adoption, an employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are employees employed by the district, however, only one (1) parent is entitled to use such leave. [4]

   Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.[5]

LEAVE FOR A SERIOUS HEALTH CONDITION[6]

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*[7] - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in the Armed Forces. Qualifying exigencies may include:
   a. issues arising from the service member's short notice deployment;
   b. military events and related activities (e.g. official ceremonies, support programs);
   c. making or updating financial and legal arrangements;
   d. attending counseling;
   e. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
   f. attending post-deployment activities.

2. *Military Caregiver Leave*[8]- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE[9]

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements
    a. *Employee Notice*[10]- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

    b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.[11] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.[12]

2. Certification Requirement[13]
    a. The Director may require that a request for leave be supported by certification issued by a health care provider with the following information:
        i. the date on which the serious health condition commenced;

ii. the probable duration of the condition;
iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

b. If there is any reason to doubt the validity of the certification provided, the Director may require, at the expense of the school system, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)[14]
   a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
   b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD[15]

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The board may recover the premium paid under the following conditions:
   a. the employee fails to return from leave after the period of leave has expired.
   b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co*., 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v, Morton International, Inc*., 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Physical Assault Leave**	Descriptor Code: **5.307**	Issued Date: **07/08/13**
		Rescinds: **5.307**	Issued: **06/03/04**

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.[1]

The school system shall continue to pay the teacher's full benefits including, but not limited to health insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician to return to work or the date on which the teacher is determined by the teacher's physician to be permanently disabled from returning to work.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.[2]

Legal References:

1. TCA 49-5-714
2. TRR/MS 0520-01-02-.04(5)

Cross References:

Worker's Compensation 3.602
Long Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Sabbatical Leave**	Descriptor Code: **5.308**	Issued Date: **10/27/16**
		Rescinds:	Issued:

Regular employees or teachers shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of at least eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the school system.

Cross References

Long Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Staff Rights & Responsibilities**	Descriptor Code: **5.600**	Issued Date: **09/28/17**
		Rescinds: **5.600**	Issued: **04/08/04**

In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.

Each staff member has the right to:[1]

1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;[2]

2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;

Educators have the right to:

1. Be treated with civility and respect as well as having his/her professional judgment and discretion respected;

2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;

3. Provide students with a safe environment;

4. Defend themselves and their students from physical violence or harm;[3]

5. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]

6. Review all instructional material or curriculum before being utilized by students; and

7. Not be required to use his/her personal money to appropriately equip a classroom.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the Board and the procedures designed to implement them;[5]

2. To adhere to the Teacher Code of Ethics;[6]

3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public;

5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures; and

6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. Public Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religion in the Curriculum 4.804

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**County-Wide Employee Dress Code**	**5.6001**	**04/23/15**
		Rescinds: **5.6001**	Issued: **01/09/03**

School Level and Central Office Personnel

Employees (professional and paraprofessional) are expected to present a neat, clean appearance in order to project a professional image to students, fellow employees and the public. The following clothing is considered acceptable in the projection of this professional image during regular school hours.

a. Suits, sportscoats or blazers.
b. Dress slacks, casual slacks or pantsuits.
c. Dress shirts and blouses (with or without collars), collared pullover style shirts, turtlenecks, sweaters, cotton knit pullover blouses and sweater sets. Sleeve length, vests and neckties are optional.
d. Dresses and skirts for female employees. **All** are to be worn no higher than three (3) inches above the middle of the knee.
e. Clothing that would exhibit bare shoulders is not permitted.
f. Shorts **are only permitted** for employees involved in athletic or physical education instruction and only in the immediate area where the instruction is conducted. The employee will be required to change into other approved apparel when departing that area.
g. Nylon "running style" suits are considered professional dress only for physical education and wellness teachers.
h. Denim jeans may be worn while on extracurricular duty such as ballgames.

Career and Technical Education teachers with shops or lab areas will be permitted to wear industry-approved clothing that meets all necessary safety requirements to include lab coats, aprons, jeans, scrubs, chef coats, gloves, and helmets along with other personal protective clothing in accordance with course appropriateness.

The following types of clothing are otherwise specifically prohibited except on casual days: All denim jeans, shorts, skorts, cotton sweat suits, tee shirts and nylon "running style" suits.

As on regular workdays, principals have the final say concerning appropriate attire on Casual Day, which will be every payday.

Special dress days may be designated by the principal to include but not limited to the following examples: Field days, picture days, school spirit days, etc. Employees are encouraged to participate accordingly.

Other Employees

Other system employees are currently required to wear uniforms as part of their normal duties. The following employees are not impacted by the clothing aspects of this dress code: custodians, maintenance technicians, transportation mechanics and food service personnel. Health Services personnel will continue to wear appropriate nursing attire. Bus drivers are not currently required to wear uniforms and are expected to maintain a professional appearance.

All Employees

Failure to personally adhere to the provisions of this dress code or to enforce it when authorized, shall result in the following consequences:

a. **First violation**: Written reprimand placed in personnel file. If violation is determined to be flagrant, the employee will be sent home to change.

b. **Second violation**: Three (3) day suspension without pay.

c. **Third violation**: Will be considered an insubordinate act resulting in termination.

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Overtime Pay of Non- Certified Personnel**	**5.604**	**04/23/15**
		Rescinds: **5.604**	Issued: **02/06/97**

The Board expects that employees will work in excess of standard hours when requested. When work in excess of standard hours is required, employees will be compensated for the unscheduled hours worked.[1]

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office.

Overtime Pay

1. If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized.
2. Overtime pay shall be paid for all hours worked over forty (40) hours per week.

Payroll Provisions

1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in a week.
2. An authorization for overtime payment must be submitted by the immediate supervisor.
3. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned.

Discipline

1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time.
3. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse such as the following:

a. Personal family emergency;
b. Personal or family health maintenance;
c. Important family function; weddings, etc.

If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof will rest with the employee.

Legal References

1. TCA 5-23-101;104; Section 7(o) 29 CFR § 553.20; 21

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Qualifications and Duties of the Director of Schools**	**5.802**	**07/22/21**
		Rescinds: **5.802**	Issued: **08/23/18**

QUALIFICATIONS:

1. A professional educator's license.
2. A master's degree in education with a preference for a doctorate degree.
3. Three (3) years of successful experience in school administration.
4. Such other qualifications as the Board deems desirable.

REPORTS TO: The Board of Education.

SUPERVISES: All administrative and supervisory personnel in the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

SCOPE OF RESPONSIBILITY: The management responsibilities of the Director of Schools shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board. The Director of Schools may delegate these duties together with appropriate authority but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

ESSENTIAL FUNCTIONS:

General Administrative

1. Provides leadership in identification of priorities and assures that all activities reflect those Board-established priorities.

2. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.

3. Prepares, in conjunction with the Board chairman, agenda recommendations relative to all matters requiring board action, including all facts, information, options, and reports, needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.

4. Attends all regular and special meetings of the Board and keeps a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.

5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems. Recommends policies or courses of staff action.

6. Develops administrative procedures to implement Board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.

7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.

8. Ensures that all local, state/federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.

9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.[1]

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.

2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.

3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the public-school funds and submits them to the local funding body.

4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Personnel Administration

1. Establish lines of authority, which shall be approved by the Board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.

2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.

3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.

4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.

5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.

6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives from employees, communications to be made to the Board.

7. Evaluates principals annually.

8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension or revocation, or formal reprimand or who have been convicted of a felony. The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation, or of receiving knowledge of the felony conviction.[2]

Instructional Leadership

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.

2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.

3. Oversees the timely revisions of all curriculum guides and courses of study.

4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

5. Conducts a periodic audit of the total school program and advises the Board of recommendations or the educational advancement of the schools.

6. Seeks out available sources for grant funding to support programs and projects.

7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.

2. Identifies available community resources and links to social service agencies that support education and healthy child development.

3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

4. Maintains contact and good relations with local media.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school system and its interests in community organizations, activities, and projects.

TERMS OF EMPLOYMENT: Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); Public Acts of 2021, Chapter No. 211

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance During Postsecondary Visits**	**6.2001**	**01/24/19**
		Rescinds:	Issued:

While postsecondary school visits are not required, any high school student wishing to participate in a postsecondary school visit during the school year shall submit to the principal/designee prior notice from his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety of the student during the visit.[1]

The principal/designee shall count a student present for no more than 1 day (freshmen and sophomores) or 2 days (juniors and seniors) each school year for students participating in a postsecondary school visit. Exceptions beyond the days defined shall be submitted to the Director of Schools/Executive Committee following a recommendation from the building principal. The student shall be counted present for the day of the postsecondary school visit and shall not be counted present during any travel days.

In order to be counted present for the school day missed, the student shall submit to the principal/designee a signed letter or form from a campus official verifying that the visit to the postsecondary school occurred.

The student shall complete any schoolwork missed due to the student participating in a postsecondary school visit.

Legal References	Cross References
1. State Board of Education Policy 4.100	Attendance 6.200

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Voluntary Pre-K Attendance**	Descriptor Code: **6.2011**	Issued Date: **01/25/18**
		Rescinds:	Issued:

The Board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the State Board of Education and the Department of Education.[1]

While enrollment in an approved pre-kindergarten program is voluntary[2], attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

EXCUSED ABSENCES

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;

2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and

3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K Director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

DISTRICT VOLUNTARY PRE-K CONTACT

Name: Karri Hobby
Title: Pre-K – 8 Supervisor
Phone: 931-484-6135, email khobby@ccschools.k12tn.net

Legal References	Cross References
1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01 2. TCA 49-6-103(a)	Attendance 6.200

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Attendance of Non-Resident Students**	Descriptor Code: **6.204**	Issued Date: **08/25/22**
		Rescinds: **6.204**	Issued: **05/25/17**

Students residing outside the boundaries of the school district may attend schools within the school district under the following conditions:

1. They shall be approved by the Director of Schools.[1]

2. They shall pay a tuition fee established annually by the Board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of local funds actually used for school purposes by the school district per student during the preceding school year minus any funds received from the student's resident district. Tuition for out-of-state students shall be charged at the same rate as the average cost per student (state and local funds) in the district attended.[2]

3. Non-resident students shall make application at least two (2) weeks prior to the first day of school.[3] The Director of Schools/designee shall provide non-resident students notice of eligibility for re-enrollment by the end of the school year.

4. Requests from students from adjoining states to attend school shall be considered on a case-by-case basis.[4]

5. Students who become residents of Cumberland County will be refunded any unused portion of the tuition on a pro-rata basis.

6. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.

7. If an employee of this school district has a residence outside the school district, his/her children may be allowed to attend if the appropriate tuition requirements are met.[5]

Legal References

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

Cross References

Revenues 2.400
Students from Military Families 6.506

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Student Assignments**	**6.205**	**01/23/20**
		Rescinds: **6.205**	Issued: **05/25/17**

TO SCHOOLS

Students, including those in kindergarten, are expected to attend the school to which they are assigned by virtue of their residence.[1] Students will enroll in the school of appropriate grade nearest their local residence. The Zoning-Residency Check Guidelines found in procedures may be used to verify residency of any student.

If a student wishes to attend a school other than his or her zoned school in Cumberland County, the parent or guardian must follow Board of Education Policy 6.206 to request a transfer to another school. Policy 6.206 and the corresponding out of zone procedures will serve as guidelines to respond to this request.

For the purpose of this policy, the term "legal residence" shall mean the domicile of the child in question. Although a child may have several residences, he or she shall have only one domicile, and that is the child's primary place of living, where food, toys, clothes, furniture, and the like are maintained. The child's domicile shall be that of his or her parents. If the parents of the child are separated or divorced, the child's domicile shall be that of the primary residential parent. In the event the parents have equal parenting time and are designated as joint primary residential parents in a Permanent Parenting Plan and/or Order of the Court: a) If the school zone is addressed in the Permanent Parenting Plan or Court Order, the child will be allowed to attend school within the school zone ordered as long as one of the parents resides in that zone; b) If the school zone is not addressed, in the Permanent Parenting Plan or Court Order, or if neither parent resides in a school zone named in their Permanent Parenting Plan or Court Order, the parents may, by written agreement, at the beginning of each school year, determine which of their addresses will determine the child's school zone. In the event that no primary residential parent is named in a Parenting Plan or other legal document concerning the parent's separation, the domicile of the child shall be that of the child's mother. In the case of a child whose parents are deceased, or incompetent, the domicile of the minor child is that same as the domicile of the legal guardian who has custody of the child. The domicile of an adopted child is that of the adoptive parents.

With the Director of Schools' approval, parents may elect to enroll their children in any school in the school system provided the parent provides transportation to and from that respective school and provided that such choice does not cause overcrowding in the chosen school.

Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.[2]

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

Students transferring from any school not approved by the Tennessee State Department of Education shall be tested to justify their grade placement in Cumberland County Public Schools. When first enrolled and until test results are available, the child shall be placed in the grade in which he/she was last enrolled. An achievement test shall be administered at the very earliest possible date to see if achievement test scores justify appropriate grade placement.

The principal shall separate an alleged victim of child abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.[3]

Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. TCA 49-6-3102(h)

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Title IX & Sexual Harassment**	Descriptor Code: **6.3041**	Issued Date: **07/23/20**
		Rescinds:	Issued:

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[2] The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[3] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[3]

All employees shall receive training on complying with this policy and federal law.[4]

TITLE IX COORDINATOR[5]

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Federal Programs ~~Director~~ Coordinator and 9-12 Supervisor~~/CTE Director~~

368 Fourth Street, Crossville, TN 38555

931-484-6135

whittenbarj@ccschools.k12tn.net and maddoxs1@ccschools.k12tn.net

DEFINITONS[4]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:[3]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[6] dating violence,[7]domestic violence,[8] or stalking[9] as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;

2. Verbal harassment or abuse;

3. Sexually suggestive pictures;

4. Sexually suggestive gesturing;

5. Harassing or sexually suggestive or offensive messages that are written or electronic;

6. Subtle or direct propositions for sexual favors; and

7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.[10]

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.[11] If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.[12] The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.[13]

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:[14]

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[15]

Investigations[16]

The Federal Programs ~~Director~~ Coordinator and 9-12 Supervisor~~/CTE Director~~ shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[17]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) calendar days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,[18] the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility[19]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[20] The preponderance of the evidence standard shall be used in making this determination.[21]

Director of Schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS[22]

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) calendar days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) calendar days of receipt of the appeal; and

2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION[23]

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Child Abuse and Neglect 6.409

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Dress Code**	Descriptor Code: **6.310**	Issued Date: **12/01/22**
		Rescinds: **6.310**	Issued: **04/23/20**

The Cumberland County Board of Education recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment. To help create not only the best learning environment but also the safest, expectations for student dress have been established. The dress code is intended to reduce the likelihood of distraction or disruption to the daily academic focus and operation of the school. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. If, in the judgement of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing.

The principal may allow expectations for school wide programs, special classroom activities, recognition of religious practices or medical issues.

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste or attire, but rather to better facilitate the process of education through reasonable guidelines of dress, instilling dignity, and pride. Students shall dress and be groomed in a clean, neat, appropriate, and modest manner so as not to distract or interfere with the educational process or cause a safety hazard.[1] Students are required to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events.

It shall be the responsibility of the school administration to develop administrative guidelines that provide clarity and uniformity to the application of this policy. As part of the development of these administrative guidelines, building administrators shall set forth uniform and consistent consequences of dress code violations.

Student Dress Code Procedures/Expectations

The principal's judgment shall prevail in all matters regarding the application of these rules.

All Students K-12

1. The following shall NOT be worn at school or school sponsored events during regular school hours for ALL students.
    a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
    b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
    c. Excessively oversized clothing including but not limited to coats and/or trench/duster style.
    d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin showing).

e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
h. No pajamas.

2. In addition, the following rules shall be enforced for all students:
   a. Any color or style of shoes may be worn, with the exception of "heely" or bedroom slipper type of shoes.
   b. Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
   c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
   d. No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
   e. Large heavy jewelry chains, and any jewelry, that could be deemed harmful or dangerous, will not be permitted.
   f. Valuable clothing and jewelry are discouraged.
   g. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3" of the shoulder so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.
   h. No costume attire or distracting clothing except on special dress days.

Notes:

1. Special dress days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.

2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Violations may result in the following consequences:

First Violation: The student will receive a written warning and the violation must be corrected.
Second Violation: Parents will be notified; the violation must be corrected, and a detention will be assigned.
Third Violation & Subsequent Violations: Disciplinary action at the discretion of the administration.

Legal References

1. TCA 49-6-4215(a)(1); TCA 49-1-302(j)

Cross References

Code of Behavior and Discipline 6.300
Suspension/Expulsion/Remand 6.316

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Care of School Property**	Descriptor Code: **6.311**	Issued Date: **04/23/20**
		Rescinds: **6.311**	Issued: **10/07/99**

General

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.[1]

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. [2] If a student and/or his/her parent/guardian dispute damages or the amount of damages, the Director of Schools shall meet with them to discuss the matter. Within five (5) days of the meeting, the Director of Schools shall notify the student and his/her parent/guardian of the final decision.

When the minor and parent/guardian are unable to pay for damages, the Director of Schools/designee may meet with the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between the Director/designee and a parent/guardian, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal References

1. TCA 37-10-101 through 103
2. TRR/MS 0520-01-03-.03(13)

Cross References

Visitors to the School 1.501
Safety 3.201
Security 3.205
Community Use of School Facilities 3.206
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Alternative School Programs**	Descriptor Code: **6.319**	Issued Date: **07/22/21**
		Rescinds: **6.319**	Issued: **01/28/21**

General[1]

The Board shall operate an alternative school program for students in grades 1-12 who have been suspended or expelled from regular school programs.

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program. The alternative school is located in a separate facility from the regular school program.

