

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 7, 2023

The Hickman county Board of Education met on August 7, 2023, at 7:00 PM in Hickman County High School Library.

- I. Public Comment
- II. Call To Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of July 10, 2023 Regular Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
 - A. Employee of the Month
- VIII. Communications to the Board
 - A. Director's Report
 - B. School Mowing Services
 - C. ESSER Updates
 - D. Employment Contracts
- IX. Items Requiring Board Action
 - A. Trip Request - EHHS Lady Eagles Basketball
 - B. Financial Report
 - C. Close-Out Budget Amendments
 - D. Budget Amendments
 - E. Proposals for Door Access System
 - F. School Nutrition Bid - Convection Steamer
 - G. Discuss Medicaid Reimbursement
 - H. Increase Assistant Principal's Contracts from 10 to 11 Months
 - I. Approval to Amend Resolution 22-12 to include Sourcewell as a Buying Cooperative
 - J. Revised Board Policies 1.102, 1.106, 1.400, 1.402, 3.202, 3.204, 3.205, 4,204, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119,

HICKMAN COUNTY BOARD OF EDUCATION
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5.305, 5.307, 5.600, 6.200, 6.202, 6.313, 6.309, 6.314, 6.319
(2nd Reading)

- K. Board Policy Review 6.600--6.709
- L. Review Board Policy 5.602 to Consider Compensating Gatekeepers
at Extracurricular Activities
- M. Board Policy 1.206
- N. Board Policy 1.501
- O. Board Policy 6.305
- X. Announcements
- XI. Adjourn

Monday, July 10, 2023
Hickman County Schools
BOARD MEETING MINUTES

The Hickman County Board of Education will meet in regular session on Monday, July 10, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m. Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. The sign-up sheet will be available from 6:00-7:00 p.m.

The Hickman County Board of Education met in regular session at 7pm on Monday, July 10, 2023, in Room 203 of the Central Office building. School board members in attendance were: Sherri Baker, Ronald Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis. Tim Hobbs was absent from the meeting.

- I. Public Comment
No citizens requested to make public comments to the Board of Education.
- II. Call to Order
Meeting was called to order by Sherri Baker with gavel.
- III. Moment of Silence
Sherri Baker asked the group to observe a moment of silence.
- IV. Pledge of Allegiance
Ronald Gammons recruited the ROTC who lead the group in the Pledge of Allegiance.
- V. Approval of [May 8, 2023](#) Amended Board Meeting Minutes
Doug Lane made a motion to approve the minutes from the meeting held on Monday, May 8, 2023. Christy Mays seconded the motion. On a voice vote, the motion was approved 5-0-1-1. Vance Willis passed. Tim Hobbs absent - note the 1 in the 4th spot is Hobbs throughout the remainder of the minutes for this meeting.
- VI. Approval of [June 5, 2023](#) Board Meeting Minutes
Ronald Gammons made a motion to approve the minutes from the meeting held on Monday, June 5, 2023. Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0-0-1.
- VII. [Approval of Agenda](#)
Doug Lane made a motion to approve the agenda for July 10, 2023. Ronald Gammons seconded the motion. John Mullins asked to strike 8B. On a voice vote, the motion was approved 6-0-0-1.

Ronald Gammons moved to strike 8B because there was not one. Vance Willis seconded the motion. Amendment was approved. On a voice vote, the motion was approved 6-0-0-1.

VIII. Special Recognition

- A. Employee of the Month -- Leah Isenburg
John Mullins asked to speak. "Hannah Garrett described her as a great team player and a person who makes learning fun." Sherri Baker presented the award to Leah Isenburg.
- B. ~~District Championship Recognition--Jim Hudgins~~

IX. Communications to the Board

- A. Director's Report--Director of Schools
 - Substitute teacher training will occur for returning and then for new substitute teachers. Our district needs personnel. The dates are located in the board report.
 - Board is invited on July 27th to HCHS for grab and go breakfast. Media is invited as well for Countywide. 7:30am is breakfast, 8:15am district leaders will speak, speaker at 9am.
 - Vance Willis requested that the Director's report be a high level cover of what is in the report.
- B. Financial Report--Business Officer
 - Mike Elkins reported that budget updates after the next board meeting would show that FY23 books closed July 21st and that a financial report will be
 - Vance Willis requested the financial report be in the report 5 days before the meeting.
 - **The financial report will be moved to the actions.**
 - Ronald Gammons made a motion to approve the report. Doug Lane seconded the motion. On a roll call vote, the motion was approved 5-1-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis		X		

- C. [ESSER Updates](#)--ESSER Manager, Derek Newsom
- *May 17th is the final meeting on the construction - this is the windows and doors and the contract will be signed. Finally expenditure reports for FY23 will be closed out soon. January 26, 2024 is the anticipated projected completion for the 3 schools.*
 - *The spending will be on sewage and HVAC. The East Elementary sewer should have pipes laid soon.*
 - *John Mullins stated there should be a floor covering laid in the lunchroom. East Hickman Elementary.*
 - *Ronald Gammons spoke to the floor covering and the different costs. East Hickman Middle School has this covering as well - stained concrete has been discussed.*
 - *Questions about the information in the board packet and the timeliness of the information was questioned by Vance Willis. The board wants it 5 days even if it is dated.*
 - *A motion was made by Ronald Gammons to accept the ESSER report. Information not included in the packet should be in the minutes. Vance Willis seconded the motion. On a roll call vote, the motion was approved 6-0-0-1.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

- D. 2022-2023 [Civil Rights Report](#)--Misty Shelton
- *Shelton stated that the format that is in the packet is what is requested by the state from the district.*
 - *Doug Lane asked if this is the report that is going to be sent from the District due August 1.*
- E. [HCHS JROTC Informational Brief](#) - 1SG Scott Riley
- *Riley shared the JROTC report card with the Board. 8 students represented ROTC.*
 - *400 is the score. The Unit provided a report to the Board.*
 - *Page 2, competition events. 13 competitions. Notable accomplishments 3rd in precision shooting. Introduction archery*

- 2 Cadets listed Miscellaneous, Fundraisers, Adventure Camp
- Page 5, Color Guard used community service hours to prepare for competition
- School support category, County Participation that are part of the 1000 service hours required
- Page 9, Service learning project including communication styles
- 1 student eligible for the gold, 5 for the bronze presidential award
- John Mullins stated thank you for being a cadet and thank you for your service.

X. Items Requiring Board Action

A. Budget Amendments--Business Officer

- **BA 1: 141** Innovative School Model grant. Budgeting the project expenditures
 - Summary from each school is attached
 - Approved by board in FY23
 - Sparc Grant - carryover
 - Mobile Book Bus - carryover - private donation
 - Vance Willis asked about the Innovative School Model. Determined that the money was not in the FY23 budget.
- **BA 2:** Supply Chain Assistant
 A motion was made by Ronald Gammons to approve BA1 and BA2. Seconded by Vance Willis. On a roll call vote, the motion was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

B. Close Out Budget Amendments--Business Officer

- 37, 38, 39, 40, explained by Mike Elkins.
- 41 has not been approved but can be approved with signatures from the Director and Chair.