The alternative school and/or programs shall be operated in accordance with state laws and the rules of the State Board of Education and instruction shall proceed as practical in accordance with the instructional programs at the student's home school.

The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall adhere to Tennessee's academic standards.[2]

ASSIGNMENT

Students who have been suspended for more than ten (10) days or expelled shall be assigned to the alternative program if there is staff and space available.[3] Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall make this determination by evaluating factors including, but not limited to the following:

1. Level of supervision available
2. Safety considerations; and
3. Type of infraction.

The Director of Schools is not required to assign a student to the alternative school or program if the student commits one of the following:

1. A zero-tolerance offense;[4] or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school, if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined.[5]

Consideration to assign these students to the alternative school or program will be determined by the Director of Schools/designee on a case-by-case basis.

Prior to the assignment of the student to an alternative school program, the Director of Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.[6]

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws, rules and regulations related to special education shall be followed. The Director of Schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.[7]

The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in an alternative education program.

REMOVAL[8]

A student may be removed from the alternative school or program if:

1. He/she violates the rules of the alternative school or program; or
2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES[9]

Any new disciplinary offenses committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

TRANSITION PLANS[10]

The Director of Schools/designee shall develop procedures regarding the implementation of transition plans, on a case-by-case basis, for the integration of students entering and exiting the program.

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. Public Acts of 2021, Chapter No. 229
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)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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

Cumberland County High School

660 Stanley Street • Crossville, TN 38555
Telephone (931) 484-6194 • Fax (931) 456-6872

April 5, 2023

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp,

Please approve the following as volunteers at Cumberland County High School for the school year 2022-2023:

Mark Bernabei Level 3
Eric Davis Level 3

William (Bill) Derrick Level 2
Ashley Evans Level 2
Jared Evans Level 2

The proper paperwork is on file in office of the principal.

Sincerely,

Dr. Scott Calahan

Homestead Elementary School

3889 Hwy127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds
Principal

Ashlee Watts
Assistant Principal

To: CCBOE
Mr. William Stepp

From: Ashlee Watts, Homestead Elementary School

Date: April 13, 2023

RE: April Volunteer Approval

Please approve the following volunteers for the 2022-2023 school year. The appropriate volunteer applications are on file and background complete. (List attached)

Thank you,

Ashlee Watts

Ashlee Watts
Assistant Principal
Homestead Elementary School

Last Name	First Name	Level
Brooks	Thomas	1
Griifin	Bobby	1
Kutchey	Kimberly	1
Monday	Sandra	1
Last Name	**First Name**	**Level**
Parke	Ashlynn	2
Martin	Robert Zachary	2

Christie VanWinkle
Principal

Kasey Lowe
Assistant Principal

Glenn L. Martin Elementary School
1362 Miller Avenue * Crossville, TN 38555
Phone (931) 484-7547 Fax (931) 484-8785

April 18, 2023

Mr. William Stepp
Director of Schools
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Mr. Stepp and Board Members,

Please approve the attached list of volunteer applications for the 2022-2023 school year. The applications are on file in the school office.

Thank you,

Christie VanWinkle
Principal
Martin Elementary

Martin Elementary
Volunteer Applications
May 2023

Level 1

Robert Mathewson
Callie Johnson
Terry Lair
Shannon New
Alicia Brown

Level 2

Mindy Palmer
Natosha Authier

North Cumberland Elementary

April 13, 2023

Mr. William Stepp, Director of Schools
Cumberland County Board of Education
368 Fourth Street
Crossville, Tennessee 38555

Dear Mr. Stepp and Board Members,

Please approve the following volunteers for the 2022-2023 school year. Level I and Level II are the applicants on this list. The appropriate volunteer forms are on file in the school office.

Thank you,

Thomas Fuhrman

Thomas Fuhrman
Principal
North Cumberland Elementary

Terry Findley	North	1
Nickie Monhollen-Buck	North	1
Chandra Thompson	North	2
Travis Howard	North	2
Janine Jones-Hartley	North	2
Kevin Lefew	North	2

Mrs. Kara Spicer, Principal
Pine View Elementary School
349 Daysville Road
Rockwood, TN 37854
spicerk1@ccschools.k12tn.net
School: (865) 354-1986

April 12, 2023

Attention CCBOE:

For the month of April, I am including the current list of volunteer applications for Levels 1. Please review the following volunteer from Pine View Elementary for your consideration and approval:

Pine View Elementary
April Volunteers

Level 1

Andrew Russell

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

Cumberland County BOE
368 4th Street
Crossville, TN 38555

Dean Patton
Cumberland County
Athletic Director

I sincerely request approval of the list below as level III non-faculty coaches. With your approval, they will be volunteering with SMMS football.

Thank you for your consideration

Dean Patton

Brandon Howard
Kevin Troyono
Ryan Ashburn
Andrew Hargis
Carl Massey
Seth Thornton

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

South Cumberland Elementary School

3536 Lantana Rd.
Crossville, TN 38572
Telephone: 931-788-671 Fax: 931-788-1116
Principal: Dawn Hall * V. Principal: Blake Allen

To: Cumberland County Board of Education

Mr. William Stepp, Director of Schools

From: Dawn Hall

Date: April 18, 2023

Re. Volunteers

Please approve the following additional volunteer(s) for the 2022-2023 school year. The appropriate volunteer application is on file and references have been checked.

APRIL VOLUNTEERS 2022 - 2023

LEVEL I
None

LEVEL II
Burdick, Amy
Concepcion, Melissa Ann
Johnson, Katherine Ann
Mackie, Heather
O'Neal, Brittany Ann
O'Neal, Derek
Parker, Teresa Lynn

LEVEL III
Jeff Woody
Misty Woody

STONE ELEMENTARY

Stephanie R. Barnes, Principal

1219 Cook Road, Crossville, TN 38555 (931) 456-5636 Fax (931) 456-5369 stoneel.ccschools.k12tn.net

To: Mr. William Stepp, Director of Schools
Cumberland County Board of Education

From: Stephanie Barnes, Principal

Date: April 19, 2023

Re: Stone Elementary Volunteers

Please approve the following additional volunteer for the 2022-2023 school year (see attached). The appropriate volunteer application is on file in our school office.

Thank you,

Stephanie R Barnes

Stephanie Barnes
Principal

Stone Elementary Volunteers
April Board Meeting

Level I

Alisha Ashburn
Ellen O'Brien
Michelle Richards
Cecilia Romo
Tosha Howard

Level 2

Stacey M. Hayes
Lisa Miller
Mark Smith

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

In State/Pre-approved__ __ Overnight ✓ Out of State__ __

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School CCHS Subject/Grade Level Track
Trip Requested By Coach Stuart Bower Date of Trip 5-12/13/2023
Destination Fairview High School City Fairview State TN
Departure time 11:00 AM 5/12 Return 11:00 PM 5/13 Admission per student:$ —
Special Services needed such as school nurse, handicap vehicle, etc. —

Please check type of Activity:

- ☐ Academic Field Trip
- ☐ Incentive Field Trip
- ☐ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☑ Sports — Track Section Championships
- ☐ Special Classroom Trip (description)
- ☐ Other

Teachers: Bower, Drew Delorenzo, J. Atkinson, B. Atkinson, M. Carroll
Total: 5

# of Students: 20
Total: 20

Up to 20

Additional Chaperones (if needed) Louie Delorenzo

☑ Cafeteria notified ☑ Purchase order requested ☑ Permission slip obtained (should be taken on trip)
☐ Substitute requested (if needed)

Stuart Bower — Sponsoring Teacher's Signature
931-337-6557 — Cell Phone #
Principal's Signature
4-12-2023 — Date

For transportation Department Only

Drivers: (1)____ (2)____ (3)____ (4____
Beginning Mileage____ Ending Mileage____ Total miles____
Amount to be paid driver $____ Amount for Fuel $____

Transportation Supervisor — Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied
Director of Schools Signature

Date of Board Approval ____

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

In State/Pre-approved____ Overnight ✓ Out of State____

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School CCHS Subject/Grade Level Track
Trip Requested By Stuart Bower Date of Trip 5/17-18/23
Destination MTSU City Murfreesboro State TN
Departure time 7:00 AM 5/17 Return 5/18 5pm Admission per student:$ —
Special Services needed such as school nurse, handicap vehicle, etc. —

Please check type of Activity:
- ☐ Academic Field Trip
- ☐ Incentive Field Trip
- ☐ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☑ Sports — TSSAA Decathlon Championships *Must Qualify
- ☐ Special Classroom Trip (description)
- ☐ Other

Teachers: 1 — Stuart Bower
Total: 1

# of Students 1 — Nolan Carter
Total: 1

Additional Chaperones (if needed) —

☑ Cafeteria notified ☐ Purchase order requested ☑ Permission slip obtained (should be taken on trip)
☑ Substitute requested (if needed)

Sponsoring Teacher's Signature — Cell Phone # 931-337-6517 — Principal's Signature — Date 4.12.2023

For transportation Department Only

Drivers: (1)_____ (2)_____ (3)_____ (4_____
Beginning Mileage_____ Ending Mileage _____ Total miles_____
Amount to be paid driver $_____ Amount for Fuel $_____

Transportation Supervisor — Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied _____
Director of Schools Signature

Date of Board Approval _____

North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571
Ph. 931-484-5174 ~ Fax 931-707-5556

Thomas Fuhrman, Principal

March 28, 2023

Dear Mr. Stepp and Board Members,

The North Cumberland Elementary 7th/8th grades would like to request permission to participate in an upcoming class trip to Washington, D. C.. This once in a lifetime adventure will allow the students to explore our nation's most important historical sites and experience incomparable learning moments. We would like to visit Washington D. C. on Monday, May 13 through Friday, May 17, 2024.. This would be a four-night overnight trip.

We will invite eighth-grade students that have good behavior and acceptable grades. If our population does not make enough, we will allow the seventh grade students to participate. We are extremely proud of their commitment to work and feel that the experience this trip would provide extends on their learning.

We are partnered with Educational Travel Adventures to make this trip a success. The company provides fundraising opportunities and Payment Plans for each child to have the opportunity to take this trip. We were also successful in offering scholarships partnered with local businesses last year, as well as, a Charitable Fund donation.

Thank you for your consideration,
Toni LaRue-Garrett
Trip Sponsor

Cumberland County Schools
Field Trip Request

In State/ Pre-approved____ Overnight ✓ Out of State ✓

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: North Subject/ Grade Level: 8th (7th grade if open slots)
Trip Requested By: T. LaRue-Garrett Date of Trip: May 13-17, 2024
Destination: Washington DC City: _____ State: _____
Departure Time: 3:00 pm Return 12 pm Admission per student TBD

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

☐ School Nurse ☐ SpEd Bus ☐ SpEd Assistant ☐ Students have 504 Plan ☐ Bus with Lift

Please check type of activity:

- ☑ Academic Field Trip
- ☐ Incentive Field Trip
- ☐ School Clubs
- ☐ Band/ Chorus
- ☐ Competition
- ☐ Sports
- ☐ Special Classroom Trip (description) _____
- ☐ Other _____

Teachers: T. LaRue-Garrett # of Students TBD

☐ Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: TBD Total # of Students: _____

Additional Chaperones (if needed) _____

☐ Cafeteria notified ☐ Purchase order requested ☐ Permission slip obtained (should be taken on trip)
☐ Substitute requested (if needed) ☐ Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons

Sponsoring Teacher's Signature: Jonia LaRue Garrett Cell Phone Number: 931-397-4524 Principal's Signature: [signature] Date: 4-3-23

For Transportation Department Use Only

Drivers: (1) _____ (2) _____ (3) _____ (4) _____
Beginning Mileage _____ Ending Mileage _____ Total Mileage _____
Amount to be paid driver $ _____ Amount for Fuel $ _____

Transportation Supervisor _____ Director of Schools _____

This section to be completed for out-of-state or overnight school sponsored trips only

☐ *Approved* ☐ *Denied*

Director of Schools Signature

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.

Pleasant Hill School

486 East Main Street
Crossville, TN 38571

Phone (931) 277-3677
Fax (931) 277-3880
Tracie Buckner, Principal
Cristyn Diana, Assistant Principal

March 08, 2023

Cumberland County Board of Education
Mr. Stepp
368 Fourth Street
Crossville, TN, 38555

Dear Mr. Stepp and School Board Members:

The Pleasant Hill Elementary School 8th Grade class is seeking your approval to travel to Pigeon Forge, Tennessee for our annual 8th grade trip.

Our plans are to leave the school as a group, via bus, on Monday, May 8th and return, via bus, Thursday, May 11th. We will be staying at the Wilderness of the Smokies Resort and have a full itinerary on file in the Pleasant HIll Elementary School office. We will have approximately 20-30 students and at least 2 teacher chaperones.

This is one of the opportunities we have to create lasting memories for our students before they move on to the next chapter of their lives.

Respectfully,

Brandy Lowe
8th Grade Teacher / Trip Coordinator

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

In State/Pre-approved ✓ Overnight ✓ Out of State ____

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Pleasant Hill Elementary Subject/Grade Level ELA 8th Grade
Trip Requested By Brandy Lowe / 8th Team Date of Trip May 8-11
Destination Sevierville / Wilderness City Sevierville State TN
Departure time 8:00 am Return 1:00 pm Admission per student:$ $35.00
Special Services needed such as school nurse, handicap vehicle, etc. ____

Please check type of Activity:
- ☑ Academic Field Trip
- ☑ Incentive Field Trip
- ☐ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☐ Sports
- ☐ Special Classroom Trip (description) ____
- ☒ Other 8th Trip (Annual) Based on attendance, behavior, performance

Teachers: Brandy Lowe, Other 8th Teacher
# of Students 28

Total: 2 at least
Total: 28 Students

Additional Chaperones (if needed) ____

☑ Cafeteria notified ☐ Purchase order requested ☐ Permission slip obtained (should be taken on trip)
☐ Substitute requested (if needed)

Sponsoring Teacher's Signature | Cell Phone # 931261-2053 | Principal's Signature Jami Buckner | Date 4-5-23

For transportation Department Only

Drivers: (1) ____ (2) ____ (3) ____ (4) ____
Beginning Mileage ____ Ending Mileage ____ Total miles ____
Amount to be paid driver $ ____ Amount for Fuel $ ____

Transportation Supervisor | Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied ____
Director of Schools Signature

Date of Board Approval ____

PANTHERS

2800 Cook Road
Crossville, TN 38571
(931) 484-5767
Kelly J. Smith, Principal

Date: March 13, 2023

To: Mr. William Stepp and CCBOE

From: Mrs. Kelly Smith, Stone Memorial HS Principal
Mr. Nathan O. Brown, Stone Memorial VP/ AD
Coach Derik Samber, Stone Memorial Head Football Coach

Subject: Request for an overnight trip

The SMHS Football Team is requesting permission to travel and stay overnight for a football camp. SMHS Football Team will travel July 10 - July 12, 2023 to Edgar Evans State Park in Silver Point, TN. There will be twenty five students traveling with five coaches to the camp.

Respectfully submitted,

Nathan O. Brown
Stone Memorial High School
Assistant Principal / Athletic Director
2800 Cook Rd, Crossville, TN 38571
931-484-5767

Cumberland County Schools
Field Trip Request

In State/ Pre-approved____ Overnight ✓ Out of State____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: Stone Memorial Subject/ Grade Level: 9-12
Trip Requested By: Derek Sember Date of Trip: July 10-12, 2023
Destination: Edgar Evins St. Park City: Silver Point State: TN
Departure Time: 1:30 pm Return: 6:00 pm Admission per student X

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

☐ School Nurse ☐ SpEd Bus ☐ SpEd Assistant ☐ Students have 504 Plan ☐ Bus with Lift

Please check type of activity:

☐ Academic Field Trip ☐ Competition
☐ Incentive Field Trip ☒ Sports
☐ School Clubs ☐ Special Classroom Trip (description) _____
☐ Band/ Chorus ☐ Other _____

Teachers: Derek Sember, Jamie Smith, Justin Qualls, Tanner Kirkland, Duane Hazelton

# of Students 25

☐ Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 5 Total # of Students: 25

Additional Chaperones (if needed) Bus driver will be Coach Jamie Smith

☐ Cafeteria notified ☐ Purchase order requested ☐ Permission slip obtained (should be taken on trip)
☐ Substitute requested (if needed) ☐ Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Sponsoring Teacher's Signature: [signature] Cell Phone Number: 931-267-5548 Principal's Signature: [signature] Date: 3/23/23

For Transportation Department Use Only

Drivers: (1) _____ (2) _____ (3) _____ (4) _____
Beginning Mileage _____ Ending Mileage _____ Total Mileage _____
Amount to be paid driver $ _____ Amount for Fuel $ _____

Transportation Supervisor _____ Director of Schools _____

This section to be completed for out-of-state or overnight school sponsored trips only

☐ *Approved* ☐ *Denied* _____

Director of Schools Signature

Date of Board Approval _____

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.

Frank P. Brown Elementary School

3766 Dunbar Road
Crossville, Tennessee 38572
Phone (931) 788-2248
Fax (931) 788-2554

Dr. Stephanie L. Speich
Principal

Mr. William Stepp, Director of Schools
Cumberland County Board Of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Board Members,

Please approve Frank P. Brown Elementary's attached photography/yearbook agreement with SimplePix for the 2023-2024 school year. Thank you for your consideration in this matter.