A motion was made by Ronald Gammons to approve Close Out Budget amendments. Seconded by Doug Lane. On a roll call vote, the motion was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			

Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

C. Consent Agenda Items--Business Officer

- *TSBA states that for safety reasons the safety plan is not revealed to the public. MOU for SRO.*
- *Vance Willis will be scanning the information he has received about Consent Agendas*
 - *What is listed in this section are items of non-discussion and the motion for all can be done at once*
- *Vance Willis asked if the funding will help the schools. John Mullins answered yes. Both the city and county will have access to money. \$5000 per site.*

Ronald Gammons made a motion to approve the MOU. Vance Willis seconded the motion and added discussion. Sherri Baker seconded the motion as well. On a voice vote, the motion was approved 6-0-0-1.

D. [School Board Attorney](#)--Director of Schools

Doug Lane made a motion to approve the School Board Attorney. Ronald Gammons seconded the motion. Vance Willis added discussion that the school board attorney received a glowing recommendation from Wayne Qualls. On a roll call vote, the motion was approved 5-0-1-1. Christy Mays abstained.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays			X	
Willis	X			

E. [2023-2024 School Fees](#)--Director of Schools

- *5 schools have no fees*
- *3 schools have fees*

- *John Mullins stated that he will work with principals who have fees in order that all students can participate.*
- *Vance Willis questioned the difference between middle school fees. John Mullins replied that he will work to get the schools to have similarities.*

Vance Willis made a motion to approve the 23-24 School Fees. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0-0-1.

**F. 2023-2024 School Nutrition Fees—
School Nutrition Coordinator and Business Officer**

- *Ronald Gammons stated that the fees are not listed in the packet.*
- *John Mullins stated that understands that the packet information should be complete.*
- *Ronald Gammons stated that the packet is public information and when it is blank then the public does not know.*
- *Mike Elkins stated that the fees would not increase. Sharon Burns stated fees.*
- *Breakfast: \$1.50*
- *Elementary and Intermediate Lunch: \$2.50*
- *High School Lunch: \$2.75*

Ronald Gammons made a motion to continue the 23-24 School Nutritional Fees the same as in 22-23. Seconded by Jim Hudgins. On a roll call vote, the motion was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

G. Medical Insurance for Board Members--Director of Schools

- *Board members can receive medical insurance.*
- *Amend the May 8th statement to Single and Immediate for the medical insurance.*
- *Vance Willis. This will make the Board job more attractive - retention and recruitment.*
- *John Mullins commends the board for providing health insurance for bus and cafeteria workers.*
- *Amanda Bowman asked to speak. Her ask was that the amount would be nothing more than given to employees for single coverage.*

Vance Willis made a motion to approve medical insurance. Ronald Gammons seconded the motion. Discussion occurred.

Ronald Gammons made a motion to amend the motion to say single. Vance Willis seconded the motion.

Ronald Gammons made a motion to amend the motion to add immediate. Vance Willis seconded the motion.

On a roll call vote, the amendment to add single coverage and immediate was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

On a roll call vote, the motion with amendments was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

- H. [2023-2024 Discipline Hearing Authority](#)--Director of Schools
- John Mullins stated that a student is suspended for more than 10 days or placed in Alternative School more than 10 days. Parents have a right to appeal.
 - The Discipline Hearing Authority committee read by John Mullins.
 - Ronald Gammons read from TSA-49-6-3401. if you have a hearing authority - this is the Board of Education. The BOE must give up authority.

- *How many times was the Discipline Hearing Authority used this year?*
- *Board would want to be involved in the process of creating the discipline hearing authority committee.*
- *Sherri Baker suggested that an Elementary person be added.*
- *Ronald Gammon stated that there should be 7 and they should all vote.*
- *Eric Cannon stated that the form for this had to be submitted by July 31st for the 23-24.*
- *The Board is being asked to vote on the committee list as a means to create a committee.*

Vance Willis made a motion to amend the motion to approve the Discipline Hearing Authority. Christy Mays seconded the motion. Discussion occurred.

Call for question by Doug Lane. This needs to be passed and move forward based on the deadline.

Ronald Gammons made a motion to amend so that all 7 members vote. Vance Willis seconded the motion to amend. On a voice vote, the amendment was approved 6-0-0-1.

On a voice vote, the motion to approve the Discipline Hearing Authority Committee was approved 5-1-0-1. Ronald Gammons voted no.

- I. 2023-2024 [Salary Schedules](#) and [Pay Scales](#)--Business Officer
- *\$60,000 is the increase for the budget once \$3000 is added to the step.*
 - *Packet included the scales with the \$3000 step increase that differs from what the board did approve.*
 - *Vance Willis asked if the motion was not clear enough and that was confirmed.*
 - *Motion to approve that support staff has a \$3000 step increase.*

Vance Willis made a motion to approve a \$3000 step increase for support staff. Seconded by Christy Mays. On a roll call vote, the motion was approved 6-0-0-1.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs				X
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

- J. [Revised Board Policies](#) - 1.102, 1.106, 1.400, 1.402, 3.202, 3.204, 3.205, 4.204, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119, 5.305, 5.307, 5.600, 6.200, 6.202, 6.313, 6.309, 6.314, 6.319 (1st Reading) –Misty Shelton

Working Meeting Notes

- 1.400 Vance Willis asked for clarification on on line 14, 2 page
- 3.205 Vance Willis asked if this law would for those renting facilities
- 4.403 Ronald Gammons asked about the administrative policies in regard to the library policy. Suggested to attach administrative policies to the board policy.
- 5.106 Line 26 subscript
- 5.600 Add 7 and 8 to the responsibilities.

Vance Willis motioned to approve the first reading of all policies within J . Ronald Gammons seconded the motion. On a voice vote, the motion to approve the first readings of policies was approved 6-0-0-1.

- K. [Revised Board Policies](#) - 3.218.2, 6.319 (2nd Reading)--Misty Shelton

- 3.218.2 was tabled

Ronald Gammons motioned table 3.218.2 until Director Mullins has a chance to review the policy. Doug Lane seconded the motion. On a voice vote, the motion to table the policy was approved 6-0-0-1.

Vance Wills motioned to approve policy 6.319 second reading. Ronald Gammons seconded the motion.

- L. Board Policy Review - 6.409–2.900–Misty Shelton

Ronald Gammons made a motion to approve policies for board review under X.L. Doug Lane seconded the motion. On a voice vote, the motion to review the policies was approved 6-0-0-1.

XI. Announcements

- *John Mullins stated the fundraisers are in the back of the book.*
- *Full packet will be to board on August 2, 2023*
- *John Mullins stated that 3 C's should be in mind during board meetings: compliance, conduction, concisement*
- *Point of clarity, Ronald Gammons has been an asset to John Mullins. He had concerns about the Disciplinary Committee. Ronald Gammons did not state he would vote 'no' but did offer John Mullins some time. Ronald Gammons stated that there will be robust conversations.*
- *John Mullins stated that we are all in this together. A house divided will not stand.*

Ronald Gammons made a motion to have the Aug 7, 2023 board meeting at the Hickman County High School library. Jim Hudgins seconded the motion.