Thank you,

Stephanie L. Speich

Pricipal

SimplePix

PORTRAIT & YEARBOOK AGREEMENT

School Year(s)
2023-2024

School: B own E eme n tay County: Cu nber a nd District: Cumberland County Schools

Physical Address: 3 766Dunbar Road City: Crossville State: TN Zip: 38572

Phone: 931-788-2248 Grades (Low-High): PK - 8 Enr ollment: 550

SIS System: (Scheduling Software): Skywa r d Camera Card Sort: Teac h er Package Sort: Teacher

	Name	Email	Phone
Principal:	Dr. Stephanie Speich	sspeich@ccschools.k12tn. net	
Asst. Principal:	Kevi n Lewi s	klewis@ccschools.k12tn.net	
Bookkeeper:	Do n n a Mi n	dmifflin@ccschools. k12tn. net	
Secretary:	Cheri Leggett	cleggett@ccschools.k12tn.net	
YB Adviser:	Ashley Davi s	ashley.davi s@ccschools.k12tn.net	
PD Coordinator:			
Student Data:			

[X] **FALL** Commission: 5 0%

[X] **SPRING** Commission: 50 %

[X] **CLASS GROUPS** Commission: $3.00

[X] **CAP & GOWN** Notes: Folios PreK, K, 8 th

[X] **OTHER:** Sports Notes:

[ ] **OTHER:** Notes:

[X] **YEARBOOK** Pages: 72 Copies: 25 0- 299 Cover Type: Hard BASE PER COPY: $25.4 1

*Arrival Date: Submission Date: Tax Rate: 9. 25% TAX PER COPY: Exempt

*Yearbooks Arrive 10 Business Days After Cover & All Pages are Finalized and Submitted

SHIPPING: Included

Options: **TOTAL PER COPY: $25.41**

Notes:

****

Greg Sprinkle	1/3 1/23	Greg Sprinkle
SimplePix Representative Signature	Date	SimplePix Representative Name
Stephanie Speich	3-13-23	Stephanie L. Speich
School Representative Signature	Date	School Representative Name

SimplePix School Photography & Yearbooks
11124 Kingston Pike Suite 119-332 Knoxville, TN 37934 | P: (865) 585-2949 | E: greg@simplepix.com or nathan@simplepix.com | W: simplepix.com

Homestead Elementary School

3889 Hwy 127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds
Principal

Ashlee Watts
Assistant Principal

March 15, 2023

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting Homestead Elementary's 2023-2024 picture agreememt with SimplePix for your approval. We have worked with SimplePix for several years and they have provided us with excellent customer service and products. If you have questions, please let me know.

Sincerely,

Mary Elizabeth Edmonds

Mary Elizabeth Edmonds
Principal

SimplePix

PORTRAIT & YEARBOOK AGREEMENT

School Year(s)
2023-2024

School: Homestead Elementary County: Cumberland District: Cumberland County Schools

Physical Address: 3889 Hwy 127 South City: Crossville State: TN Zip: 38555

Phone: 931-456-8344 Grades (Low-High): PK - 8 Enrollment: 715

SIS System: (Scheduling Software): Skyward Camera Card Sort: Teacher Package Sort: Teacher

	Name	Email	Phone
Principal:	Mary Edmonds	medmonds@ccschools.k12tn.net	
Asst. Principal:	Ashlee Watts	awatts@ccschools.k12tn.net	
Bookkeeper:	~~Vickey Eller~~ ★	~~ellerv@ccschools.k12tn.net~~	
Secretary:	Hope Smith	hsmith@ccschools.k12tn.net	
YB Adviser:	Helene Carson	hcarson@ccschools.k12tn.net	
PD Coordinator:	~~Vickey Eller~~ ★	~~ellerv@ccschools.k12tn.net~~	
Student Data:	★ will have new bookkeeper in 23-24		

[X] **FALL** Commission: 50%

[X] **SPRING** Commission: 50%

[X] **CLASS GROUPS** Commission: $3.00

[X] **CAP & GOWN** Notes: Folios PreK, K, 8th

[X] **OTHER:** Sports Notes:

[ ] **OTHER:** Notes:

[X] **YEARBOOK** Pages: 68 Copies: 300-349 Cover Type: Hard BASE PER COPY: $24.40

*Arrival Date: Submission Date: Tax Rate: 9.25% TAX PER COPY: $2.26

*Yearbooks Arrive 10 Business Days After Cover & All Pages are Finalized and Submitted

SHIPPING: Included

Options: **TOTAL PER COPY: $26.66**

Notes: 1 Sticker per Student of Fall Picture (No Charge) Staff badges

****

Greg Sprinkle	1/31/23	Greg Sprinkle
SimplePix Representative Signature	**Date**	**SimplePix Representative Name**
Mary Edmonds	3/14/23	Mary Elizabeth Edmonds
School Representative Signature	**Date**	**School Representative Name**

Kelly J. Smith
Principal

Stone Memorial High School

2800 Cook Road • Crossville, TN 38571
Telephone (931) 484-5767

April 10, 2023

Director of Schools, Mr. William Stepp and
Cumberland County Board of Education Members
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Board of Education Members,
Stone Memorial High School is submitting the attached contract for your approval. We would like to use Lifetouch for all SMHS's picture needs for the 2023-2024 school year. If you need additional information, please feel free to contact me. Thank you for your consideration of this matter.

Sincerely,

Kelly J. Smith
Principal

DocuSign Envelope ID: B53B612A-E31E-4EA9-9116-D0B3B1D411EB

Lifetouch

Service Agreement

Stone Memorial High School

Lifetouch ID: 357088
Account Representative Email:
eric.baumann@lifetouch.com

School Year(s): 2023-2024

Agreement Length: 1

Account Information

Stone Memorial High School
2800 Cook Road
Crossville, TN 38571-3272

Main Phone: 931-484-5767
Enrollment: 1085
Grades: 9 - 12

Summary of Programs Provided

- ✓ Fall Individuals
- ☐ Yearbook
- ☐ Groups
- ✓ Commencements
- ☐ Spring Individuals
- ✓ Prestige Seniors
- ☐ Dance
- ☐ Other/Misc
- ☐ Underclass Grads
- ✓ Sports
- ☐ Special Events

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individuals - Original							
Sports - Original							
Prestige Senior Portraits - Original							
Commencements - Original							

*All dates are tentative and subject to change or TBD if blank.

Account Services

- ☐ Yearbook - Media CD/DMD
- ☐ Storefront
- ✓ Lifetouch Portal

Storefront Contact:

Lifetouch Portal Contact: Kalyn Lewis

Parent Notify is a complimentary service included when parent/guardian email addresses are provided

Other Services

Wall Composite
Photo ID Laminated Vertical - Punched

Additional Details

Description	Incentive Details
Fall Individual	20% Commission paid on net sales calculated 45 days after original Picture Day(s).
Seniors	10% Commission paid on net sales calculated 45 days after original Picture Day(s).

Contact information

Contact Name	Title	Phone	Email
Kelly Smith	Principal	931-484-5767	ksmith3@ccschools.k12tn.net

Agreement Terms

During the Agreement Term, Shutterfly Lifetouch, LLC. is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs and services for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

Signatures

DocuSigned by:
Eric Baumann
5EB94526B76D4E9...

3/28/2023

Eric Baumann

Sales Professional - School

DocuSigned by:
Kelly Smith
6B4CA0D3AE1E48B...

3/29/2023

Kelly Smith

Principal

South Cumberland Elementary School

3536 Lantana Rd.
Crossville, TN 38572
Telephone: 931-788-671 Fax: 931-788-1116
Principal: Dawn Hall

Date: April 11, 2023

To: William Stepp
Cumberland County Board of Education

From: Dawn Hall

Re: Picture Contract 2023-2024

Please approve the attached photography agreement with Simple Pix for the 2023-2024 school year. Thank you for your consideration in this matter.

Sincerely,

Dawn Hall

Dawn Hall

SimplePix

PORTRAIT & YEARBOOK AGREEMENT

School Year(s)
2023-2024

School: South Cumberland Elementary County: Cumberland District: Cumberland County Schools

Physical Address: 3536 Lantana Road City: Crossville State: TN Zip: 38555

Phone: 931-788-6713 Grades (Low-High): PK-8 Enrollment: 535

SIS System: (Scheduling Software): Skyward Camera Card Sort: Teacher Package Sort: Teacher

	Name	Email	Phone
Principal:	Dawn Hall	halld5@ccschools.k12tn.net	
Asst. Principal:	Blake Allen	allenb@ccschools.k12tn.net	
Bookkeeper:	Ricky Smith	rsmith5@ccschools.k12tn.net	
Secretary:	Vickie		
YB Adviser:	Darla Frazier	frazierd5@ccschools.k12tn.net	
PD Coordinator:	Darla Frazier / Ricky Smith	frazierd5@ccschools.k12tn.net /	
Student Data:			

[X] **FALL** Commission: 50%

[X] **SPRING** Commission: 50%

[X] **CLASS GROUPS** Commission: $3.00

[X] **CAP & GOWN** Notes: Folios K & 8th

[X] **OTHER:** Sports Notes:

[X] **OTHER:** Staff Group Notes:

[X] **YEARBOOK** Pages: 52 Copies: 200-249 Cover Type: Hard BASE PER COPY: $24.47

*Arrival Date: Submission Date: Tax Rate: 9.25% TAX PER COPY: $2.26

*Yearbooks Arrive 10 Business Days After Cover & All Pages are Finalized and Submitted

SHIPPING: Included

Options: **TOTAL PER COPY: $26.73**

Notes:

****

Greg Sprinkle
SimplePix Representative Signature

1/30/23
Date

Greg Sprinkle
SimplePix Representative Name

Dawn Hall
School Representative Signature

4-11-23
Date

Dawn Hall
School Representative Name

Mr. William Stepp
Director of Schools

Mrs. Teresa Boston
Board of Education Chair

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

April 27, 2023

To Whom It May Concern:

North Kids Club, the Cumberland County Schools before and after school childcare program, would like to accept an American Rescue Plan Act Childcare Stabilization Fund subgrant from the Tennessee Department of Human Services Child Care Providers program. The grant is intended to ensure the continuation of adequate childcare options amid the pandemic. The grant totals an amount of $57,095.58 to be spent by September 2024. The grant requires a 1 time bonus for the 2 staff members employed through the North Kids Club program. This includes our 1 full-time on-site director and 1 part-time employee to support employee retention. District staff will work with the North Cumberland principal and the North Kids Club director to spend the remaining funds on allowable expenses such as equipment, supplies and storage solutions.

Sincerely,

Kim Bray
Chief Operating Officer

PROPOSED FUNDRAISING ACTIVITIES

School: Brown Elementary

Fund/account name: School pictures / yearbook - SimplePix

Proposed fundraising activities: 2023-2024 school pictures / yearbook sales

Proposed uses of funds raised: instructional supplies for students and teachers

Planned purchase date: 2023-24 school year

Contingency for funds not utilized: roll over into General Fund

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

Method by which school will receive profit: check from SimplePix

Requested by: Stephanie Speich / Principal Date: 3-13-23
Name/Title

Approved by: Stephanie Speich Date: 3-13-23
Principal

Approved by: _____ Date: _____
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 efforts.

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PROPOSED FUNDRAISING ACTIVITIES

School: North Cumberland Elementary

Fund/account name: NCE Fall Fundraiser

Proposed fundraising activities: Sales of SMART Cards

Proposed uses of funds raised: Digital Signage for front of school

Planned purchase date: TBD (127 construction contingent)

Contingency for funds not utilized: Student supplies and materials

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

Method by which school will receive profit: 50% of sales

Requested by: [illegible] / Bookkeeper Date: 4/19/23
Name/Title

Approved by: Thomas [illegible] Date: 4/19/23
Principal

Approved by: _____ Date: _____
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 efforts.

Updated 8/19/2021

PROPOSED FUNDRAISING ACTIVITIES

School: Pleasant Hill Elementary

Fund/account name: Library

Proposed fundraising activities: BOGO book fair

Proposed uses of funds raised: book purchase, furniture, technology, and supplies

Planned purchase date: unknown

Contingency for funds not utilized: rollover

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

Method by which school will receive profit: cash

Requested by: Kelli Hill / Librarian Date: 3/29/23
Name/Title

Approved by: Jami Buckner Date: 3-29-23
Principal

Approved by: _____ Date: _____
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 efforts.

Updated 8/19/2021

CUMBERLAND COUNTY SCHOOLS

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PROPOSED FUNDRAISING ACTIVITIES

School: SMHS

Fund/account name: Relay For Life

Proposed fundraising activities: Flushing Out Cancer

Proposed uses of funds raised: donation to Relay for Life

Planned purchase date: starts May 1st

Contingency for funds not utilized: donation to Relay for Life

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

Method by which school will receive profit: cash/check

Requested by: Chelsea Phillips/Sponsor Date: 4/20/23

Name/Title

Approved by: Kelly J Smith Date: 4/20/23

Principal

Approved by: _____ Date: _____

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 efforts.

Updated 8/19/2021

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PROPOSED FUNDRAISING ACTIVITIES

School: South Cumberland Elementary

Fund/account name: Band

Proposed fundraising activities: Ice Cream Sandwich Sale

Proposed uses of funds raised: To repair and maintain band instruments! Also to purchase replacement instruments!

Planned purchase date: Throughout school year

Contingency for funds not utilized: Plan B is to use extra money for some contemporary band music!

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

Method by which school will receive profit: 100%

Requested by: Mario Laborde / Band Director Music Teacher Date: 04/19/23
Name/Title

Approved by: Dawn Hall Date: 4-19-23
Principal

Approved by: _____ Date: _____
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 efforts.

Updated 8/19/2021

Dr. Scott Calahan, Principal
Cumberland County High School
660 Stanley Street
Crossville, TN 38555
School: (931) 484-6194

April 2023

Mr. Stepp and the Cumberland County Board of Education:

I respectfully request that the following general budget items be retired from Cumberland County High School:

April 2023 BOE RETIRE LIST

PROPERTY TAG #	ITEM DESCRIPTION	REASON
48104	Mobile Cart	Obsolete
47002	Mobile Cart	Obsolete
180255814	Mobile Cart	Obsolete
No tag number	Aver Mobile Cart	Obsolete

Respectfully,

Steven Miller

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Returned	Cover Assigned	Cover Returned	Notes			
Allen, Kiley	[redacted]	6RW76Y2	S00407	8-9-22		yes				Early grad, did not take CB with her.			
Allen, Kiley	[redacted]	8JB76Y2	S00533	8-9-22		yes				Said he returned charger and case to front office.			
Allen, Kiley	[redacted]	8LJD7Y2	S00190	8-9-22		yes				Early Grad, Did not take CB with her.			
Allen, Kiley	[redacted]	18115741946	S00706	8-9-22		yes							
Allen, Kiley	[redacted]	34968261098	S00024	8-9-22		yes							
Allen, Kiley	[redacted]	28337043818	S00756	8-9-22		yes							
Allen, Kiley	[redacted]	24991342058	S00768	8-9-22		yes				charger is broken and office never replaced it.			
Allen, Kiley	[redacted]	3507655034	S03443	8-9-22		yes							
Allen, Kiley	[redacted]	2504596394	S00643	8-9-22		yes							
Allen, Kiley	[redacted]	1JBB7Y2	S03590	8-12-22		yes							
Allen, Kiley	[redacted]	5099931002	S00411	8-9-22		yes							
Allen, Kiley	[redacted]	12090306170	S03466	8-9-22		yes							
Allen, Kiley	[redacted]	53JD7Y2	S00437	8-9-22		yes							
Allen, Kiley	[redacted]	25858211834	S00896	8-9-22		yes							
Allen, Kiley	[redacted]	F8HB7Y2	S00870	8-9-22		yes							
15 Transferred to 25-CHROMEBOOK room. 2.28.23 MN													

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Returned	Cover Assigned	Cover Returned	Notes	ID
Alva, Charlie	[redacted]	24Y66Y2	S00757			yes	yes	yes	**yes**		
Alva, Charlie	[redacted]	no serial # tag	S00776			yes	no	yes	no	MISSING COVER & CHARGER	
Alva, Charlie	[redacted]	DZ1C7Y2	S00080			yes	yes	yes	yes		
Alva, Charlie	[redacted]	D9QD7Y2	S00881		12-15-2022	yes	yes	yes			
Alva, Charlie	[redacted]	86C76Y2	S03565		12-14-2022	yes	yes	yes	yes	early grad	
Alva, Charlie	[redacted]	7L186Y2	S00177			yes	yes	yes	yes		
Alva, Charlie	[redacted]	5SD66Y2	S00200			yes	yes	yes	yes		
Alva, Charlie	[redacted]	J77C7Y2	S00770			yes	yes	yes	yes		
Alva, Charlie	[redacted]	CRF66Y2	S00874		12/14/2022	yes	yes	yes			
Alva, Charlie	[redacted]	G03F7Y2	S00769			yes	yes	yes	yes		
Alva, Charlie	[redacted]	79WD7Y2	S00781			yes	yes	yes	yes		
Alva, Charlie	[redacted]	DGL66Y2	S00885		12-15-22	yes	yes	yes	yes		
Alva, Charlie	[redacted]	1TV56Y2	S00886			yes	yes	yes	yes		
Alva, Charlie	[redacted]	5CD107	S06435		12-12-22	yes	yes	yes	yes		
Alva, Charlie	[redacted]	9GS66Y2	S00299			yes	yes	yes	yes		
Alva, Charlie	[redacted]	CD2D6Y2	S00415		12/15/22	yes	yes	yes	yes		

10 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S00881[12.15.22], S03565[12.14.22], S00874[12.14.22], S00885[12.15.22], S06435[12.12.22] and S00415[12.15.22]*. 2.28.23 MN

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Return	Cover Assigned	Cover Returned	Notes
Atkinson, Jason	[redacted]		S00321	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	1FY97Y2	S00118	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	2X976Y2	S00234	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	fdy97y2	S00703	8/10/22		yes		yes	yes	
Atkinson, Jason	[redacted]	7ypc6y2	S00686	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	dbx56y2	S00784	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	1SV56Y2	S03587	8/10/22						early grad, did not take CB with her.
Atkinson, Jason	[redacted]	5CD1094FV3	S07432	8/10/22		yes				
Atkinson, Jason	[redacted]	22z66y2	S00059	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	7vn56y2	S00079	8/10/22		yes		no		
Atkinson, Jason	[redacted]	6yrf7y2	S03577	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	8q8c7y2	S03522	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	b15d7y2	S00524	8/10/22		yes		yes		
Atkinson, Jason	[redacted]	FPV56Y2	S00431	8/10/22		yes		no		
Atkinson, Jason	[redacted]	dsv76y2	S00549	8/10/22		yes		yes		
Duplicate tab see Atkinson F109. 2.28.23MN										

Teacher Name	dent Name (Last, Fi	Serial Number	tory Sticker Nu	Date Assigned	Date Returned
Atkinson, Jason	[redacted]		S00321	8/10/22	
Atkinson, Jason	[redacted]	1FY97Y2	S00118	8/10/22	
Atkinson, Jason	[redacted]	2X976Y2	S00234	8/10/22	
Atkinson, Jason	[redacted]	fdy97y2	S00703	8/10/22	12/12/22
Atkinson, Jason	[redacted]	7ypc6y2	S00686	8/10/22	
Atkinson, Jason	[redacted]	dbx56y2	S00784	8/10/22	12/12/22
Atkinson, Jason	[redacted]	1SV56Y2	S03587	8/10/22	
Atkinson, Jason	[redacted]	5CD1094FV3	S07432	8/10/22	
Atkinson, Jason	[redacted]	22z66y2	S00059	8/10/22	12/9/22
Atkinson, Jason	[redacted]	7vn56y2	S00079	8/10/22	
Atkinson, Jason	[redacted]	6yrf7y2	S03577	8/10/22	12/15/22
Atkinson, Jason	[redacted]	8q8c7y2	S03522	8/10/22	
Atkinson, Jason	[redacted]	b15d7y2	S00524	8/10/22	
Atkinson, Jason	[redacted]	FPV56Y2	S00431	8/10/22	
Atkinson, Jason	[redacted]	dsv76y2	S00549	8/10/22	

11Transferred to 25-CHROMEBOOK room. ***Excluding returned tag#s S00703[12.12.22], S00784[12.***

cher Na	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven
Filler	[redacted]	byc66y2	S03582	8-8-22		y
	[redacted]	P292S10L	S02351		12/14/22	
	[redacted]	4pcl7y2	S00002	8-8-22		y
	[redacted]	61B76Y2	S00930	8-8-22		y
	[redacted]	HPCL7Y2	S00590	8-8-22		y
	[redacted]	JYCD7Y2	S00763	8-8-22		y
	[redacted]	SN - 5CD109724M	S07405	8/11/22		y
	[redacted]	F4QD7Y2	S00637	8/8/22		y
	[redacted]	17y66y2	S00752	8/8/22		y
	[redacted]	CRV7642	S00680	8/8/22		y
	[redacted]	358CY2	S03449			
	[redacted]	3RF6642	S03598	8-12-22		y
	[redacted]	5MP7642	S00174	8-8-22	12/9	y
	[redacted]	4wlc7y2	S00068	8-8-22		y
	[redacted]	fnbd7y2	s00009	8-8-22		y
	[redacted]	83z97y2	s00658	8-8-22	12/15	y
	[redacted]	24432309866	s03556	8-12-22		y
		14 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S02351[12.14.22], S03449[no dat*				

Charger Return	Cover Assigned	Cover Returned	Notes					
yes		yes	withdrew to Phoenix					
			No-show to HR. Did not return CB to Flowers last year.					
y	y	y						
			Middle-college - someone else takes care of her chromebook					
y	y	y						
e assigned], S00174[12.9.22], S00658[12.15.22] and 10009181[not assigned]. 2.28.23 MN								

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Returned	Cover Assigned	Cover Returned	Notes
Pratt, Carla	[redacted]	5B5B7Y2	s00529	8-9-22		yes		yes		
Pratt, Carla	[redacted]	33476Y2	s00563	8-9-22	12/15/22	yes	yes	yes	yes	
Pratt, Carla	[redacted]	75X56Y2	s00647	8-9-22		yes		yes		
Pratt, Carla	[redacted]	6LJD7Y2	s00648	8-9-22		yes		yes		
Pratt, Carla	[redacted]			8-9-22		yes		yes		Withdrew
Pratt, Carla	[redacted]	375D7Y2	s00650	8-9-22	12/15/22	yes	yes	yes	yes	
Pratt, Carla	[redacted]	19J76Y2	s00761							
Pratt, Carla	[redacted]	5HDF7Y2	s00487	8-9-22	12/15/22	yes	yes	yes	yes	
Rickman, Daniel	[redacted]	19809961274	S00876	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	15668168186	S00880	8-9-22	12/15/2022	Yes	yes	yes	yes	
Rickman, Daniel	[redacted]	38838422362	S03442	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	30105772778	S00766	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	9KR66Y2	S03583	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	11033921018	S03457	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	42612193514	S00525	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	27828448058	S03521	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	41955651578	S03558	8-9-22		Yes		yes		
Rickman, Daniel	[redacted]	27478760042	S03446							
13 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S00563[12.15.22], S00650[12.15.22], S00761[no date assigned], S00487[12.15.22] and S00880[12.15.22]*. 2.28.23 MN										

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Returned	Cover Assigned	Cover Returned	Notes
Akin, Lindsey	[redacted]	182c7y2	s00649	8-9-22	12/13/22	Yes	Yes	Yes	Yes	Early Grad
Akin, Lindsey	[redacted]	90H56Y2	S00433	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	5P1C7Y2	S00199	8-11-22	12/13/22	Yes	Yes	Yes	Yes	Early Grad
Akin, Lindsey	[redacted]	3m7hy2	s00660	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	9mnm7y2	s00663	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	88sc7y2	s00434	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	3pbd7y2	s00454	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	9pl66y2	s00645	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	6zqb7y2	s00196	8-11-22	12-15-2022	Yes	Yes	Yes	Yes	Early Grad
Akin, Lindsey	[redacted]	5qsc7y2	s00180	8-11-22	12-13-2022	Yes	Yes	Yes	Yes	Early Grad
Akin, Lindsey	[redacted]	5fdc7y2	s00178	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	2k576y2	s00358	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	2p1c7y2	s00758	8-11-22		Yes		Yes		
Akin, Lindsey	[redacted]	jbx56y2	S00779	8-11-22		Yes		Yes		
10 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S00649[12.13.22], S00199[12.13.22], S00196[12.15.22] and S00180[12.13.22]*. 2.28.23 MN										

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Return	Cover Assigned	Cover Returned	Notes
Hobbs	[redacted]		S00067		left in Hurley's room at beginning of the year - never given out (middle college student)					
Hobbs	[redacted]		S00291							
Hobbs	[redacted]		S00552							
Hobbs	[redacted]	6883527658	S00669							
Hobbs	[redacted]	5L7C7Y2	S00078		12/15/22	yes	yes	yes	yes	
Hobbs	[redacted]	HNZ97Y2	S00186		12/14/22	yes	yes	yes	yes	
Hobbs	[redacted]	CHC76Y2	S03563							
Hobbs	[redacted]	954B7Y2	S00450		12/13/22	yes	yes	yes	yes	
Hobbs	[redacted]	43F66Y2	S00877							
Hobbs	[redacted]	2JWC6Y	S00990							
Hobbs	[redacted]	GQ6F7Y2	S00901							
Hobbs	[redacted]	6P666Y2	S00991							
Hobbs	[redacted]	47J76Y2	S00891							
Hobbs	[redacted]	DQ376Y2	S00468		12-15-22	yes	yes	yes	yes	early grad, did not take CB with him

9 Transferred to 25-CHROMEBOOK room. ***Excluding returned tag#s S00067[never given out], S00078[12.15.22], S00186[12.14.22], S00450[12.13.22] and 10009224[12.15.22].*** **2.28.23 MN**

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Return	Cover Assigned	Cover Returned	Notes
Andrew Phipps	[redacted]	2M286Y2	S00061	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	71886Y2	S00056	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	FH1C7Y2	S00069	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	SJX76Y2	S00184	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	3L666Y2	S00418	8-9-22	12/13/22	Yes	yes	Yes	yes	
Andrew Phipps	[redacted]	C9876Y2	S00089	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	47Y66Y2	S00060	8-9-22	12/13/22	Yes	yes	Yes	yes	
Andrew Phipps	[redacted]	8C5P3X2	S00992	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	CND66Y2	S00064	8-9-22	12/13/22	Yes	yes	Yes	yes	
Andrew Phipps	[redacted]	94386Y2	S00331	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	B5066Y2	S00682	8-9-22	12-13	Yes	yes	Yes	yes	
Andrew Phipps	[redacted]	2BR66Y2	S00201	8-9-22		Yes		Yes		
Andrew Phipps	[redacted]	2SW76Y2	S00055	8-9-22	12/13/22	Yes	yes	Yes	yes	
8 Transferred to 25-CHROMEBOOK room. ***Excluding returned tag#s S00418[12.13.22], S00060[12.13.22], S00064[12.13.22], S00682[12.13.22] and S00055[12.13.22].*** **2.28.23 MN**										

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Return	Cover Assigned	Cover Returned	Notes
Tumulty, Michael	[redacted]	29360023274	S00949	8/9/21		Y				
Tumulty, Michael	[redacted]	3448633898	S00933	8/9/21		Y				
Tumulty, Michael	[redacted]	13129893866	S00875	8/9/21		Y				
Tumulty, Michael	[redacted]	MP1XLG3E	S04977	8/9/21	12/15/2022	Y	**Yes**		Yes	
Tumulty, Michael	[redacted]	28231321322	S00237	8/9/21	12/14/2022	Y	**yes**		yes	
Tumulty, Michael	[redacted]	41602978874	S00997	8/9/21		Y				
Tumulty, Michael	[redacted]	29501344298	S00708	8/9/21	5/23/2022	Y	**yes**		Yes	
Tumulty, Michael	[redacted]	6848364602	S00887	8/9/21		Y				
Tumulty, Michael	[redacted]	24272934266	S00447	8/9/21		Y				
Tumulty, Michael	[redacted]	25725240938	S00547	8/9/21		Y				
Tumulty, Michael	[redacted]	34215699818	S00431	8/9/21	5/19/2022	Y	Yes		Yes	
Updated to TIPWeb-IT 5.20.22 CR										
9 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S04977[12.15.22] and S00237[12.14.22]*. 2.28.23 MN										

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Return	Cover Assigned	Cover Returned	Notes			
McInerney	[redacted]	6749267258	S00638										
McInerney	[redacted]	[redacted]			[redacted]		[redacted]	[redacted]	[redacted]				
[redacted]	[redacted]	43269157946	S00315										
McInerney	[redacted]	85KD7Y2	S03597	correct SN-lpc									
McInerney	[redacted]	3620095994	S03488										
McInerney	[redacted]	35803218170	S03604										
McInerney	[redacted]	32963080826	S00175										
McInerney	[redacted]	27336273914	S03440										
McInerney	[redacted]	21167464250	S00719										
McInerney	[redacted]	35771865338	S03553										
McInerney	[redacted]	9089019002	S00088										
McInerney	[redacted]	MP1XBY3N	S02418							Never enrolled this school year. Chromebook reassigned.			
McInerney	[redacted]	H4476Y2	S00640										
McInerney	[redacted]	4720431098	S00023										
12 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S03561[12.12.22] and S02418[stdnt never enrolled]*. 2.28.23 MN													

Teacher Name	Student Name (Last, First)	Serial Number
Nelson	[redacted]	MP1XLKD5
Nelson	[redacted]	4QBD7Y2
Nelson	[redacted]	CKB56Y2
Nelson	[redacted]	FVK66Y2
Nelson	[redacted]	5BZC7Y2
Nelson	[redacted]	Middle College/owns laptop
Nelson	[redacted]	FT7D6Y2
Nelson	[redacted]	5CDO438WZG
Nelson	[redacted]	6GP76Y2
Nelson	[redacted]	LR08BLLE
Nelson	[redacted]	CT956Y2
Nelson	[redacted]	BCJD7Y2
Nelson	[redacted]	no Chromebook issued

16Transferred to 25-CHROMEBOOK room. ***Excluding returned tag#s S03571[12.8.22], S0***

Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Returned
S03876	8-9-22		8/9/22	
S03571	8-9-22	12/8/22	8/9/22	12/8/22
S00655	8-9-22		8/9/22	
S00986	8-9-22	12/15/22	8/9/22	12/15/22
S00073	8-9-22		8/9/22	
---	---	---	---	
S00485	8/11/22	12/13/22	8/11/22	12/13/22
S03568	8-9-22	9/20/22	8/9/22	no
S00021	8-9-22		8/9/22	
S01929	8-9-22	12/14/22	8/9/22	12/14/22
S00759	8-9-22		8/9/22	
S00005	8/9/22		8/9/22	

***)0986[12.15.22], S00485[12.13.22], 10009130[no show] and S01929[12.14.22]*. 2.28.23 MN**

Cover Assigned	Cover Returned	Notes
8/9/22		
8/9/22	12/8/22	
8/9/22		
8/9/22	12/15/22	
8/9/22		
8/11/22	12/13/22	
8/9/22	yes	
8/9/22		
8/9/22	12/14/22	
8/9/22		
8/9/22		

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger GIven	Charger Return	Cover Assigned	Cover Returned	Notes			
Rickman, Daniel	[redacted]	################	S00420			Yes		yes					
Rickman, Daniel	[redacted]	################	S00527			Yes		yes					
Rickman, Daniel	[redacted]	################	S00352			Yes		yes					
Rickman, Daniel	[redacted]	################	S00312			Yes		yes					
Rickman, Daniel	[redacted]	################	S00409			Yes		yes					
Rickman, Daniel	[redacted]	11316189818	S00410			Yes		yes					
Rickman, Daniel	[redacted]	BVWD7Y2	S00542					Yes					
Rickman, Daniel	[redacted]												
Rickman, Daniel	[redacted]	H8R66Y2	S00755			Yes		Yes					
Rickman, Daniel	[redacted]	738D6Y2	S00897			Yes		Yes					
Rickman, Daniel	[redacted]	44076Y2	S00666			Yes		Yes					
Rickman, Daniel	[redacted]	BY066Y2	S00550			Yes		Yes					
Rickman, Daniel	[redacted]	9MIC7Y2	S00428			Yes		Yes					
Rickman, Daniel	[redacted]	74C76Y2	S00216		9/23/22	Yes	NO	Yes	NO	Student issued a new computer by TECH, see below. LPC			
Rickman, Daniel	[redacted]												
Rickman, Daniel	[redacted]	5MZ97Y2	S00185			Yes		Yes					
Rickman, Daniel	[redacted]	5CD107CTQ1	S06426	09/23/2022		YES		YES					
	14 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S00216[9.3.22]*. 2.28.23 MN												

king	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Retur	Cover Assigned	Cover Returned	Notes
Vamer, Kimberly	[redacted]	JNNB7Y2	S03462	8/8/22		y		y		
Vamer, Kimberly	[redacted]	HWSC7Y2	S03562		10-19-22		y		y	withdrew 10/19/22
Vamer, Kimberly	[redacted]	FR6CY7Z	S03452	8/8/22		y		y		
Vamer, Kimberly	[redacted]	1SV56Y2	S03587	8/9/22	12-15-22	y	12/15/22	y	12/15/22	
Vamer, Kimberly	[redacted]	926D7Y2	S00075	8/8/22		y		y		
Vamer, Kimberly	[redacted]	2VBD7Y2	S00436	8/9/22		n				
Vamer, Kimberly	[redacted]	3J186Y2	S03454	8/9/22		y		y		
Vamer, Kimberly	[redacted]	J9P76Y2	S00570	8/9/22	12-15-22	y	12/15/22	y	n	
Vamer, Kimberly	[redacted]	GHWC6Y2	S03578	8-9-22		y		y		
Vamer, Kimberly	[redacted]									
Vamer, Kimberly	[redacted]	1RHB7Y2	S03444	8/8/22		y		y		
Vamer, Kimberly	[redacted]	92Y66Y2	S03573	8/8/22		y		y		
Vamer, Kimberly	[redacted]	5CD107CR53	S06379	8/22/22	10-18-22	y	y	y	y	
Vamer, Kimberly	[redacted]	5CD110LDQV	S06061	9/8/22		y		y		
Vamer, Kimberly	[redacted]	5CD1094HBF	S07219	1/5/23		y		y		
10 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S03562(10.19.22), S03587(12.15.22), S00570(12.15.22) and S06379(10.18.22)* 2.28.23 MN										

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Returned	Cover Assigned	Cover Return	Notes	Returned
Smith, Staci	[redacted]	6LPB7Y2	S00071	8/9/22	5/19/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	BVLC7Y2	S03567	8/9/22	5/19/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	JMWD7Y2	S00310	8/9/22	5/19/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	56866Y2	S00423	8/9/22	5/19/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	CRZ97Y2	S00833	8/9/22	5/19/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	*7KPB7Y2 (black label on i*	*S00076 (no sticker)*	*8/11/22*	*5/23/22*	*Yes*	*y*	*Yes*	*no*		*12/13/22*
Smith, Staci	[redacted]	3J0D7Y2	S00137	8/9/22	5/23/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	CJTK7Y2	S00717	8/9/22	5/24/22	Yes	y	Yes	y		
Smith, Staci	[redacted]	95Q56YZ 19937284202	S00601	8/9/22	5/23/2022	Yes	y	Yes	y		
Smith, Staci	[redacted]	*8210766458*	*S00988*	*8/10/22*	*5/24/2022*	*Yes*	*y*	*Yes*	*y*		*12/15/2022*
Smith, Staci	[redacted]	GTR66Y2	S00294	8/9/22	5/23/2022	Yes	y	Yes	y	corrected LPC	
Smith, Staci	[redacted]			*11/14/22*	*12/15/22*	*YES*	*y*	*YES*	*y*	*assigned by LP*	*12/15/22*

Transfered to Phoenix 01/05/2023 *Student Withdrew 3/14/2023 from Phoenix CB returned to CCHS*

9 Transferred to 25-CHROMEBOOK room. *Excluding returned tag#s S00076[12.13.22], S00988[12.15.22] and 10009218[12.15.22].* 2.28.23 MN

Teacher Name	Student Name (Last, First)	Serial Number	Inventory Sticker Number	Date Assigned	Date Returned	Charger Given	Charger Returned	Cover Assigned	Cover Returned	Notes
J. Hall	[redacted]	7SZ66Y2	S00892	8/8/2022	1/24/23	none	yes-01/24/2023	none	lost	early grad, did not take CB with him
J. Hall	[redacted]	3y2F7y2	S00895	8/10/22		8/10/22		8/10/22		
J. Hall	[redacted]	##############	S00591	8/8/2022		8/8/2022		none		
J. Hall	[redacted]	##############	S00523	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	8S4F7Y2	S00603	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	1YP76Y2	S00644	8/8/2022		8/8/2022		none		
J. Hall	[redacted]	5TBD7Y2	S00065	8/8/2022		8/8/2022		none		
J. Hall	[redacted]	7V666Y2	S03467	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	I2JD7Y2	S00202	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	5QVB7Y2	S00318	8/8/2022	12/13/22	8/8/2022	12/13/22	8/8/2022	12/13/22	
J. Hall	[redacted]									
J. Hall	[redacted]	DMJB7Y2	S00181	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	GTSC7Y2	S03465	8/8/2022		8/8/2022		8/8/2022		
J. Hall	[redacted]	C8PB7Y2	S00297	8/8/2022		8/8/2022		none		
J. Hall	[redacted]	G1475Y2	S00413	8/16/22	12/12/22	8/16/22	12/12/22	8/16/22	12/12/22	
J. Hall	[redacted]	7HNC7Y2	S00951	8/8/2022		8/8/2022		8/8/2022		
	12 Transferred to 25-CHROMEBOOK room. *Excluding returned tagS# 10009175[1.24.23], S00318[12.13.22] and S00413[12.12.22]:* 2.28.23 MN									

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp Director of Schools

Teresa Boston Board Chair

April 18, 2023

Mr. William G. Stepp

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the CTE, Food Service and Special Education Department's list of items to be retired by the BOE at April's regular scheduled board meeting. Please include this list on the consent agenda. If you have any further questions or concerns, please contact myself or our CFO.