XII. Adjourn *Sherri Baker made a motion to adjourn the meeting. Doug Lane as well as others seconded the motion.*

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

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

The Hickman County Board of Education will meet in regular session on Monday, August 7, 2023 at 7:00 p.m. in the **Library of Hickman County High School. A work session will be held in the Library of Hickman County High School at 6:00 p.m.** Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. The sign-up sheet will be available from 6:00-7:00 p.m.

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Memorandum

To: Board Members
From: John Mullins
Date: 7/24/2023
Re: August Director's Report

Hiring

Professional

Jennifer Allman
Mark Bentley
Keiera Bolden-Gill
Shannon Britt
Susan Hudgins
Chauca Moore
Seneca Moore
Norman Moss
Madelyn Owens
Cayla Moulton

HCHS/EHHS Art
CIS 5th Grade Science
EHES Pre-K
HCHS Math & Instructional Coach
EHMS 6th Grade Math
EHHS Science
HCHS JROTC
HCHS Math
CIS 4th Grade
EHHS Assistant Principal

Support Staff

Alycia Duncan
Stephanie Garrette
*Alexandria George
Alex Handy
Terri Perkins
Jacinda Porter
Helen Simmons
Katelyn Skelton
Amanda Slaughter
Gracie Tays
Kassidy West

EHES PE Assistant
EHES Pre-K Assistant
CTE Secretary
CIS Sp Ed Assistant – Grow Your Own
HCMS Math Tutor
CIS Bookkeeper
EHES 2nd Grade Sp Ed Assistant
EHES Behavior Assistant
EHES General Ed Assistant
EHES Sp Ed Assistant
CES ESSER Part-Time

Amy Weems
Susan Wilson
Floy McCutchen
Ashley Watkins
Gracie Price
Marian Leach
Christina Kvapil
Carrie Watson

Food Service
Food Service
Food Service
Food Service
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Resignation

Professional

Andy Daniels
Cynthia Hughes
Rachel Howsden
Kim Williams
Leanna McCaleb

EHMS Assistant Principal
EHIS Assistant Principal
EHMS 6th Grade Math
EHHS Principal
EHHS Science

Support Staff

Renee Hill
Wendy Long
Michael Hennessy
Kim Gunther
Kaitlin Hudgins
Shelly Wann

CTE Secretary
Food Service
Food Service
Food Service
Food Service
Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Kimberly Clark
Shelby Hoover
Rachel Smith

CIS Teacher to HCMS Teacher
CIS Teacher to HCMS Guidance
EHES Teacher to CIS Teacher

Colin Henson
Kim Taylor
Mollie Chessor
*Jana Willis
Dr. Ashley Totty
Beth Copley

EHHS Asst Principal to EHHS Principal
EHES Teacher to EHES Asst Principal
CIS Teacher to EHIS Asst Principal
CIS Teacher to EHMS Asst Principal
EHES Asst Principal to EHMS Principal
HCMS Guidance to EHHS Guidance

Support Staff

Appointment

Professional

Amanda Kelly

HCMS Girls Asst Soccer Coach

Support Staff

Jackie Bishop

HCMS Girls Soccer Coach

Open Positons

Bus Drivers
3 Special Education Positions
2 Secondary Math Positions
2 Secondary Science Positions
1 K-5 Position
1 Intervention Position
1 Behavior Support Positons
1 Spanish Position

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

Mowing bid Tabulation:

	Petty and sons:	REGEN TURF & IRRIGATION
Per mowing:		
CES	\$675.	\$775.
HCMS/HCHS	\$745.	\$675.
EHES/EHIS/EHMS	\$760.	\$725.
EHHS	\$575.	\$725.
TOTALS:	\$2755. PER WK MOWING	\$ 2900. PER WK MOWING

LOW BIDDER IS Petty and Son.

Mowing Services - Part B Specifications

Specifications: 3 year bid, with a yearly contract renewal based on performance and maintaining bid prices to remain same starting July 1, 2022 and ending June 30th 2027.

Mowing contract for the Hickman County Schools will be for four (4) campus locations, and each to be mowed as one complete location at the same day, to keep grounds manicured height in a uniform, consistent manner to including the curbs, walks, and all fencing to be kept free of grass and weeds.

Four (4) Locations referenced as follows:

CES/CIS campuses

HCMS/HCHS campuses

EHES/EHIS/EHMS campuses

EHHS campus

All bidders must meet TCA codes 49-5-406, regarding working on school properties, whereas no prior convicted felons, drug offenders, registered sex offenders may be hired to work on school properties by any company contracted to do work on Hickman County school properties.

All employees working for awarded bidder on Hickman County Schools shall have available in their file your company annual backgrounds and yearly random drug tests and furnish such upon question or demand to the Hickman County Board of Education.

Any turnover of employees shall have these in place prior to starting work on any Hickman County School properties. The awarded bidder upon notification of being awarded the bid, shall provide a written "Notarized affidavit" that backgrounds and drug screens have been completed for the current bid year and renew such affidavit yearly.

A) back ground check for criminal record B) Random drug testing completed prior to working on schools campuses, and provide affidavit upon bid award prior to beginning the season contract. Also to provide notarized affidavit that it is completed AS REQUESTED ABOVE submitted with insurance certificates annually to the Maintenance office Bookkeeper.

There will be no deductions or skipped areas, and all areas specified must be mowed and "proper weed edge trimmed" at one time or mowing will not be considered as proper and payment for said campus will be withheld for that given week, unless services are completed to the satisfaction of the maintenance director, credit will not be given for a campus mowing event.

Frequency of mowing will be determined by the school district at the discretion of the maintenance director, as dictated by the Director of Schools, months such as November, December may be reduced to 3,2,1 as the winter season dictates. Spring mowing in March, may start up as mowing frequencies of 1,2,3 eventually 4 per month again as the season growth dictates. Summer heat may reduce mowing in summer as directed by the Maintenance director.

Spraying must be approved each month by the maintenance director prior to any billing for the extra services.

Sub contractors:

There will be no sub-contracting allowed on this bid for any mowing on school campuses without a prior approval for a given emergency circumstance such as health or, by the Maintenance Supervisor.

Assumption of company bids:

In the event of awarded mowing company being sold and a purchasing company assuming the bid, this requires the immediate notification and approval by the maintenance director, at the discretion of the Superintendent of schools prior to the bid contract being allowed to get assumed. HCBOE considers this as a breach of this agreement and in such event may or may not approve the new owner to assume the remaining contract. All bid prices and services must remain the same in the event it is allowed to continue.

Mowing areas:

All highway fronts, parking lot, road & yard curbs, sidewalks and building foundations, free standing structures, highway fronts, poles, sign posts and trees shall be weed trimmed on pavement. All rough areas such as hill sides that have ruts and cannot be mowed by standard zero turn, shall be hand trimmed with weed trimmer at every mowing. This shall include ditch paving areas both sides of ditch paving and headwalls. Some far outlying areas may be mowed at taller height but must be uniform and approved height by the maintenance director. **(Particularly Hwy 7, EHHS)**

In event of a rain, and hills are slippery, the flat areas and immediate areas at the buildings can be mowed first and hillsides, outlying areas can be done the immediate next dry day, as is necessary to prevent ruts and safety concerns. If at any time that lightening present and or evident that yard is being rutted and or damaged, then the mowing will need to be delayed until the immediate reasonable dry day it can be safely mowed. It is imperative that our school district is kept to designated schedule and we are not concerned with other company commitments and our district is to be kept on schedule immediately following a rain event.