Sincerely,

Marilyn Noel

Dr. Leslie Eldridge LE
Kathy Hamby KH
Marlene Holton MH

Central Services

Room Inventory Worksheet

4/17/2023

CTE & FOOD SERVICE

18-TO RETIRE INVENTORY~BOE-RETIRE Holding — **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Assigned To	Serial	Price
FOOD SERV	100035	Groen HY6G STEAMER	HY6G	APPLIANCE		6G1C662MC	$0.00
CTE	1000800	Apple A1502 MacBook Pro Laptop	A1502	LAPTOP		C02RXAMXF VH3	$0.00
FOOD SERV	100341	Worktable	Stainless steel	FURNITURE			$0.00
"	" 100502	Groen HY6G STEAMER	HY6G	APPLIANCE		6E31337MS	$0.00
"	" 100632	Hobart CN90 Convection Oven	CN90	APPLIANCE		43504T604H	$0.00
"	" 101666	Sico Round CAF Table w/8 Stools	unknown	FURNITURE		101666	$0.00
"	" 102106	Toshiba Satellite C55D-A5120 Laptop	Satellite C55D-A5120	LAPTOP		ZD185088Q	$0.00
"	" 102177	Toshiba Satellite C55D-B5319 - 15.6" Laptop	C55D-B5319	LAPTOP		c55db5319	$0.00
"	" 1119B	Groen CC20G Combination Oven	CC20G	APPLIANCE			$0.00

FOOD SERVICE's Retirement List for April 2023

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
101615	60-CAFE SL	Elo Touchscreen Monitor	unknown	Elo	ZD185088Q	FOOD SERVICE	FOOD FED
102539	18-417	Dell Optiplex 7010	7010	Dell	82QMH02	FOOD SERVICE	FOOD FED
102915	18-305	Kyocera Cell Phone	Dura Flip Phone	Kyocera	unknown	FOOD SERVICE	FOOD FED
102495	18-303	iPhone7 Cell Phone	7	Apple	mn5T2LL/A	FOOD SERVICE	FOOD FED
102021	18-303	iPhone5 Cell Phone	5	Apple	MD654LL/A	FOOD SERVICE	FOOD FED
101681	18-303	Brother Typewriter	BEM-630	Brother	A88897268	FOOD SERVICE	FOOD FED
12150/ 100734	60-CAFE MGR	Office Desk	Brown Wood	unknown	unknown	FOOD SERVICE	FOOD FED
100401	08-004	Combination Oven	CC20G	Groen	GC10016MS	FOOD SERVICE	FOOD FED
100204	25-CAFE	Combination Oven	CC20G	Groen	GC1561NC	FOOD SERVICE	FOOD FED
100825	73-	Hypersteam Convection Steamer	HY-6E	Groen	6E32399MS	FOOD SERVICE	FOOD FED
100089	18-303	Office Chair	Black	unknown	unknown	FOOD SERVICE	FOOD FED
101616	73-	GE Fryer	DK50	GE	HCE 5050/FAC 116202G003	FOOD SERVICE	FOOD FED

Central Services

Room Inventory Worksheet

4/17/2023

SPED

18-306ARETIRE FOOD SERV/SPED HALL - Virtual SPED Retire **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	2217	Apple iPad mini	Mini	iPad		DMPR35ZHFCM5	$254.00
___	26112	Wilson Reading Program for Kindergarten	unknown	INSTRUCTIONAL MATERIALS			$0.00
___	3186S	Bird-in-Hand Woodworks Lego Top Table	BROWN/LEGO TOP	FURNITURE			$0.00
___	3364S	Elmo TT02RX Document Camera	TT02RX	CAMERAS & EQUIPMENT		460049	$585.00
___	3436	Promethean ActivExpression 32 Handset Kit	unknown	INSTRUCTIONAL EQUIPMENT		0016-4358-1542-6283-5801	$0.00
___	5365	Apple 16GB iPad	16GB	iPad		DN6HG4Q2DFHW	$399.00
___	5523	Lakeshore Hardwood Super Garage	AA824	PLAY EQUIPMENT			$149.00
___	5565	Apple iPad 16GB Black	iPad Wi-Fi 16GB Black	iPad		DMQL5CMYF182	$479.00
___	5566	Apple iPad 16GB Black	iPad Wi-Fi 16GB Black	iPad		DMQL5H1UF182	$479.00
___	5592	Apple iPad 16GB Black	iPad Wi-Fi 16GB Black	iPad		DMQL5DJ7F182	$479.00
___	5606	Apple iPad 16GB Black	iPad Wi-Fi 16GB Black	iPad		DMQL5DACF182	$479.00
___	5775	Apple MacBook Pro	MacBook Pro	LAPTOP		C1MLBSJ7DTY3	$964.05

Central Services

Room Inventory Worksheet

4/17/2023

SPED

18-306ARETIRE FOOD SERV/SPED HALL - Virtual SPED Retire **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	5876	Apple M769LL/A 16GB iPad Mac to School	M769LL/A 16 GB	iPad		F5YKDSFNDFHW	$100.00

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

April 17, 2023

Mr. William G. Stepp, Director
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. William Stepp and Board of Education,

Federal Programs is submitting a list of equipment to be retired by the BOE in this month's regularly scheduled board meeting. Please include the attached Equipment Retirement Requests on the consent agenda.

Sincerely,

Dr. Justin Whittenbarger
Federal Programs Coordinator

Federal Equipment Inventory List Retirement April 2023

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10000048	CCS-180	FY09	BOGUSROLLINGCART83	CART	BRETFORD	UNKNOWN	CRAB ORCHARD	FEDERAL	15-215	59213	TITLE I	$211.60	100%	3/10/2009
10000563	CCS-180	FY10	LS6F971547L	PROJECTOR	POWERLITE	84	NORTH	FEDERAL	08-108	61694	TITLE I	$666.00	$1.00	9/10/2009
10000573	CCS-180	FY10	CNB9X35492	PRINTER	HP	P2035N	STONE	FEDERAL	08-108*	5074	TITLE I	$249.98	$1.00	9/10/2009
10000630	CCS-180	FY10	0910-V	CART	BRETFORD	UNKNOWN	CRAB ORCHARD	FEDERAL	15-108	61892	TITLE I	$260.00	100%	9/28/2009
10001235	CCS-180	FY11	547708	DOCUMENT CAMERA	ELMO	TT02RX	NORTH	FEDERAL	53-108	66910	TITLE I	$539.00	$1.00	8/30/2010
10001367	CCS-180	FY12	617699	CAMERA	ELMO	TT02RX	STONE	FEDERAL	74-109	71774	TITLE I	$600.00	$1.00	8/29/2011
10001657	CCS-180	FY12	C86G4ACJDM72	WIRELESS ROUTER	APPLE	UNKNOWN	NORTH	FEDERAL	53-113	73022	TITLE I	$159.00	$1.00	11/28/2011
10001702	CCS-180	FY12	DMQGRC6ZDFHW	iPad	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001710	CCS-180	FY12	DMQGRJ7WDFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001711	CCS-180	FY12	DMQGRFY5DFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001712	CCS-180	FY12	DMPGRLCJDFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001713	CCS-180	FY12	DMQGRCZ8DFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001715	CCS-180	FY12	DMQGRJ7HDFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001716	CCS-180	FY12	DMQGRBK1DFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-113	73022	TITLE I	$479.00	$1.00	11/30/2011
10001718	CCS-180	FY12	DMQGR91WDFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-113	73022	TITLE I	$479.00	$1.00	11/30/2011
10001719	CCS-180	FY12	DMQGREDYDFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001720	CCS-180	FY12	DMQGRHH2DFHW	IPAD	APPLE	A1395	NORTH	FEDERAL	53-130	73022	TITLE I	$479.00	$1.00	11/30/2011
10001790	CCS-180	FY12	DMVGRV25DFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	6/11/2011
10001792	CCS-180	FY12	DMTGR4ERDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	6/11/2011
10001795	CCS-180	FY12	DMVGRTMNDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	6/11/2011
10001798	CCS-180	FY12	DMTGR3GJDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	6/11/2011
10001819	CCS-180	FY12	DMTGR3CFDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	9/12/2011
10001821	CCS-180	FY12	DMVGRS5WDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	9/12/2011
10001823	CCS-180	FY12	DMVGRBK4DFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	9/12/2011
10001824	CCS-180	FY12	DMVGRKUUDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	9/12/2011
10001825	CCS-180	FY12	DMVGRLNKDFHW	IPAD	APPLE	UNKNOWN	NORTH	FEDERAL	53-130	73258	TITLE I	$479.00	$1.00	9/12/2011
10001905	CCS-180	FY12	8490	PEN PAD	ELMO	UNKNOWN	NORTH	FEDERAL	53-108	73178	TITLE I	$266.17	$1.00	11/22/2011
10002700	CCS-180	FY10	BOGUSNEOCART10	CART	RENAISSANCE	UNKNOWN	PLEASANT HILL	FEDERAL	60-270	41113077	TITLE IS	$1,500.00	$1.00	7/13/2009
10005263	CCS-180	FY13	VNB3121161	PRINTER	HP	P3015n	CRAB ORCHARD	FEDERAL	15-413	78753	TITLE I	$590.16	100%	2/1/2013
10005389	CCS-180	FY14	DMQL6AZQF182	IPAD	APPLE	UNKNOWN	CRAB ORCHARD	FEDERAL	15-411	82261	TITLE I	$239.50	100%	4/9/2013
10005395	CCS-180	FY14	DMRL78TVF182	IPAD	APPLE	UNKNOWN	CRAB ORCHARD	FEDERAL	15-402	82261	TITLE I	$239.50	100%	4/9/2013
10005402	CCS-180	FY14	DMRL77FDF182	IPAD	APPLE	UNKNOWN	CRAB ORCHARD	FEDERAL	15-106	82261	TITLE I	$239.50	100%	4/9/2013
10005405	CCS-180	FY14	DMPL7LR0F182	IPAD	APPLE	UNKNOWN	CRAB ORCHARD	FEDERAL	15-414	82261	TITLE I	$239.50	100%	4/9/2013
10005455	CCS-180	FY14	D25L5044FFYV	COMPUTER	APPLE	UNKNOWN	SOUTH	FEDERAL	73-130	82263	TITLE I	$1,060.55	$1.00	10/9/2013

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10005720	CCS-180	FY15	DMRMKDRHFK10	IPAD	APPLE	UNKNOWN	CRAB ORCHARD	FEDERAL	15-414	88723	TITLE I	$374.00	100%	9/1/2015
10006834	CCS-180	FY17	SC02SVD99FVH3	LAPTOP	APPLE	UNKNOWN	PLEASANT HILL	FEDERAL	60-104	100103	TITLE I	$1,199.00	$1.00	8/20/2014
10006882	CCS-180	FY17	UJ8K6Y00367	PROJECTOR	EPSON	BRIGHTLINK	NORTH	FEDERAL	53-101	100533	TITLE I	$1,399.00	$1.00	9/3/2017
10007034	CCS-180	FY17	LR078PHM	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	100%	3/15/2017
10007036	CCS-180	FY17	LR078QGR	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007037	CCS-180	FY17	LR078PH5	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007038	CCS-180	FY17	LR078LFE	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007039	CCS-180	FY17	LR078QHW	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007040	CCS-180	FY17	LR078PL7	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007041	CCS-180	FY17	LR078QGL	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007042	CCS-180	FY17	LR078QGZ	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007043	CCS-180	FY17	LR078PD4	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007044	CCS-180	FY17	LR078PBF	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007045	CCS-180	FY17	AEAAA006T3	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007046	CCS-180	FY17	LR078QHV	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007047	CCS-180	FY17	LR078QGF	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007048	CCS-180	FY17	LR078PJL	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007049	CCS-180	FY17	LR078QGS	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-312	100434	TITLE I	$199.00	$1.00	3/15/2017
10007050	CCS-180	FY17	LR078QH2	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007051	CCS-180	FY17	LR078P9L	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007052	CCS-180	FY17	LR078P9A	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007053	CCS-180	FY17	LR078QGK	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007054	CCS-180	FY17	LR078PGW	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007055	CCS-180	FY17	LR078PA8	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	$1.00	3/15/2017
10007056	CCS-180	FY17	LR078P6M	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007057	CCS-180	FY17	LR078L6M	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007058	CCS-180	FY17	LR078QGX	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007059	CCS-180	FY17	LR078QFH	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007060	CCS-180	FY17	LR078QGA	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007061	CCS-180	FY17	LR078QG1	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007062	CCS-180	FY17	LR078QH6	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007063	CCS-180	FY17	LR078P4S	CHROMEBOOK	LENOVO	80SF N22	CRAB ORCHARD	FEDERAL	15-313	100434	TITLE I	$199.00	100%	3/15/2017
10007110	CCS-180	FY17	SDMPNFADLF185	IPAD	APPLE	UNKNOWN	STONE	FEDERAL	74-311	9595	TITLE I	$354.95	$1.00	8/3/2017
10007510	CCS-180	FY18	X28B770670L	PROJECTOR	EPSON	695Wi	NORTH	FEDERAL	53-117	104028	TITLE I	$1,671.99	$1.00	11/2/2017
10007806	CCS-180	FY18	DMPMPPOKF182	IPAD	APPLE	MD510	CRAB ORCHARD	FEDERAL	15-510	5553	TITLE I	$189.45	100%	12/14/2017

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: Crab Orchard **Date:** 4/4/2023

Tag Number	Serial or ID Number	Description	Reason Retired
10007056	LR078P6M	Lenovo N22's	Outdated Chromebook
10007057	LR078L6M	Lenovo N22's	Outdated Chromebook
10007058	LR078QGX	Lenovo N22's	Outdated Chromebook
10007059	LR078QFH	Lenovo N22's	Outdated Chromebook
10007060	LR078QGA	Lenovo N22's	Outdated Chromebook
10007061	LR078QG1	Lenovo N22's	Outdated Chromebook
10007063	LR078P4S	Lenovo N22's	Outdated Chromebook
10005263	VNB3121161	HP LaserJet Printer	Broken/won't print
10000630	0910-ll	retford/charge ca	outdated/won't charge
10005405	DMPL7LROF182	IPAD	won't hold charge
10000048		retford/charge ca	outdated/wont charge
10005410	CPWKNCWUDTY3	Mac Book Pro	Outdated
10005395	DMRL78TVF182	IPAD	won't hold charge
10005389	DMQL62QF182	IPAD	won't hold charge
10007806	DMPMPP0KF182	IPAD	won't hold charge
10005402	DMRL77FDF182	IPAD	won't hold charge
10005720	DMRMKDRHFK10	IPAD	won't hold charge

Principal Signature: Debbie Beaty

Federal Programs Director Signature:

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: Crab Orchard **Date:** 4/4/2023