It is important that mowing schedules be followed as accurately as possible and wind rows of cut grass is not left on lawns and uncut sprigs or rowing is left on the lawns. We pride our district on neat uniform clean yards and appearance is part of our culture to instill pride on our students and community schools.

It our preference that weed trimming proceed the mowing on mowing times to insure all areas have been visually checked for proper mowing's. **Note: skipped or untrimmed areas are not acceptable** by mowing personnel as our standards are on a **"EVERY MOWING EVENT BASIS"**.

There are **Yellow Ribbon and Yellow Posts** set on outlying areas to designate the mowing scope and all bidders bidding are required to attend the pre-bid meeting to visit every campus for questions and visual inspections for what will be standard and expectations of mowing.

Mowing areas for trimming include inside and outside of "ALL FENCED" areas on all campuses and at least 2 feet beyond any post/chain fences on both sides. Sidewalks and paved areas to be free of weeds at each mowing to be knocked off or weed sprayed and cut. **FRONT OF BUILDING sidewalks will be edged at each mowing and require a minimum 1 inch space. Edge trimming to include around fronts of landscaping and all trimming debris are to be kept out of much or flower beds and off any sidewalks and patios, and paved areas. This includes the public walking trails around schools to be free of any mowing clippings as all times for public safety reasons.**

Mowing to include play grounds, between insets of buildings and walk areas **between any railings, side and back of bleachers areas.**

Although NO athletic fields are included in the mowing bid, **the bid does include the inside and outside of all Athletic fields fences are to be free of weeds and trimmed at every mowing event.**

Damages:

ALL DAMAGE TO ANY PROPERTY SHALL BE IMMEDIATELY REPORTED TO SCHOOL PRINCIPAL AND CALLED INTO THE MAINTENANCE OFFICE SECRETARY AT 931-729-3391 EXT 3 (LEAVE MESSAGE IF NO ANSWER).

Any and all damages to athletic nets, or gutters or buildings will be responsibility of the mowing service and shall be reported directly to the maintenance office immediately and the school principal at the time of damage so arrangements for repair can be made by the mowing bidder with our "approved repair company" such as windows, autos, gutters, fabric nets, gates, etc. Torn or cut fabric nets are to be replaced by purchase of new equivalent nets through the school athletic directors and shall be reinstalled by

the school maintenance department upon receipt. DUE TO SECURITY, THE **MAINTENANCE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY FOR ANY GLASS BREAKAGE FOR SECURING OF OUR BUILDING AND SAFETY OF OUR STUDENTS AND STAFF.**

All **"MOWING" area boundaries** will be yellow flagged and yellow dot painted posts/trees to permanent mark mowing areas to be kept clear and not allowed to shrink or encroach into yards and fields.

(Road ditches are to be clean and trimmed not less than 10 ft from pavement edges on bulldog blvd.)

Questions regarding the bid, or disputes:

Any and all questions regarding this bid and maintaining of the school grounds may be directed to the Maintenance office and the Director of building maintenance and facilities. In event there is a question or dispute as to what is to be mowed or not, it shall be the maintenance office that dictates the final word.

Bid Contract renewal, with drawl, and or out clause: This contract may be canceled **at the completion of any school year** during the 3 year bid period, by a **30 day written notice from either party** in event one or other needs to exercise a separation, for health or non-performance.

Every effort will be made to resolve any non-performance issue, before such an out clause will be exercised, and it should be mutually agreed to make effort to complete a said **school year contract that ends June 30th** of each year to exercise the out clause, written notice shall be rendered not later than **May 15th of the preceding year** by either party.

NOTE:

Failure of bidder to complete the school year contract will result in being held liable for damages or costs incurred above the normal bid cost of mowing services.

PLEASE USE THIS REQUIRED BID FORM AND FILL IN THE PER MOWING AMOUNTS BELOW:

THREE YEAR BID/ RENEWABLE YEARLY BY YEARLY SIGNED CONTRACT

This awarded bid and bid prices shall be good and annual contract shall be reoccurring for the 3 year bid and resigned on a yearly basis, provided performance and bid prices remains the same and unchanged, beginning July 1, 2022 and ending June 30, 2025.

Bid is to be returned with these 2 pages and attach 1 million dollar liability insurance certificate, TN business license, and workers compensation insurance. Please enter dollar amounts on this form for each mowing at each campus below. This amount will be one single mowing per campus.

CES / CIS : \$ _____

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ _____

HCMS/HCHS : \$ _____

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ _____

EHES/EHIS/EHMS : \$ _____

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ _____

EHHS: \$ _____

East Hickman High School

Spraying Services (When Requested) \$ _____

<p><i>Petty & Son's Outdoor Services</i> 405 Stage RD Charlotte, TN 37036 615-439-0418</p>	<p>INVOICE FOR: Hickman County Board Of Education: JULY 2023 spraying</p>
--	--

EHHS	7/22	\$175
EHES, EHIS, EHMS	7/24	\$175
HCMS, HCHS	7/19	\$175
HCES, HCIS	7/26	\$175
TOTAL:		\$700.00

John Mullins
7-25-23

Sanya Williams
1417 Laurel 399
\$700.00
7-25-23

<p><i>Petty & Son's Outdoor Services 405 Stage RD Charlotte, TN 37036 615-439-0418</i></p>	<p>INVOICE FOR: Hickman County Board Of Education</p> <p>DATE: JULY 2023</p>
--	--

EHHS	07/22	\$575
EHES, EHIS, EHMS	07/24	\$760
HCES, HCIS	07/19	\$675
HCMS, HCHS	07/26	\$745
	TOTAL:	\$2,755.00

*John Mullins
7-25-23*

Sanya Williams
 141-72600-399
 \$2,755.00
 7-25-23

FY24 ESSER 2

Account	Line Item	Budget Amt	
71100	722	\$ 25,000.00	Centerville Intermediate playground equipment
72610	720	\$ 335,000.00	Middle school HVAC project
76100	321	\$ 27,000.00	Architect fees
76100	399	\$ 33,000.00	Construction management
76100	707	\$ 550,535.69	East Elementary sewer project
		\$ 970,535.69	Total FY24 ESSER 2

EMPLOYMENT CONTRACT
BETWEEN THE
HICKMAN COUNTY BOARD OF EDUCATION
AND

Employee Name (Degree & Yrs)

THIS EMPLOYMENT CONTRACT is made and entered into by and between the Hickman County Board of Education, hereinafter referred to as the “Board of Education,” and **Employee Name**, hereinafter referred to as “Teacher.”

WHEREAS, the Board of Education, at a lawfully convened meeting, by proper vote taken and recorded, authorized the employment of Teacher for the Board of Education for the 2023-2024 school year; and,

WHEREAS, Teacher is duly licensed by the Tennessee Department of Education and is desirous of being employed by the Board of Education in a position for which such license is required.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. **EMPLOYMENT:** The Board of Education hereby employs Teacher as a teacher for the 2023-2024 school year, the dates for such school year being determined by the Board of Education in accordance with Title 49 of the Tennessee Code.