Tag Number	Serial or ID Number	Description	Reason Retired
10007034	LR078PHM	Lenovo N22's	Outdated Chromebook
10007036	LR078QGR	Lenovo N22's	Outdated Chromebook
10007037	LR078PH5	Lenovo N22's	Outdated Chromebook
10007038	LR078LFE	Lenovo N22's	Outdated Chromebook
10007039	LR078QHW	Lenovo N22's	Outdated Chromebook
10007040	LR078PL7	Lenovo N22's	Outdated Chromebook
10007041	LR078QGL	Lenovo N22's	Outdated Chromebook
10007042	LR078QGZ	Lenovo N22's	Outdated Chromebook
10007043	LR078PD4	Lenovo N22's	Outdated Chromebook
10007044	LR078PBF	Lenovo N22's	Outdated Chromebook
10007045	AEAAA006T3	Lenovo N22's	Outdated Chromebook
10007046	LR078QHV	Lenovo N22's	Outdated Chromebook
10007047	LR078QGF	Lenovo N22's	Outdated Chromebook
10007048	LR078PJL	Lenovo N22's	Outdated Chromebook
10007049	LR078QGS	Lenovo N22's	Outdated Chromebook
10007050	LR078QH2	Lenovo N22's	Outdated Chromebook
10007051	LR078P9L	Lenovo N22's	Outdated Chromebook
10007052	LR078P9A	Lenovo N22's	Outdated Chromebook
10007053	LR078QGK	Lenovo N22's	Outdated Chromebook
10007054	LR078PGW	Lenovo N22's	Outdated Chromebook
10007055	LR078PA8	Lenovo N22's	Outdated Chromebook

Principal Signature: _____

Federal Programs Director Signature: _____

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: North **Date: April 2023**

Tag Number	Serial or ID Number	Description	Reason Retired
			Outdated / Broken
10001235			Outdated
10001657			Outdated
10001710			Outdated
10001711			Outdated
10001905			Outdated
10007510			Outdated
10006882			Outdated
10001719			Outdated
10001720			Outdated
10001718			Outdated
10001712			Outdated
10001716			Outdated
10001821			Outdated
10001715			Outdated
10001713			Outdated
10001824			Outdated
10001702			Outdated
10001792			Outdated
10001790			Outdated
10001823			Outdated
10000563			Outdated
10001819			Outdated
10001798			Outdated
10001825			Outdated
10001795			Outdated

Principal Signature:

Federal Programs Director Signature:

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: Pleasant Hill **Date:** 4.14.23

Tag Number	Serial or ID Number	Description	Reason Retired
10001834	SC02SVD99FVH3	Apple 13inch MacBook Pro laptop	irreparable per K. Hassler

Principal Signature: _____

Federal Programs Director Signature: _____

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: Pleasant Hill **Date:** 1-11-23

Tag Number	Serial or ID Number	Description	Reason Retired
10002700		NEO Charge/ Sync Cart	obsolete chargers

Principal Signature: Tracie Bradley

Federal Programs Director Signature: [signature]

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

South Cumberland Elementary
School Name

1-12-23
Date

Tag Number	Serial or ID Number	Description	Reason Retired
10005455	D25L5044FFYV	iMac Computer	Doesn't work

Dawn Hall
Principal Signature

Federal Programs Director Signature

N/A.
Board Chair Signature

Cumberland County Federal Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

School Name: Stone **Date: 1/10/2022**

Tag Number	Serial or ID Number	Description	Reason Retired
10007110	SDMPNFADLF185	ipad	Outdated
10002888	No Serial Number	Cart	Outdated
10000573	CNB9X35492	Printer	Broken
10001367	617699	Document Camera	Broken

Principal Signature: Bridgette Cap

Federal Programs Director Signature: [illegible]

Homestead Elementary School

3889 Hwy 127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds
Principal

Ashlee Watts
Assistant Principal

April 19, 2023

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting Homestead Elementary's list of items to be retired by the BOE at April's regular monthly meeting. Please include these lists on the agenda. If you have questions, please let me know.

Sincerely,

Mary E Edmonds

Mary Elizabeth Edmonds
Principal

General Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville,TN 38555

Homestead Elementary School
Schhol Name

April 2023
Date

Tag Number	Serial or ID Number	Description	Reason Retired
30557	C0907241009	Promethean Board	Broken
46539		Chromebook	Out of Date
46541	CCAAA098T3	Chromebook	Out of Date
46538	LR048UJP	Chromebook	Out of Date
30764	459472XY9GU	Laptop	Out of Date
30762	4594726V9GU	Laptop	Out of Date
22565	577120	ELmo	Broken
S03543	3ZC66Y2	Chromebook	Broken
44035	VNB3111885	Printer	
42065	YM1100Y8DWY	Computer	Out of Date

Mary Edmonds
Principal Signature

The Phoenix Campus
203 Taylor Street
Crossville, TN 3855
Telephone (931) 456-1228
Fax (931) 456-9862

Mitch Lowe, Principal

March 16, 2023

Dear Mr. Stepp and Cumberland County Schools Board of Education;

Please retire the items documented on the attached list. These items are outdated and no longer used.

Thank you for your assistance in this matter.

Sincerely,

Sharon Miller
Assistant Principal
Phoenix High School

Room Number: 85-TO RETIRE
Room Name: INVENTORY~BOE-RETIRE Holding
Room Type: VIRTUAL

Room Inventory Report
The Phoenix School

Date Printed: 3/16/2023

Staff Verification

Apple 20 inch iMac Computer

Product No.: H143

H143

Manufacturer: Apple
Model: unknown
Product Type: COMPUTER
Area: None
Price: $0.00
Other 1:
Other 2:
Other 3:

SKU:
Projected Life: 0
Notes:
Hayes Conversion - 2020-09-02

Tags	Count: 1	Accessories	Price	Units
10001339		No Accessories Issued With This Item		

Apple MacBook Pro

Product No.: H281

H281

Manufacturer: Apple
Model: MacBook Pro
Product Type: LAPTOP
Area: None
Price: $964.05
Other 1:
Other 2:
Other 3:

SKU:
Projected Life: 0
Notes:
Hayes Conversion - 2020-09-02

Tags		Count: 18	Accessories	Price	Units
44086	42786		Power Cord	$0.00	0
42781	42791				
42782	42783				
42787	42792				
42798	42788				
42789	42790				
42784	42785				
42778	42793				
42794	42795				

Bretford Charge/Sync Cart	Product No.: H550

H550

Manufacturer:	Bretford	SKU:	
Model:	unknown	Projected Life:	0
Product Type:	CHARGE CART		
Area:	None	Notes:	
Price:	$0.00	Hayes Conversion - 2020-09-02	
Other 1:			
Other 2:			
Other 3:			

Tags	Count: 1	Accessories	Price	Units
42799		No Accessories Issued With This Item		

Pleasant Hill School

486 East Main Street
Crossville, TN 38571

Phone (931) 277-3677
Fax (931) 277-3880
Tracie Buckner, Principal
Cristyn Diana, Assistant Principal

April 14, 2023

Dear BOE,

Please retire the following Chromebooks, as they are irreparable and are not u nderwarranty.

S03163	P202QBD1	Lenovo 100e 2nd Generation
s03165	P202U6KM	Lenovo 100e 2nd Generation

Thank you,

Cristyn Diana
Assistant Principal, PHS

Stone Memorial High School

2800 Cook Road · Crossville, TN 38571
Telephone (931) 484-5767
Kelly J. Smith
Principal

TO: Mr. William Stepp, Director of Schools
Cumberland County Board of Education
FROM: Kelly Smith, Principal
April Moore, Assistant Principal
Stone Memorial High School
RE: Inventory Items for Retirement
DATE: April 17, 2023

Dear Mr. Stepp and B.O.E. Members:

Attached you will find a list of inventory items that are slated for retirement. Our SMHS Technology Technician and our School Inventory Auditor have inspected each item. The property no longer serves the staff or students of SMHS or would the property serve another Cumberland County student or employee. Please accept our proposal to retire the items and know that we will follow all proper protocols to dispose of them once approval is granted.

If you have any questions, please feel free to contact us. In an effort to ensure that our inventory is accurate and our school materials records are kept current with fidelity, Mrs. Moore is working diligently to collaborate with others, especially technology, special education, and CTE departments to maintain accuracy through TIP-Web IT.

Respectfully submitted,

Kelly J. Smith

Kelly Smith
Principal

April A. Moore

April Moore
Assistant Principal

Stone Memorial High School~SMHS

Room Inventory Worksheet

4/14/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	1000524	HP 8100 Elite OfficeJet Computer	8100	COMPUTER		2UA1091XN9	$0.00
___	1000525	HP 8100 Elite OfficeJet Computer	8100	COMPUTER		2UA1091XN8	$0.00
___	1000527	HP 8100 Elite OfficeJet Computer	8100	COMPUTER		2UA1091XNN	$0.00
___	1000528	HP 8100 Elite OfficeJet Computer	8100	COMPUTER		2UA1171BWH	$0.00
___	1000533	HP 8100 Elite OfficeJet Computer	8100	COMPUTER		2UA1091XN6	$0.00
___	1000703	School Specialty Titan Welding Helmet	Titan	SHOP EQUIPMENT			$0.00
___	1000961	Iboardbot	Plug and Play Version	INSTRUCTIONAL EQUIPMENT			$0.00
___	1001358	Acer H213H Monitor	H213H	MONITOR		ETLF5080030190F8AA4225	$0.00
___	1001362	Acer H213H Monitor	H213H	MONITOR		ETLF5080030190F8B44225	$0.00
___	1001375	Acer H213H Monitor	H213H	MONITOR		ETLF5080030190F8A04225	$0.00
___	1001511	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2117000995	$139.99
___	1001602	Phoenix Hospital Bed Curtain	unknown	MEDICAL EQUIPMENT		C71168	$0.00

Stone Memorial High School~SMHS

Room Inventory Worksheet

4/14/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	1001694	Apple iPad 3	unknown	iPad		SDYTJC0WPDJ8T	$0.00
___	1001823	Dell Optiplex 390 Computer	Optiplex 390	COMPUTER		C5786V1	$0.00
___	1001825	Dell Optiplex 390 Computer	Optiplex 390	COMPUTER		C5M46V1	$0.00
___	1001827	Dell Optiplex 390 Computer	Optiplex 390	COMPUTER		CC6CB6V1	$0.00
___	1001830	Dell Optiplex 390 Computer	Optiplex 390	COMPUTER		C5B66V1	$0.00
___	1001831	Dell Optiplex 390 Computer	Optiplex 390	COMPUTER		C5656V1	$0.00
___	1001855	Dell 1908FPT Monitor	1908FPT	MONITOR		2655808	$0.00
___	1001856	Dell 1908FPT Monitor	1908FPT	MONITOR		2655812	$0.00
___	1001858	Dell 1908FPT Monitor	1908FPT	MONITOR		2659537	$0.00
___	1001863	Dell 1908FPT Monitor	1908FPT	MONITOR		2655793	$0.00
___	1001864	Dell 1908FPT Monitor	1908FPT	MONITOR		2655789	$0.00
___	1002282	Briggs and Stratton 950 205CC Competition Engine	950 205CC	INSTRUCTIONAL EQUIPMENT		17101898016 16	$0.00
___	1002327	HP 8200SFF Computer	8200SFF	COMPUTER		MXL151308V	$0.00
___	1002330	HP 8200SFF Computer	8200SFF	COMPUTER		MXL22592T8S	$0.00
___	1002337	Pocket Nurse Windsor Curtains	Windsor	MEDICAL EQUIPMENT			$0.00
___	1002366	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19845	$0.00
___	1002367	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		13101YD9846	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	1002368	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19840	$0.00
___	1002369	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19838	$0.00
___	1002370	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19886	$0.00
___	1002371	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19836	$0.00
___	1002372	Briggs and Stratton 342CC Engine	342CC	INSTRUCTIONAL EQUIPMENT		131017YD19839	$0.00
___	1049	DeWALT Power Drill	unknown	SHOP EQUIPMENT		96600000000000	$0.00
___	12182	Dell Monitor	unknown	MONITOR		3RGC	$0.00
___	17293	JVC 32 inch Flat Tube TV	unknown	TV			$0.00
___	17867	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV			$0.00
___	17922	Bretford 6570M Projection Screen	6570M	PROJECTION SCREEN			$0.00
___	17923	Projection Screen	unknown	PROJECTION SCREEN			$0.00
___	180152588	Apple Mac mini Computer	unknown	COMPUTER		YM6192JUU35	$0.00
___	180152601	Apple Mac mini Computer	unknown	COMPUTER		YM6192KDU35	$0.00
___	180152611	Apple Mac mini Computer	unknown	COMPUTER		YN6192XLU35	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	180152623	Apple Mac mini Computer	unknown	COMPUTER		YM619KU35	$0.00
___	180152629	Apple Mac mini Computer	unknown	COMPUTER		YM6192MDU35	$0.00
___	180256515	Dell Monitor	unknown	MONITOR		REV AO1	$0.00
___	180333061	Dell Computer	unknown	COMPUTER		89GNF51	$0.00
___	18034	Makita Grinder	unknown	SHOP EQUIPMENT		856H8052742012	$0.00
___	180352742	Apple iMac Computer	unknown	COMPUTER		YM6392OQWOA	$0.00
___	180602713	HP F4480 Printer	F4480	PRINTER		CN95LBK3TK	$0.00
___	180743151	Apple iMac Computer	unknown	COMPUTER		MISSING SER NUM	$0.00
___	18107	HON H314P File Cabinet	H314P	FILE CABINET			$0.00
___	18639	Compound Light Microscope	unknown	MICROSCOPE		9606568	$0.00
___	18689	Parco Scientific XLT III Stereoscope	XLT III	MICROSCOPE		6040174	$0.00
___	21112	Sharp PG-MB56X LCD Projector	PG-MB56X	PROJECTOR		611911278	$0.00
___	21400	Brother IntelliFax 2820 Laser Fax Machine and Copier	IntelliFax 2820	OFFICE EQUIPMENT		u61325k5j799225	$0.00
___	21401	HP D2345 DeskJet Printer	D2345	PRINTER			$0.00
___	21986	Dell OptiPlex 320 Computer	OptiPlex 320	COMPUTER		1BQQ1D1	$0.00
___	21989	Dell Computer	unknown	COMPUTER		Q4A061901934	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	23046	Sharp 32SC26B TV	32SC26B	TV		A604818933	$0.00
___	23446	Amer SD5 5-port Network Switch	SD5	NETWORK MANAGED SWITCH		SA0603A41715	$0.00
___	23447	Amer SD5 5-port Network Switch	SD5	NETWORK MANAGED SWITCH		SA0603A41408	$0.00
___	23448	Amer SD5 5-port Network Switch	SD5	NETWORK MANAGED SWITCH		SA0603A41407	$0.00
___	23449	Amer SD5 5-port Network Switch	SD5	NETWORK MANAGED SWITCH		SA0603A41403	$0.00
___	32117	Epson 2000 Lumens EMP LCD Projector	LCD 2000 Lumens EMP	PROJECTOR		JWVF860578L	$0.00
___	32139	Epson H283A LCD Projector	H283A	PROJECTOR		L5JF8X3251L	$0.00
___	36122	Dell 17inch Monitor	unknown	MONITOR		MX-0XH597-46634-68V-191U	$0.00
___	36123	Dell 17inch Monitor	unknown	MONITOR		MX-0XH597-46634-687-168U	$0.00
___	3641	Epson PowerLite 83c LCD Projector	PL83C	PROJECTOR		JXJF787956L	$0.00
___	38000	Apple A1224 20" iMac	A1224	COMPUTER		YM9137KF6MH	$0.00
___	38433	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007135	$139.99

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	38434	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007071	$139.99
___	38435	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007027	$139.99
___	38436	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007117	$139.99
___	38437	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006798	$139.99
___	38439	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007031	$139.99
___	38440	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006806	$139.99
___	38441	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007113	$139.99
___	38442	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158007038	$139.99
___	38443	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004113	$139.99
___	38444	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004112	$139.99
___	38445	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004118	$139.99
___	38446	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004122	$139.99
___	38447	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004116	$139.99

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	38448	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004114	$139.99
___	38449	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004117	$139.99
___	38450	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004119	$139.99
___	38451	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004120	$139.99
___	38452	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158004121	$139.99
___	38453	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006276	$139.99
___	38454	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006283	$139.99
___	38455	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006278	$139.99
___	38456	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006277	$139.99
___	38457	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006285	$139.99
___	38458	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006280	$139.99
___	38459	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006275	$139.99
___	38460	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006279	$139.99

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	38461	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006281	$139.99
___	38462	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2158006282	$139.99
___	38707	Dell Flat Screen Monitor	unknown	MONITOR		CN-DY4413-72201-48B-9DJY	$0.00
___	38708	Dell Flat Screen Monitor	unknown	MONITOR		CN-044413-72201-48B-9D9Y	$0.00
___	39042	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		217507344	$0.00
___	39044	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175007342	$0.00
___	39045	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175004876	$0.00
___	39046	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175007038	$0.00
___	39047	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175005953	$0.00
___	39048	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006472	$0.00
___	39050	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175003323	$0.00
___	39051	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175003300	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	39053	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006360	$0.00
___	39054	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175004983	$0.00
___	39055	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175004951	$0.00
___	39059	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175010313	$0.00
___	39064	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175007020	$0.00
___	39067	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006950	$0.00
___	39069	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006377	$0.00
___	39080	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175008626	$0.00
___	39087	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175003399	$0.00
___	39091	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006849	$0.00
___	39093	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175010077	$0.00
___	39101	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175006053	$0.00
___	39103	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175008645	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	39131	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175007364	$0.00
___	39151	Texas Instruments TI-Nspire Touchpad Calculator	TI-Nspire Touchpad	CALCULATOR		2175004688	$0.00
___	39228	Da-Lite Picture King 70x70 Portable Projection Screen	unknown	PROJECTION SCREEN			$0.00
___	39295	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2191028090	$139.99
___	39345	Texas Instruments TI-Nspire Graphing Calculator	TI-Nspire	CALCULATOR		2231022623	$139.99
___	39372	JVC AV 32F577 32 inch Flat Tube TV	AV 32F577	TV		11120355	$0.00
___	39409	Texas Instruments TI-Nspire CX Docking Station	TI-Nspire CX	ELECTRONIC		2010001669 P-0311	$0.00
___	39410	Texas Instruments TI-Nspire CX Docking Station	TI-Nspire CX	ELECTRONIC		2010002093 P-0311	$0.00
___	39438	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2046003736	$136.99
___	39567	ViewSonic VS1147 Monitor	VS1147	MONITOR		q4a061901929	$0.00
___	39582	Dell Monitor	unknown	MONITOR		CN-OJ9235-6418O-741-37DG	$0.00
___	39620	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		212005661	$136.99

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	39621	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129005663	$136.99
___	39622	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129029299	$136.99
___	39624	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129036601	$136.99
___	39625	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129027377	$136.99
___	39626	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129027952	$136.99
___	39627	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129027947	$136.99
___	39628	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129029291	$136.99
___	39629	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		212902824	$136.99
___	39630	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129029483	$136.99
___	39631	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129026476	$136.99
___	39632	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129026707	$136.99
___	39634	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129025494	$136.99
___	39635	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129025581	$136.99

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	39636	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129026787	$136.99
___	39637	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129005495	$136.99
___	39638	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129005534	$136.99
___	39639	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2129005471	$136.99
___	39640	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089025652	$136.99
___	39641	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		208902470	$136.99
___	39642	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089027757	$136.99
___	39643	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089026138	$136.99
___	39644	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089026417	$136.99
___	39645	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089025570	$136.99
___	39646	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089027290	$136.99
___	39647	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089027220	$136.99
___	39649	Texas Instruments TI-Nspire CX Graphing Calculator	TI-Nspire CX	CALCULATOR		2089025647	$136.99

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	39650	Texas Instruments Charger for TI-Nspire Scientific Calculator	unknown	CALCULATOR		2043005325	$0.00
___	39714	Kodak i2400 Scanner	i2400	ELECTRONIC		8835183	$0.00
___	39988	Asus Laptop	unknown	LAPTOP		F7NLCX11888430B	$0.00
___	39997	Asus RT-N66U N900 Dark Knight WiFi Router	RT-N66U	WIRELESS ROUTER		F2IA08018246	$0.00
___	40446	Apple MacBook Core 2 Duo 2_26 GHz 13 inch A1342 Laptop	A1342 EMC 2350	LAPTOP		45026ADLFYN	$0.00
___	40484	Dell 1707FPF 17inch Monitor	1707FPF	MONITOR		1718902	$0.00
___	42713	Apple MacBook Pro Core i5 2_5 GHz 13 inch A1278 Laptop	A1278 EMC 2554	LAPTOP		C17HT5D1DTY3	$0.00
___	42748	Apple MacBook Pro Core i5 2_5 GHz 13 inch A1278 Laptop	A1278 EMC 2554	LAPTOP		C17HTH89DTY3	$0.00
___	43488	Epson PowerLite S7 LCD Projector	PLS7	PROJECTOR		M3VF991434L	$0.00
___	45669	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q700WFY0T	$0.00
___	45672	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q63YMFY0T	$0.00
___	45691	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64KRFY0T	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	45710	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q713TFY0T	$0.00
___	45719	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q718UFY0T	$0.00
___	45728	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64KKFY0T	$0.00
___	45737	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q715VFY0T	$0.00
___	45745	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q7002FY0T	$0.00
___	45750	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q702MFY0T	$0.00
___	45762	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q71A4FY0T	$0.00
___	45767	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q702LFY0T	$0.00
___	45769	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q701AFY0T	$0.00
___	45774	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q640UFY0T	$0.00
___	45776	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q702XFY0T	$0.00
___	45778	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64D3FY0T	$0.00
___	45779	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64HMFY0T	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	45783	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64F1FY0T	$0.00
___	45785	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q64KYFY0T	$0.00
___	45788	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C0264F3FY0T	$0.00
___	45790	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q702HFY0T	$0.00
___	45791	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q63YWFY0T	$0.00
___	45796	Apple 21 1/2 inch iMac Computer	unknown	COMPUTER		C02Q700AFY0T	$0.00
___	45928	Apple A1466 MacBook Air 13"	A1466	LAPTOP		C1MV45WMJ1WL	$1,029.00
___	47038	Apple MacBook Pro	MacBook Pro	LAPTOP		C1ML1DZHDTY3	$964.05
___	48074	Lenovo 80MG N21 Chromebook	80MG N21	CHROMEBOOK		LR04K0R0	$0.00
___	48380	ViewSonic VS16905 LCD Projector	VS16905	PROJECTOR		V0R184402302	$0.00
___	48527	Texas Instruments TI-84 Graphing Calculator	TI-84	CALCULATOR			$129.99
___	48539	Texas Instruments TI-84 Graphing Calculator	TI-84	CALCULATOR			$129.99
___	48545	Texas Instruments TI-84 Graphing Calculator	TI-84	CALCULATOR			$129.99

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	48563	Texas Instruments TI-84 Plus Graphing Calculator	TI-84 Plus	CALCULATOR			$0.00
___	48663	HP Printer	unknown	PRINTER		CNO7P8Q1M6	$0.00
___	S00013	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JGC76Y2	$0.00
___	S00016	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6H476Y2	$0.00
___	S00017	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		73B56Y2	$0.00
___	S00019	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		65L66Y2	$0.00
___	S00026	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HVW76Y2	$0.00
___	S00029	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		56LC7Y2	$0.00
___	S00030	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JT976Y2	$0.00
___	S00032	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1S2C7Y2	$0.00
___	S00033	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5L886Y2	$0.00
___	S00035	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3D0D7Y2	$0.00
___	S00036	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CC0D7Y2	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00041	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XXL7Y2	$0.00
___	S00043	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CHXD7Y2	$0.00
___	S00050	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		684F7Y2	$0.00
___	S00052	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GDWC6Y2	$0.00
___	S00053	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G2N56Y2	$0.00
___	S00054	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6V7D6Y2	$0.00
___	S00093	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DSCD7Y2	$0.00
___	S00099	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FV2C7Y2	$0.00
___	S00107	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CSJB7Y2	$0.00
___	S00110	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JL8C7Y2	$0.00
___	S00125	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FZV76Y2	$0.00
___	S00127	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		C45D7Y2	$0.00
___	S00129	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GC5B7Y2	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00130	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4FGC7Y2	$0.00
___	S00132	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9WBJ7Y2	$0.00
___	S00133	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3C4D7Y2	$0.00
___	S00135	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FM0D7Y2	$0.00
___	S00136	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9W2C7Y2	$0.00
___	S00138	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HXTC7Y2	$0.00
___	S00139	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6MTC7Y2	$0.00
___	S00141	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		97C76Y2	$0.00
___	S00142	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		716D7Y2	$0.00
___	S00143	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3C0D7Y2	$0.00
___	S00145	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JPN56Y2	$0.00
___	S00146	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DS666Y2	$0.00
___	S00148	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HN0D7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00149	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		59556Y2	$0.00
___	S00151	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4HJ56Y2	$0.00
___	S00152	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HVXD7Y2	$0.00
___	S00153	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6BM66Y2	$0.00
___	S00157	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J90D7Y2	$0.00
___	S00159	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8YXD7Y2	$0.00
___	S00162	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FKT66Y2	$0.00
___	S00167	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		77RD7Y2	$0.00
___	S00168	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		90BG7Y2	$0.00
___	S00170	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8LVM7Y2	$0.00
___	S00215	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2D2C7Y2	$0.00
___	S00226	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6TF66Y2	$0.00
___	S00240	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H25D7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00241	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DXWD7Y2	$0.00
___	S00243	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B03F7Y2	$0.00
___	S00246	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GLTC7Y2	$0.00
___	S00248	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3B6D7Y2	$0.00
___	S00249	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XJ76Y2	$0.00
___	S00251	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6QNM7Y2	$0.00
___	S00252	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5K666Y2	$0.00
___	S00253	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HH0D7Y2	$0.00
___	S00255	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FGQB7Y2	$0.00
___	S00259	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8FP76Y2	$0.00
___	S00261	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8H786Y2	$0.00
___	S00262	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4RJJ7Y2	$0.00
___	S00264	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2BK76Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00265	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FZMC7Y2	$0.00
___	S00267	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9K8C7Y2	$0.00
___	S00268	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4VJB7Y2	$0.00
___	S00269	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5GX76Y2	$0.00
___	S00284	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JLH76Y2	$0.00
___	S00286	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BQZH7Y2	$0.00
___	S00334	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DBVB7Y2	$0.00
___	S00338	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BM666Y2	$0.00
___	S00339	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		32786Y2	$0.00
___	S00341	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7F666Y2	$0.00
___	S00354	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		785B7Y2	$0.00
___	S00355	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6C266Y2	$0.00
___	S00356	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DSZ97Y2	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00357	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		31SC7Y2	$0.00
___	S00359	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CDP76Y2	$0.00
___	S00360	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		889B7Y2	$0.00
___	S00361	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DB786Y2	$0.00
___	S00362	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JV976Y2	$0.00
___	S00363	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FC5J7Y2	$0.00
___	S00364	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8G2D6Y2	$0.00
___	S00365	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HGKL7Y2	$0.00
___	S00367	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HBPG7Y2	$0.00
___	S00368	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4YN76Y2	$0.00
___	S00370	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DRCL7Y2	$0.00
___	S00371	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BQ376Y2	$0.00
___	S00372	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		45N56Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00373	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5T8C7Y2	$0.00
___	S00374	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CQ8C7Y2	$0.00
___	S00375	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9PTC7Y2	$0.00
___	S00377	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9M0D7Y2	$0.00
___	S00378	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HWTC7Y2	$0.00
___	S00380	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		63386Y2	$0.00
___	S00381	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G7G66Y2	$0.00
___	S00382	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G6386Y2	$0.00
___	S00383	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4Q266Y2	$0.00
___	S00384	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8YZ97Y2	$0.00
___	S00385	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3QMC7Y2	$0.00
___	S00399	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D9556Y2	$0.00
___	S00400	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GB556Y2	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00402	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4BRD7Y2	$0.00
___	S00453	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2J666Y2	$0.00
___	S00456	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9YG56Y2	$0.00
___	S00471	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D6476Y2	$0.00
___	S00473	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5F066Y2	$0.00
___	S00475	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JT7D6Y2	$0.00
___	S00476	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G9KL7Y2	$0.00
___	S00477	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		849M7Y2	$0.00
___	S00478	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JZ6F7Y2	$0.00
___	S00479	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5RPC6Y2	$0.00
___	S00481	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XC66Y2	$0.00
___	S00483	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5G066Y2	$0.00
___	S00484	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3X7D6Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00486	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6VCL7Y2	$0.00
___	S00490	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GVTC7Y2	$0.00
___	S00491	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3V2C7Y2	$0.00
___	S00496	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7GG56Y2	$0.00
___	S00497	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HWX76Y2	$0.00
___	S00498	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DXMC7Y2	$0.00
___	S00499	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8MFC7Y2	$0.00
___	S00501	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5L8C7Y2	$0.00
___	S00505	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CPZ97Y2	$0.00
___	S00507	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WTC7Y2	$0.00
___	S00515	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		11C56Y2	$0.00
___	S00516	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		73556Y2	$0.00
___	S00518	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5LWC6Y2	$0.00

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	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00566	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5FY66Y2	$0.00
___	S00574	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JMLH7Y2	$0.00
___	S00586	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F8476Y2	$0.00
___	S00587	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DJY66Y2	$0.00
___	S00589	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BRPC6Y2	$0.00
___	S00594	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7RWC6Y2	$0.00
___	S00595	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4QDN7Y2	$0.00
___	S00597	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GLR66Y2	$0.00
___	S00599	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J7076Y2	$0.00
___	S00600	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BGJ56Y2	$0.00
___	S00602	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BW266Y2	$0.00
___	S00604	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G9NC7Y2	$0.00
___	S00605	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GT2C7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00606	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1SK66Y2	$0.00
___	S00607	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J0N56Y2	$0.00
___	S00609	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WK66Y2	$0.00
___	S00610	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CLT66Y2	$0.00
___	S00612	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6F866Y2	$0.00
___	S00613	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		44X56Y2	$0.00
___	S00614	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9YTC7Y2	$0.00
___	S00615	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BFT66Y2	$0.00
___	S00616	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BYB56Y2	$0.00
___	S00631	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		51QC6Y2	$0.00
___	S00632	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		84W76Y2	$0.00
___	S00633	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3XNM7Y2	$0.00
___	S00634	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9LN7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00670	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HH066Y2	$0.00
___	S00675	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JHD66Y2	$0.00
___	S00676	Dell 3100 Chromebook Laptopw /Google Mgt	3100	CHROMEBOOK		HNK66Y2	$0.00
___	S00685	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		872D6Y2	$0.00
___	S00701	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CZCD7Y2	$0.00
___	S00702	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6XH56Y2	$0.00
___	S00704	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CZ6C7Y2	$0.00
___	S00707	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2FWC6Y2	$0.00
___	S00709	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HV1F7Y2	$0.00
___	S00710	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J0CB7Y2	$0.00
___	S00711	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4PR66Y2	$0.00
___	S00712	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DTQ56Y2	$0.00
___	S00713	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7KGC7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00715	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		78LC7Y2	$0.00
___	S00716	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8RNM7Y2	$0.00
___	S00718	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		128D6Y2	$0.00
___	S00720	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GSXL7Y2	$0.00
___	S00721	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4JR66Y2	$0.00
___	S00722	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BVNM7Y2	$0.00
___	S00723	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GW6F7Y2	$0.00
___	S00728	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		39G56Y2	$0.00
___	S00729	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D9RD7Y2	$0.00
___	S00730	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D7RD7Y2	$0.00
___	S00731	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JSB56Y2	$0.00
___	S00732	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1WD66Y2	$0.00
___	S00737	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F64B7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00747	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		10N66Y2	$0.00
___	S00748	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		90YL7Y2	$0.00
___	S00750	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2M066Y2	$0.00
___	S00796	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HPDC7Y2	$0.00
___	S00801	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JS6F7Y2	$0.00
___	S00802	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BBVB7Y2	$0.00
___	S00803	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JKG56Y2	$0.00
___	S00816	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HW3B7Y2	$0.00
___	S00818	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FK666Y2	$0.00
___	S00821	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5P266Y2	$0.00
___	S00823	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6STC7Y2	$0.00
___	S00825	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5F386Y2	$0.00
___	S00826	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		120B7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00827	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WGC7Y2	$0.00
___	S00828	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		19CB7Y2	$0.00
___	S00829	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		81R76Y2	$0.00
___	S00832	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CYKD7Y2	$0.00
___	S00834	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3KC76Y2	$0.00
___	S00835	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JHJ56Y2	$0.00
___	S00836	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G29C7Y2	$0.00
___	S00837	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2X266Y2	$0.00
___	S00838	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7LR66Y2	$0.00
___	S00839	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HCDN7Y2	$0.00
___	S00841	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		585J7Y2	$0.00
___	S00842	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1G666Y2	$0.00
___	S00844	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9PT66Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00846	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F6XD7Y2	$0.00
___	S00847	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6MKD7Y2	$0.00
___	S00848	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8ZXD7Y2	$0.00
___	S00861	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DMT66Y2	$0.00
___	S00862	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GMJ56Y2	$0.00
___	S00863	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5C556Y2	$0.00
___	S00864	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		43W76Y2	$0.00
___	S00866	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4B986Y2	$0.00
___	S00905	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DQWC6Y2	$0.00
___	S00911	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8J266Y2	$0.00
___	S00922	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D1166Y2	$0.00
___	S00927	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9HB7Y2	$0.00
___	S00932	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5ZCL7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00935	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GY976Y2	$0.00
___	S00937	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		84KB7Y2	$0.00
___	S00941	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		49VC7Y2	$0.00
___	S00943	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H83C7Y2	$0.00
___	S00944	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1T5B7Y2	$0.00
___	S00947	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		74VC7Y2	$0.00
___	S00948	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9MDN7Y2	$0.00
___	S00950	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B8CB7Y2	$0.00
___	S00952	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		89986Y2	$0.00
___	S00954	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1GQB7Y2	$0.00
___	S00955	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3HQ56Y2	$0.00
___	S00957	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D61C7Y2	$0.00
___	S00958	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		68166Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00960	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9V2F7Y2	$0.00
___	S00961	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9KW76Y2	$0.00
___	S00962	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HKCB7Y2	$0.00
___	S00964	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FXN56Y2	$0.00
___	S00966	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		28L66Y2	$0.00
___	S00967	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2DFC7Y2	$0.00
___	S00968	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JMK66Y2	$0.00
___	S00969	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B9SC7Y2	$0.00
___	S00970	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B7JD7Y2	$0.00
___	S00971	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J5PB7Y2	$0.00
___	S00972	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BYBD7Y2	$0.00
___	S00974	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F9PB7Y2	$0.00
___	S00975	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3KG56Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00976	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GL666Y2	$0.00
___	S00978	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		71V56Y2	$0.00
___	S00979	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F51M7Y2	$0.00
___	S00984	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DW476Y2	$0.00
___	S01663	Lenovo 80YS N23 Chromebook w/ChromeOS MGT	80YS N23	CHROMEBOOK		LR09COQP	$0.00
___	S03417	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		C34B7Y2	$0.00
___	S03418	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8BD66Y2	$0.00
___	S03424	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JDHB7Y2	$0.00
___	S03433	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GWBJ7Y2	$0.00
___	S03434	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JF2F7Y2	$0.00
___	S03475	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BK666Y2	$0.00
___	S03492	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3YHD7Y2	$0.00

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S03502	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H75B7Y2	$0.00
___	S03507	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JPW76Y2	$0.00
___	S03509	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F1576Y2	$0.00
___	S03511	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5BY66Y2	$0.00
___	S03512	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8L666Y2	$0.00
___	S03514	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FX476Y2	$0.00
___	S03515	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DKH76Y2	$0.00
___	S03517	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HR186Y2	$0.00
___	S03518	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B9P76Y2	$0.00
___	S03519	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8HY66Y2	$0.00
___	S03523	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GHQB7Y2	$0.00
___	S03524	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6HN56Y2	$0.00
___	S03525	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D8Y97Y2	$0.00