2. **OBLIGATIONS:** Teacher hereby agrees to be responsible for and perform all the acts and duties pertaining to Teacher’s position during such school year including, but not limited to, the following:

A. To perform, in a faithful and efficient manner, the duties of said Board of Education as are assigned from time to time by the Director of Schools.

B. To follow all policies, procedures and practices of the Board of Education and the Director of Schools, as such may from time to time be revised.

C. To make such reports as may be required by the Director of Schools, the principal of the school to which the teacher is assigned, and by other members of the Board of Education’s administrative staff.

D. All teachers will be required to enter all grades, assignments and categories in secondary grade book using Skyward.

E. To follow all standards and rules established for teacher by Title 49 of the Tennessee Code and the Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools, and all other statutes or legally constituted authorities.

F. To perform such other and further duties as required by the Board of Education and/or by the Director of Schools as may be assigned from time to time consistent herewith.

3. **TERM:** This Contract shall be effective for the stated school year only, subject to any rights of Teacher provided by Title 49 pertaining to employment of teachers, tenure, and duties of teachers. Nothing in this Contract shall be construed to provide any rights to future or continued employment beyond the term of this Contract.

4. **COMPENSATION:** As compensation for the services to be provided hereunder, Teacher shall be paid the total sum of **Salary** for **Days** contracted days, which sum shall be payable in equal monthly installments. In the event Teacher is assigned any supplemental duties to which a supplemental payment is due, Teacher shall be paid the supplemental amount as approved by the Board of Education for such supplemental duties. Notwithstanding anything herein to the contrary, in the event Teacher shall be discharged for sufficient and just cause in accordance with Title 49 of the Tennessee Code, or shall have such Teacher's certificate for teaching suspended or revoked, said Teacher shall not be entitled to any compensation from and after the date of such dismissal or certificate suspension.

5. **OTHER EMPLOYMENT:** Teacher agrees that Teacher shall not accept employment with any other school system during the term of this Contract.

6. **OTHER BENEFITS:** In addition to the compensation to be paid hereunder, the Board of Education shall provide Teacher such other benefits as the Board of Education may from time to time deem appropriate for teachers generally.

7. **EARLY TERMINATION OF CONTRACT:** The Board of Education reserves the right to terminate this Contract if necessary because the position is abolished, because of a decrease in enrollment or for any other good reason allowed or required by law.

8. **ASSIGNMENT:** The Teacher agrees to be assigned to work in any building or department and to perform whatever duties may be assigned or required by the Director of Schools.

9. **OTHER LAWS AND RULES:** This Contract is not intended to set forth all of the various duties and obligations of the parties hereto, but rather is made subject to Title 49 of the Tennessee Code, as amended, the various policies and practices of the Board of Education and its Director of Schools, and any applicable negotiated agreement. In addition, all Board of Education policies and administrative regulations, as may from time to time be amended or changed, are incorporated by reference into this contract.

10. SEVERABILITY: Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract which shall remain in full force and effect.

11. ASSIGNMENT PROHIBITED: Neither this Contract nor any of the rights and obligations of Teacher hereunder shall be assigned or transferred in whole or in part.

IN WITNESS WHEREOF, the parties hereto have executed this Contract for employment.

Hickman County Board of Education

Teacher

By _____
Chair

By _____
Teacher's Signature

Date _____

Date _____

**HICKMAN COUNTY BOARD OF EDUCATION
2023-2024 SCHOOL YEAR**

Please return all information on how many checks for the year and any other information that is needed to the **Front Office of your school** no later than **Wednesday, August 2, 2023**.

If you fail to return all information on or before **August 2**, you may not be able to have the deductions or pay times that you wish. Your help in this matter is greatly appreciated.

Social Security Number _____

Name: Employee Name

Please mark all deductions that apply to you. The individual companies will be contacting you as to changes in the premiums.

Tax Shelter Annuities:

1. Metropolitan Life _____
2. Farm Bureau _____
3. American Fidelity Annuity _____

School Deductions:

1. TEA Dues _____
2. Garnishments/ Bankruptcy _____
3. Liberty National _____
4. Educators Credit Union _____
(Cornerstone Financial Credit Union)
5. Tennessee Teachers Credit Union _____

***Dental Insurance, Medical Insurance, American Fidelity Disability, American Fidelity Cancer, and American Fidelity Life will be on the report that is given to the Finance Office from Steve Ward.**

****If you have any questions about your payroll, please contact Nicole at the Hickman County Finance Office at 729-6158.**

*****Also, if you have any changes to your deductions from last year, you may want to let Nicole Wright know this.**

**HICKMAN COUNTY BOARD OF EDUCATION
2023-2024 SCHOOL YEAR**

Name: **Employee Name** ss #: _____

Address: _____

Phone Number: _____

Number of checks your salary is to be divided by:

Teachers

Non-Certified Personnel

_____ 10 Checks

_____ 10 Checks

_____ 12 Checks

_____ 12 Checks

If you have any questions about your payroll, please contact Nicole Wright at the Hickman County Finance Office at 729-6158.

LOCATION: **Location**

PAYROLL #: **Payroll #**

FOR OFFICE USE ONLY

Degree & years of experience:

Pay Code: **Pay Code** _____ %

Degree & Yrs

Pay Code: _____ %

Salary: **Salary**

***if only one Pay Code, % is 100%**

** Please turn this paper back into the front office of your school by August 2, 2023 if you want your checks set up correctly.

**TEACHER/CERTIFIED SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS
FY 2024**

Approved June 5, 2023

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$44,096	\$46,322	\$47,912	\$49,184	\$51,622
1	\$44,838	\$46,852	\$49,608	\$50,880	\$53,318
2	\$45,580	\$47,806	\$50,562	\$51,516	\$54,484
3	\$45,686	\$48,018	\$50,668	\$51,728	\$54,696
4	\$45,792	\$48,336	\$50,774	\$51,834	\$54,908
5	\$46,004	\$48,866	\$51,516	\$52,258	\$55,120
6	\$47,064	\$50,244	\$52,046	\$52,788	\$55,332
7	\$47,700	\$50,562	\$52,788	\$53,530	\$56,392
8	\$48,018	\$50,774	\$53,424	\$54,166	\$57,558
9	\$48,442	\$51,410	\$53,848	\$54,802	\$58,618
10	\$48,866	\$51,940	\$54,378	\$55,226	\$59,890
11	\$49,926	\$54,484	\$55,968	\$57,134	\$61,162
12	\$50,244	\$55,438	\$56,604	\$57,770	\$61,586
13	\$50,456	\$55,544	\$56,710	\$58,194	\$61,904
14	\$50,668	\$55,650	\$56,922	\$58,406	\$63,176
15	\$50,880	\$55,862	\$57,346	\$58,936	\$63,494
16	\$52,894	\$57,770	\$59,572	\$61,480	\$65,932
17	\$53,954	\$58,406	\$60,208	\$62,434	\$67,204
18	\$54,060	\$58,512	\$60,526	\$63,070	\$68,052
19	\$54,272	\$58,618	\$60,632	\$63,388	\$68,158
20	\$54,378	\$58,724	\$61,586	\$63,918	\$69,112
21	\$56,074	\$60,526	\$63,282	\$65,614	\$70,914
22	\$56,180	\$60,632	\$63,494	\$65,932	\$71,126
23	\$56,286	\$60,738	\$63,600	\$66,038	\$71,338
24	\$56,392	\$60,844	\$63,706	\$66,144	\$71,550
25	\$56,604	\$60,950	\$63,812	\$66,250	\$71,762
26	\$56,710	\$61,162	\$63,918	\$66,356	\$71,974
27	\$56,922	\$61,268	\$64,024	\$66,568	\$72,292
28	\$57,028	\$61,374	\$64,130	\$66,674	\$72,504
29	\$57,134	\$61,480	\$64,236	\$66,780	\$72,716
30	\$57,770	\$61,798	\$64,872	\$67,204	\$74,518