Stone Memorial High School~SMHS

Room Inventory Worksheet

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79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S03527	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B0Z97Y2	$0.00
___	S03528	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		76CB7Y2	$0.00
___	S03530	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9H8C7Y2	$0.00
___	S03531	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DF786Y2	$0.00
___	S03532	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6XK66Y2	$0.00
___	S03533	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		40W76Y2	$0.00
___	S03534	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9R186Y2	$0.00
___	S03539	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6Z2K7Y2	$0.00
___	S03540	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J82D6Y2	$0.00
___	S03548	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9Y97Y2	$0.00
___	S03549	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CX3B7Y2	$0.00
___	S03550	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5VN76Y2	$0.00
___	S03608	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J8476Y2	$0.00

The Chromebooks marked for retirement by Josh Ayles have been transferred to 79- TO RETIRE on 3/14/2023. They will be submitted for BOE approval @ April's Monthly BOE meeting. April Moore

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Room Inventory Worksheet

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79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
40108	Apple MacBook	unknown	LAPTOP		S45021839FYN	$0.00
45440	APC Smart UPS 1500VA Network Managed Switch	SMART UPS 1500VA	NETWORK MANAGED SWITCH		SMT1500RM2U	$0.00
48074	Lenovo 80MG N21 Chromebook	80MG N21	CHROMEBOOK		LR04K0R0	$0.00
52589	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P204DAKL	$0.00
52917	Apple A2338 MacBook Pro 13 inch M@ 2022 Laptop	A2338 M2 2022	LAPTOP		SKR6WYTJHF1	$0.00
S00016	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6H476Y2	$0.00
S00017	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		73B56Y2	$0.00
S00019	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		65L66Y2	$0.00
S00026	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HVW76Y2	$0.00
S00029	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		56LC7Y2	$0.00
S00030	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JT976Y2	$0.00
S00032	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1S2C7Y2	$0.00
S00033	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5L886Y2	$0.00

R

Stone Memorial High School~SMHS

Room Inventory Worksheet

3/14/2023

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79-TO RETIRE

79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00035	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3D0D7Y2	$0.00
S00036	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CC0D7Y2	$0.00
S00041	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XXL7Y2	$0.00
S00043	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CHXD7Y2	$0.00
S00050	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		684F7Y2	$0.00
S00052	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GDWC6Y2	$0.00
S00053	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G2N56Y2	$0.00
S00054	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6V7D6Y2	$0.00
S00093	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DSCD7Y2	$0.00
S00099	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FV2C7Y2	$0.00
S00107	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CSJB7Y2	$0.00
S00110	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JL8C7Y2	$0.00
S00125	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FZV76Y2	$0.00

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79-TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00146	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DS666Y2	$0.00
S00148	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HN0D7Y2	$0.00
S00149	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		59556Y2	$0.00
S00151	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4HJ56Y2	$0.00
S00152	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HVXD7Y2	$0.00
S00153	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6BM66Y2	$0.00
S00157	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J90D7Y2	$0.00
S00159	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8YXD7Y2	$0.00
S00162	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FKT66Y2	$0.00
S00167	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		77RD7Y2	$0.00
S00168	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		90BG7Y2	$0.00
S00170	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8LVM7Y2	$0.00
S00215	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2D2C7Y2	$0.00

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Room Inventory Worksheet

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R

79-107 RETIRE

79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00127	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		C45D7Y2	$0.00
S00129	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GC5B7Y2	$0.00
S00130	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4FGC7Y2	$0.00
S00132	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9WBJ7Y2	$0.00
S00133	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3C4D7Y2	$0.00
S00135	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FM0D7Y2	$0.00
S00136	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9W2C7Y2	$0.00
S00138	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HXTC7Y2	$0.00
S00139	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6MTC7Y2	$0.00
S00141	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		97C76Y2	$0.00
S00142	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		716D7Y2	$0.00
S00143	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3C0D7Y2	$0.00
S00145	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JPN56Y2	$0.00

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Room Inventory Worksheet

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79-107 Library Office/Storage **Room Type: LIBRARY**

79-TO RETIRE

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00262	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4RJJ7Y2	$0.00
___	S00264	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2BK76Y2	$0.00
___	S00265	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FZMC7Y2	$0.00
___	S00267	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9K8C7Y2	$0.00
___	S00268	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4VJB7Y2	$0.00
___	S00269	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5GX76Y2	$0.00
___	S00284	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JLH76Y2	$0.00
___	S00286	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BQZH7Y2	$0.00
___	S00334	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DBVB7Y2	$0.00
___	S00338	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BM666Y2	$0.00
___	S00339	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		32786Y2	$0.00
___	S00341	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7F666Y2	$0.00
___	S00354	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		785B7Y2	$0.00

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79- TO RETIRE

79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ S00226	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6TF66Y2	$0.00
___ S00240	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H25D7Y2	$0.00
___ S00241	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DXWD7Y2	$0.00
___ S00243	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B03F7Y2	$0.00
___ S00246	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GLTC7Y2	$0.00
___ S00248	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3B6D7Y2	$0.00
___ S00249	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XJ76Y2	$0.00
___ S00251	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6QNM7Y2	$0.00
___ S00252	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5K666Y2	$0.00
___ S00253	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HH0D7Y2	$0.00
___ S00255	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FGQB7Y2	$0.00
___ S00259	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8FP76Y2	$0.00
___ S00261	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8H786Y2	$0.00

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79- TO RETIRE

79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00355	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6C266Y2	$0.00
S00356	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DSZ97Y2	$0.00
S00357	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		31SC7Y2	$0.00
S00359	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CDP76Y2	$0.00
S00360	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		889B7Y2	$0.00
S00361	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DB786Y2	$0.00
S00362	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JV976Y2	$0.00
S00363	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FC5J7Y2	$0.00
S00364	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8G2D6Y2	$0.00
S00365	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HGKL7Y2	$0.00
S00367	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HBPG7Y2	$0.00
S00368	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4YN76Y2	$0.00
S00370	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DRCL7Y2	$0.00

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79-71 RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00371	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BQ376Y2	$0.00
S00372	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		45N56Y2	$0.00
S00373	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5T8C7Y2	$0.00
S00374	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CQ8C7Y2	$0.00
S00375	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9PTC7Y2	$0.00
S00377	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9M0D7Y2	$0.00
S00378	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HWTC7Y2	$0.00
S00380	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		63386Y2	$0.00
S00381	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G7G66Y2	$0.00
S00382	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G6386Y2	$0.00
S00383	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4Q266Y2	$0.00
S00384	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8YZ97Y2	$0.00
S00385	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3QMC7Y2	$0.00

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79- TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ S00399	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D9556Y2	$0.00
___ S00400	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GB556Y2	$0.00
___ S00402	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4BRD7Y2	$0.00
___ S00453	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2J666Y2	$0.00
___ S00456	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9YG56Y2	$0.00
___ S00471	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D6476Y2	$0.00
___ S00473	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5F066Y2	$0.00
___ S00475	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JT7D6Y2	$0.00
___ S00476	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G9KL7Y2	$0.00
___ S00477	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		849M7Y2	$0.00
___ S00478	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JZ6F7Y2	$0.00
___ S00479	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5RPC6Y2	$0.00
___ S00481	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5XC66Y2	$0.00

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79- TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ S00483	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5G066Y2	$0.00
___ S00484	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3X7D6Y2	$0.00
___ S00486	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6VCL7Y2	$0.00
___ S00490	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GVTC7Y2	$0.00
___ S00491	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3V2C7Y2	$0.00
___ S00496	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7GG56Y2	$0.00
___ S00497	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HWX76Y2	$0.00
___ S00498	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DXMC7Y2	$0.00
___ S00499	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8MFC7Y2	$0.00
___ S00501	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5L8C7Y2	$0.00
___ S00505	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CPZ97Y2	$0.00
___ S00507	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WTC7Y2	$0.00
___ S00515	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		11C56Y2	$0.00

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79-107 Library Office/Storage **Room Type: LIBRARY**

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79 - TO RETIRE

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00604	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G9NC7Y2	$0.00
___	S00605	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GT2C7Y2	$0.00
___	S00606	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1SK66Y2	$0.00
___	S00607	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J0N56Y2	$0.00
___	S00609	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WK66Y2	$0.00
___	S00610	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CLT66Y2	$0.00
___	S00612	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6F866Y2	$0.00
___	S00613	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		44X56Y2	$0.00
___	S00614	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9YTC7Y2	$0.00
___	S00615	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BFT66Y2	$0.00
___	S00616	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BYB56Y2	$0.00
___	S00631	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		51QC6Y2	$0.00
___	S00632	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		84W76Y2	$0.00

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79-107 Library Office/Storage **Room Type: LIBRARY**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00516	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		73556Y2	$0.00
___	S00518	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5LWC6Y2	$0.00
___	S00566	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5FY66Y2	$0.00
___	S00574	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JMLH7Y2	$0.00
___	S00586	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F8476Y2	$0.00
___	S00587	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DJY66Y2	$0.00
___	S00589	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BRPC6Y2	$0.00
___	S00594	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7RWC6Y2	$0.00
___	S00595	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4QDN7Y2	$0.00
___	S00597	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GLR66Y2	$0.00
___	S00599	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J7076Y2	$0.00
___	S00600	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BGJ56Y2	$0.00
___	S00602	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BW266Y2	$0.00

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79- TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ S00712	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DTQ56Y2	$0.00
___ S00713	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7KGC7Y2	$0.00
___ S00715	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		78LC7Y2	$0.00
___ S00716	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8RNM7Y2	$0.00
___ S00718	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		128D6Y2	$0.00
___ S00720	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GSXL7Y2	$0.00
___ S00721	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4JR66Y2	$0.00
___ S00722	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BVNM7Y2	$0.00
___ S00723	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GW6F7Y2	$0.00
___ S00728	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		39G56Y2	$0.00
___ S00729	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D9RD7Y2	$0.00
___ S00730	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D7RD7Y2	$0.00
___ S00731	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JSB56Y2	$0.00

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79-107 Library Office/Storage **Room Type: LIBRARY**

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79- TO RETIRE

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00633	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3XNM7Y2	$0.00
___	S00634	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9LN7Y2	$0.00
___	S00670	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HH066Y2	$0.00
___	S00675	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JHD66Y2	$0.00
___	S00676	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HNK66Y2	$0.00
___	S00685	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		872D6Y2	$0.00
___	S00701	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CZCD7Y2	$0.00
___	S00702	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6XH56Y2	$0.00
___	S00704	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CZ6C7Y2	$0.00
___	S00707	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2FWC6Y2	$0.00
___	S00709	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HV1F7Y2	$0.00
___	S00710	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J0CB7Y2	$0.00
___	S00711	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4PR66Y2	$0.00

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79 TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ S00825	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5F386Y2	$0.00
___ S00826	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		120B7Y2	$0.00
___ S00827	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2WGC7Y2	$0.00
___ S00828	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		19CB7Y2	$0.00
___ S00829	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		81R76Y2	$0.00
___ S00832	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CYKD7Y2	$0.00
___ S00834	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3KC76Y2	$0.00
___ S00835	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JHJ56Y2	$0.00
___ S00836	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		G29C7Y2	$0.00
___ S00837	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2X266Y2	$0.00
___ S00838	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		7LR66Y2	$0.00
___ S00839	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HCDN7Y2	$0.00
___ S00841	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		585J7Y2	$0.00

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79-107 RETIRE

79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00732	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1WD66Y2	$0.00
S00737	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F64B7Y2	$0.00
S00747	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		10N66Y2	$0.00
S00748	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		90YL7Y2	$0.00
S00750	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2M066Y2	$0.00
S00796	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HPDC7Y2	$0.00
S00801	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JS6F7Y2	$0.00
S00802	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BBVB7Y2	$0.00
S00803	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JKG56Y2	$0.00
S00816	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HW3B7Y2	$0.00
S00818	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FK666Y2	$0.00
S00821	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5P266Y2	$0.00
S00823	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6STC7Y2	$0.00

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79-TO RETIRE

79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
S03532	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6XK66Y2	$0.00
S03533	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		40W76Y2	$0.00
S03534	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9R186Y2	$0.00
S03539	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6Z2K7Y2	$0.00
S03540	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J82D6Y2	$0.00
S03548	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9Y97Y2	$0.00
S03549	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		CX3B7Y2	$0.00
S03550	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5VN76Y2	$0.00
S03608	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J8476Y2	$0.00
S04683	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		MP1X2NL7	$0.00
S04698	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		MP1XLSEJ	$0.00
S04704	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		MP1XLW9M	$0.00
S04705	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		MP1XLRZE	$0.00

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79-107 Library Office/Storage **Room Type: LIBRARY**

R

79-70 RETIRE

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S03512	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8L666Y2	$0.00
___	S03514	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FX476Y2	$0.00
___	S03515	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DKH76Y2	$0.00
___	S03517	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HR186Y2	$0.00
___	S03518	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B9P76Y2	$0.00
___	S03519	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8HY66Y2	$0.00
___	S03523	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GHQB7Y2	$0.00
___	S03524	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6HN56Y2	$0.00
___	S03525	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D8Y97Y2	$0.00
___	S03527	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B0Z97Y2	$0.00
___	S03528	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		76CB7Y2	$0.00
___	S03530	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9H8C7Y2	$0.00
___	S03531	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DF786Y2	$0.00

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Room Inventory Worksheet

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79-107 Library Office/Storage **Room Type: LIBRARY**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S02742	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U77F	$0.00
___	S02749	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202R5RD	$0.00
___	S02753	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U6YM	$0.00
___	S02759	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RJU5	$0.00
___	S02761	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202SB4U	$0.00
___	S02770	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U6LX	$0.00
___	S02779	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202R5JN	$0.00
___	S02780	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U77E	$0.00
___	S02795	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RJQG	$0.00
___	S02798	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RM3W	$0.00
___	S02800	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U50K	$0.00
___	S02802	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202SPYQ	$0.00
___	S02806	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202R537	$0.00

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Room Inventory Worksheet

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79-107 Library Office/Storage **Room Type: LIBRARY**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S02810	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RJQZ	$0.00
___	S02816	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202PNQE	$0.00
___	S03417	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		C34B7Y2	$0.00
___	S03418	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8BD66Y2	$0.00
___	S03424	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JDHB7Y2	$0.00
___	S03433	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GWBJ7Y2	$0.00
___	S03434	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JF2F7Y2	$0.00
___	S03475	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BK666Y2	$0.00
___	S03492	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3YHD7Y2	$0.00
___	S03502	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H75B7Y2	$0.00
___	S03507	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JPW76Y2	$0.00
___	S03509	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F1576Y2	$0.00
___	S03511	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5BY66Y2	$0.00

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19-TO RETIRE

Stone Memorial High School~SMHS

Room Inventory Worksheet

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79-107 Library Office/Storage **Room Type: LIBRARY**

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79-TO RETIRE

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00842	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1G666Y2	$0.00
___	S00844	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9PT66Y2	$0.00
___	S00846	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F6XD7Y2	$0.00
___	S00847	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		6MKD7Y2	$0.00
___	S00848	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8ZXD7Y2	$0.00
___	S00861	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DMT66Y2	$0.00
___	S00862	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GMJ56Y2	$0.00
___	S00863	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5C556Y2	$0.00
___	S00864	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		43W76Y2	$0.00
___	S00866	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		4B986Y2	$0.00
___	S00905	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DQWC6Y2	$0.00
___	S00911	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		8J266Y2	$0.00
___	S00922	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D1166Y2	$0.00

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Room Inventory Worksheet

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79-107 Library Office/Storage				Room Type: LIBRARY		
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00927	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J9HB7Y2	$0.00
S00932	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		5ZCL7Y2	$0.00
S00935	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GY976Y2	$0.00
S00937	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		84KB7Y2	$0.00
S00941	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		49VC7Y2	$0.00
S00943	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		H83C7Y2	$0.00
S00944	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1T5B7Y2	$0.00
S00947	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		74VC7Y2	$0.00
S00948	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9MDN7Y2	$0.00
S00950	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B8CB7Y2	$0.00
S00952	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		89986Y2	$0.00
S00954	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		1GQB7Y2	$0.00
S00955	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3HQ56Y2	$0.00

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79-107 Library Office/Storage **Room Type: LIBRARY**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	S00974	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F9PB7Y2	$0.00
___	S00975	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		3KG56Y2	$0.00
___	S00976	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		GL666Y2	$0.00
___	S00978	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		71V56Y2	$0.00
___	S00979	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		F51M7Y2	$0.00
___	S00984	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		DW476Y2	$0.00
___	S02528	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202UCGM	$0.00
___	S02530	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202UG0S	$0.00
___	S02543	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202U3AC	$0.00
___	S02557	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RNR6	$0.00
___	S02559	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202RXHS	$0.00
___	S02565	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202QRHT	$0.00
___	S02569	Lenovo 100e 2nd Generation w/Google Chrome Mgmt.	100e 2nd Generation	CHROMEBOOK		P202R5NL	$0.00

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Room Inventory Worksheet

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79-107 Library Office/Storage					Room Type: LIBRARY	
Tag	Product	Model	Product Type	Other #1	Serial	Price
S00957	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		D61C7Y2	$0.00
S00958	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		68166Y2	$0.00
S00960	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9V2F7Y2	$0.00
S00961	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		9KW76Y2	$0.00
S00962	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		HKCB7Y2	$0.00
S00964	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		FXN56Y2	$0.00
S00966	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		28L66Y2	$0.00
S00967	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		2DFC7Y2	$0.00
S00968	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		JMK66Y2	$0.00
S00969	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B9SC7Y2	$0.00
S00970	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		B7JD7Y2	$0.00
S00971	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		J5PB7Y2	$0.00
S00972	Dell 3100 Chromebook Laptop w/Google Mgt	3100	CHROMEBOOK		BYBD7Y2	$0.00