Hickman County School System 2023-2024 School Calendar

	Student Instructional Days	Professional Development	In-service Training	Parent-Teacher Conferences	Annual Leave	Administrative Days	Total Days	Payroll Dates
July			*5			1	6	
August	22				1	1	24	***
September	20	<1			1		22	08/31/23
October	16			1	1		18	09/29/23
November	17				1		18	10/31/23
December	14				1		15	11/30/23
January	19	<1			1		20	12/20/23
February	20			**1	1		22	01/31/24
March	16				1		17	02/29/24
April	22				1		23	03/22/24
May	14				1	1	16	4/30/24 ****5/21/24
June								***** June, 2024 ***** June, 2024
Total	180	<Included	5	2	10	3	200	

*Three In-service Training days, jointly decided upon by the principal and teacher, shall be completed from July 1, 2023 through May 31, 2024.

**One parent teacher conference will be conducted outside the school day - this will be divided into two sessions.

***The 2023-2024 payroll cycle for teachers and staff begins after one month's active employment.

****Last payroll check for those who selected ten (10) checks.

*****For those selecting twelve (12) checks, the eleventh (11th) and twelfth (12th) checks are deposited into bank account before June 30, 2024.

*****Up to eleven (11) days are accumulated in the school calendar through extended work (stockpile) days and if used will not be made up. If more than the eleven (11) stockpile days are missed, make-up days will be added to the end of the school year.

July 27-28	In-service Training
July 31	Administrative Day
August 1	First Student Day: Abbreviated Day (Students Dismissed at 10:00 AM –
Buses Run)	
August 2	Administrative Day
August 3	Full Day of Classes Begin
September 4	Labor Day (Schools Closed)
September 5	Professional Development (Teachers/Staff Report – Students Do Not
Report)	
October 9-13	Fall Break (Schools Closed)
October 23	Parent-Teacher Conferences 12:00 PM - 6:00 PM (Students Do Not Report)
November 20-24	Thanksgiving Break (Schools Closed)
December 20	Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
December 21-January 3	Christmas Break (Schools Closed)
January 4	Professional Development (Teachers/Staff Report – Students Do No Report)
January 5	Students Return from Christmas Break
January 15	Martin Luther King, Jr. Day (Schools Closed)
February 19	President's Day (Schools Closed)
March 25-29	Spring Break (Schools Closed)
May 17	Last Full Day of School
May 18	Hickman County High School Graduation 10:00 AM
	East Hickman High School Graduation 2:00 PM
May 20	Administrative Day
May 21	Abbreviated Day (8:00 AM – 10:00 AM - Buses will not Run)

EMPLOYMENT CONTRACT
BETWEEN THE
HICKMAN COUNTY BOARD OF EDUCATION

AND

Employee Name (Degree & Yrs)

THIS EMPLOYMENT CONTRACT is made and entered by and between Hickman County Board of Education, hereinafter referred to as the “Board of Education,” and **Employee Name**, hereinafter referred to as “Teacher.”

WHEREAS, the Board of Education, at a lawfully convened meeting approved the Hickman County Board of Education Director of School’s decision to employ Teacher as a teacher for the 2023-2024 school year.

WHEREAS, Teacher is duly licensed by the Tennessee Department of Education and is desirous of being employed by the Board of Education in a position for which such license is required.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. **EMPLOYMENT:** The Director of Schools hereby employs Teacher as a teacher for the 2023-2024 school year, such school year being determined by the Board of Education in accordance with Title 49 of the Tennessee Code.

2. **OBLIGATIONS:** Teacher hereby agrees to be responsible for and perform all the acts and duties pertaining to Teacher’s position during such school year including, but not limited to, the following:

A. To perform, in a faithful and efficient manner, those duties of said Board of Education as are assigned from time to time by the Director of Schools.

B. To follow all policies, procedures and practices of the Board of Education and the Director of Schools, as such may from time to time be revised.

C. To make such reports as may be required by the Director of Schools, the principal of the school to which the teacher is assigned, and by other members of the Hickman County Board of Education’s administrative staff.

D. All teachers will be required to enter all grades, assignments and categories in secondary grade book using Skyward.

E. To follow all standards and rules established for teacher by Title 49 of the Tennessee Code and the Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools, and all other statutes or legally constituted authorities.

F. To perform such other and further duties as required by the Board of Education and/or by the Director of Schools as may be assigned from time to time consistent herewith.

3. TERM: This Contract shall be effective for the stated school year only, subject to any rights of Teacher provided by Title 49 pertaining to employment of teachers, tenure and duties of teachers. Nothing in this Contract shall be construed to provide any rights to future or continued employment beyond the term of this Contract.

4. COMPENSATION: As compensation for the services to be provided hereunder, Teacher shall be paid the total sum of Salary for such school year for Days contracted days, which sum shall be payable in _____ equal monthly installments. In the event Teacher is assigned any supplemental duties to which a supplemental payment is due, Teacher shall be paid the supplemental amount as approved by the Board of Education for such supplemental duties. Notwithstanding anything herein to the contrary, in the event Teacher shall be discharged for sufficient and just cause in accordance with Title 49 of the Tennessee Code, or shall have such Teacher's certificate for teaching suspended or revoked, said Teacher shall not be entitled to any compensation from and after the date of such dismissal or certificate suspension.

5. OTHER EMPLOYMENT: Teacher agrees that Teacher shall not accept employment with any other school system during the term of this Contract.

6. OTHER BENEFITS: In addition to the compensation to be paid hereunder, the Board of Education shall provide Teacher such other benefits as the Board of Education may from time to time deem appropriate for teachers generally.

7. EARLY TERMINATION OF CONTRACT: The Director of Schools reserves the right to terminate this Contract before the end of the year if necessary because the position is abolished, because of a decrease in enrollment or for any other good reason allowed or required by law, including but not limited to the causes for teacher dismissal set forth in Title 49 of the Tennessee Code.

8. ASSIGNMENT: The Teacher agrees to work in any building or department and to perform whatever duties may be assigned or required by the Director of Schools.

9. OTHER LAWS AND RULES: This Contract is not intended to set forth all of the various duties and obligations of the parties hereto, but rather is made subject to Title 49 of the Tennessee Code, as amended, the various policies and practices of the Hickman County Board of Education and its Director of Schools, and any applicable negotiated agreement. In addition, all Board of Education policies and administrative regulations, as may from time to time be amended or changed, are incorporated by reference into this contract.

10. SEVERABILITY: Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract which shall remain in full force and effect.

11. ASSIGNMENT PROHIBITED: Neither this Contract nor any of the rights and obligations of Teacher hereunder shall be assigned or transferred in whole or in part.

IN WITNESS WHEREOF, the parties hereto have executed this Contract for Teaching Services the day and year first written above.

Hickman County Board of Education

Teacher

By _____
John Mullins
Director of Schools

By _____
Teacher's Signature

Date _____

Date _____

**HICKMAN COUNTY BOARD OF EDUCATION
2023-2024 SCHOOL YEAR**

Name: **Employee Name** ss #: _____

Address: _____

Phone Number: _____

Number of checks your salary is to be divided by:

Teachers

Non-Certified Personnel

_____ 10 Checks

_____ 10 Checks

_____ 12 Checks

_____ 12 Checks

If you have any questions about your payroll, please contact Nicole Wright at the Hickman County Finance Office at 729-6158.

LOCATION: **Location**

PAYROLL #: **Payroll #**

FOR OFFICE USE ONLY

Degree & years of experience: **Degree & Yrs**

Pay Code: **Pay Code** _____ %

Pay Code: _____ %

Salary: **Salary**

***if only one Pay Code, % is 100%**

**** Please turn this paper back into the front office of your school by Aug 2, 2023 if you want your checks set up correctly.**

**HICKMAN COUNTY BOARD OF EDUCATION
2023-2024 SCHOOL YEAR**

Please return all information on how many checks for the year and any other information that is needed to the **front office of your school** no later than **Wednesday, Aug 2, 2023**.

If you fail to return all information on or before **August 2**, you may not be able to have the deductions or pay times that you wish. Your help in this matter is greatly appreciated.

Social Security Number _____

Name: Employee Name

Please mark all deductions that apply to you. The individual companies will be contacting you as to changes in the premiums.

Tax Shelter Annuities:

1. Metropolitan Life _____
2. Farm Bureau _____
3. American Fidelity Annuity _____

School Deductions:

1. TEA Dues _____
2. Garnishments/ Bankruptcy _____
3. Liberty National _____
4. Educators Credit Union _____
(Cornerstone Financial Credit Union)
5. Tennessee Teachers Credit Union _____

***Dental Insurance, Medical Insurance, American Fidelity Disability, American Fidelity Cancer, and American Fidelity Life will be on the report that is given to the Finance Office from Steve Ward.**

****If you have any questions about your payroll, please contact Nicole at the Hickman County Finance Office at 729-6158.**

*****Also, if you have any changes to your deductions from last year, you may want to let Nicole Wright know this.**

**TEACHER/CERTIFIED SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS
FY 2024**

Approved June 5, 2023

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$44,096	\$46,322	\$47,912	\$49,184	\$51,622
1	\$44,838	\$46,852	\$49,608	\$50,880	\$53,318
2	\$45,580	\$47,806	\$50,562	\$51,516	\$54,484
3	\$45,686	\$48,018	\$50,668	\$51,728	\$54,696
4	\$45,792	\$48,336	\$50,774	\$51,834	\$54,908
5	\$46,004	\$48,866	\$51,516	\$52,258	\$55,120
6	\$47,064	\$50,244	\$52,046	\$52,788	\$55,332
7	\$47,700	\$50,562	\$52,788	\$53,530	\$56,392
8	\$48,018	\$50,774	\$53,424	\$54,166	\$57,558
9	\$48,442	\$51,410	\$53,848	\$54,802	\$58,618
10	\$48,866	\$51,940	\$54,378	\$55,226	\$59,890
11	\$49,926	\$54,484	\$55,968	\$57,134	\$61,162
12	\$50,244	\$55,438	\$56,604	\$57,770	\$61,586
13	\$50,456	\$55,544	\$56,710	\$58,194	\$61,904
14	\$50,668	\$55,650	\$56,922	\$58,406	\$63,176
15	\$50,880	\$55,862	\$57,346	\$58,936	\$63,494
16	\$52,894	\$57,770	\$59,572	\$61,480	\$65,932
17	\$53,954	\$58,406	\$60,208	\$62,434	\$67,204
18	\$54,060	\$58,512	\$60,526	\$63,070	\$68,052
19	\$54,272	\$58,618	\$60,632	\$63,388	\$68,158
20	\$54,378	\$58,724	\$61,586	\$63,918	\$69,112
21	\$56,074	\$60,526	\$63,282	\$65,614	\$70,914
22	\$56,180	\$60,632	\$63,494	\$65,932	\$71,126
23	\$56,286	\$60,738	\$63,600	\$66,038	\$71,338
24	\$56,392	\$60,844	\$63,706	\$66,144	\$71,550
25	\$56,604	\$60,950	\$63,812	\$66,250	\$71,762
26	\$56,710	\$61,162	\$63,918	\$66,356	\$71,974
27	\$56,922	\$61,268	\$64,024	\$66,568	\$72,292
28	\$57,028	\$61,374	\$64,130	\$66,674	\$72,504
29	\$57,134	\$61,480	\$64,236	\$66,780	\$72,716
30	\$57,770	\$61,798	\$64,872	\$67,204	\$74,518

Hickman County School System 2023-2024 School Calendar

	Student Instructional Days	Professional Development	In-service Training	Parent-Teacher Conferences	Annual Leave	Administrative Days	Total Days	Payroll Dates
July			*5			1	6	
August	22				1	1	24	***
September	20	<1			1		22	08/31/23
October	16			1	1		18	09/29/23
November	17				1		18	10/31/23
December	14				1		15	11/30/23
January	19	<1			1		20	12/20/23
February	20			**1	1		22	01/31/24
March	16				1		17	02/29/24
April	22				1		23	03/22/24
May	14				1	1	16	4/30/24 ****5/21/24
June								**** June, 2024 **** June, 2024
Total	180	<Included	5	2	10	3	200	

*Three In-service Training days, jointly decided upon by the principal and teacher, shall be completed from July 1, 2023 through May 31, 2024.
 **One parent teacher conference will be conducted outside the school day - this will be divided into two sessions.
 ***The 2023-2024 payroll cycle for teachers and staff begins after one month's active employment.
 ****Last payroll check for those who selected ten (10) checks.
 *****For those selecting twelve (12) checks, the eleventh (11th) and twelfth (12th) checks are deposited into bank account before June 30, 2024.
 *****Up to eleven (11) days are accumulated in the school calendar through extended work (stockpile) days and if used will not be made up. If more than the eleven (11) stockpile days are missed, make-up days will be added to the end of the school year.

July 27-28	In-service Training
July 31	Administrative Day
August 1	First Student Day: Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
August 2	Administrative Day
August 3	Full Day of Classes Begin
September 4	Labor Day (Schools Closed)
September 5	Professional Development (Teachers/Staff Report – Students Do Not Report)
October 9-13	Fall Break (Schools Closed)
October 23	Parent-Teacher Conferences 12:00 PM - 6:00 PM (Students Do Not Report)
November 20-24	Thanksgiving Break (Schools Closed)
December 20	Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
December 21-January 3	Christmas Break (Schools Closed)
January 4	Professional Development (Teachers/Staff Report – Students Do No Report)
January 5	Students Return from Christmas Break
January 15	Martin Luther King, Jr. Day (Schools Closed)
February 19	President's Day (Schools Closed)
March 25-29	Spring Break (Schools Closed)
May 17	Last Full Day of School
May 18	Hickman County High School Graduation 10:00 AM East Hickman High School Graduation 2:00 PM
May 20	Administrative Day
May 21	Abbreviated Day (8:00 AM – 10:00 AM - Buses will not Run)



Hickman County Schools Board Agenda Item Request

Date: 7-25-23

Name of School: East Hickman High School

Item Request: Permission for overnight trip

Explanation:

Lady Eagles Basketball Team is asking permission to travel
to Palm Springs, Cal. for Desert Hoops CLASSIC Tournament.
We will raise money for our, plane tickets, entry fee, food and
lodging for 10 players and 5 coaches. The dates for the
tournament is Dec. 27th - 30th. We probably leave out on the 26th
and return on the 30th or 31st pending on the game.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Am. Taylor

Signature of Building Principal:

Col. W. Johnson



Hickman County Schools Trip Request

Name of School: EAST Hickman High School

Name of Club/Group: Lady Eagles Basketball Team

Trip Requested: Palmspring, Cal.

Purpose: To play in the Desert Holiday Classic

Date and Time frame: Dec 26 - 31st

Number of Students: 10 players

Number of Chaperones: Male 4 Female 3

Costs associated: entry Fees, Airplane tickets, Housing & meals to be paid by Girls Basketball Team

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? Number of Lunches needed?

How will students travel? Airplane, Rental Car

Is a transportation request attached if system transportation is needed? NO

Signature of person requesting the trip Arion Taylor

Signature of Principal Col. W. B.

Signature of Instructional Supervisor Angie Manor

*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



Michael Elkins
Business Operations Officer
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

June 2023 Summary Financial Statement Notes

- **FUND 141 – General Purpose School**
 - Revenues exceeded Expenditures by \$585,972.04
 - Of this amount the following Grants and Private Donations were received in FY 2023 but not completely expensed, totaling \$286,600.25
 - Private Donation – Remaining Funds \$150,252.25
 - CTE SPARC Grant – Remaining Funds \$ 95,158.00
 - Safe Schools Grant – Remaining Funds \$ 41,190.00

 - Property Tax exceeded Budget by \$190,715.95
 - Sales Tax exceeded Budget by \$519,529.46
 - This was close to anticipated amount

- **FUND 143 – Central Cafeteria**
 - Revenues exceeded expenditures by \$218,784.64

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,953,480.00	(3,144,195.95)	106.46 %	246,123.33	(16,150.20)	6.56 %
40120	Trustee's Collections - Prior Year	80,000.00	(63,995.58)	79.99 %	6,666.67	(2,185.72)	32.79 %
40125	Trustee's Collections - Bankruptcy	0.00	(640.89)	0.00 %	0.00	(6.79)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(33,468.72)	74.37 %	3,750.00	(6,378.04)	170.08 %
40140	Interest And Penalty	21,000.00	(14,071.48)	67.01 %	1,750.00	(1,130.46)	64.60 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(3,494.71)	87.37 %	333.33	(536.72)	161.02 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	2,350,000.00	(2,869,529.46)	122.11 %	195,833.33	(478,086.21)	244.13 %
40270	Business Tax	30,000.00	(50,007.13)	166.69 %	2,500.00	(13,300.66)	532.03 %
41110	Marriage Licenses	1,300.00	(1,672.00)	128.62 %	108.33	(313.50)	289.38 %
43517	Tuition - Other	2,000.00	(1,000.00)	50.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	30,000.00	(22,820.39)	76.07 %	2,500.00	(7,304.12)	292.16 %
43582	Community Service Fees - Adults	200.00	(279.28)	139.64 %	16.67	(105.00)	630.00 %
44120	Lease/Rentals	10,000.00	(9,258.47)	92.58 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	(68,956.75)	229.86 %	2,500.00	(43.19)	1.73 %
44530	Sale Of Equipment	15,000.00	(9,331.55)	62.21 %	1,250.00	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(1,324.48)	44.15 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(11,657.00)	77.71 %	1,250.00	0.00	0.00 %
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
46511	Basic Education Program	23,031,000.00	(23,055,227.47)	100.11 %	1,919,250.00	(2,081,736.92)	108.47 %
46515	Early Childhood Education	417,796.00	(417,762.91)	99.99 %	34,816.33	(159,079.25)	456.91 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	5,000.00	(828.38)	16.57 %	416.67	0.00	0.00 %
46590	Other State Education Funds	625,205.72	(567,145.30)	90.71 %	52,100.48	(567,145.30)	1,088.56 %
46591	Coordinated School Health	90,000.00	(90,000.00)	100.00 %	7,500.00	(90,000.00)	1,200.00 %
46594	Family Resource Centers	59,223.00	(59,223.30)	100.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	45,000.00	(53,340.04)	118.53 %	3,750.00	(1,163.40)	31.02 %
46851	State Revenue Sharing -T.V.A.	240,000.00	(227,133.21)	94.64 %	20,000.00	(56,783.31)	283.92 %
46980	Other State Grants	95,158.00	(95,158.00)	100.00 %	7,929.83	0.00	0.00 %
46981	Safe Schools	86,560.00	(43,000.00)	49.68 %	7,213.33	(43,000.00)	596.12 %
46990	Other State Revenues	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
47590	Other Federal Through State	0.00	(500.00)	0.00 %	0.00	0.00	0.00 %
47640	Rotc Reimbursement	70,000.00	(39,765.70)	56.81 %	5,833.33	(3,306.74)	56.69 %
48610	Donations	198,000.00	(198,000.00)	100.00 %	16,500.00	0.00	0.00 %
48990	Other	330,223.52	(197,892.50)	59.93 %	27,518.63	(30,923.34)	112.37 %
49700	Insurance Recovery	258,980.12	(193,593.64)	74.75 %	21,581.68	0.00	0.00 %
49800	Transfers In	25,000.00	(8,258.91)	33.04 %	2,083.33	(8,258.91)	396.43 %

Hickman County Finance
 Summary Financial Statement
 June 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	31,245,126.36	(31,558,533.20)	101.00 %	2,603,760.53	(3,566,937.78)	136.99 %
Expenditures							
71100	Regular Instruction Program	(15,589,345.10)	13,902,681.87	89.18 %	(1,299,112.09)	459,601.00	35.38 %
71150	Alternative Instruction Program	(238,087.00)	190,225.14	79.90 %	(19,840.58)	57,763.80	291.14 %
71200	Special Education Program	(3,329,017.00)	3,156,710.15	94.82 %	(277,418.08)	928,779.75	334.79 %
71300	Career and Technical Education	(1,335,400.00)	1,060,892.24	79.44 %	(111,283.33)	298,079.81	267.86 %
72110	Attendance	(180,519.00)	157,007.71	86.98 %	(15,043.25)	32,538.47	216.30 %
72120	Health Services	(390,722.00)	388,924.40	99.54 %	(32,560.17)	85,677.64	263.14 %
72130	Other Student Support	(1,087,944.40)	944,103.84	86.78 %	(90,662.03)	346,667.52	382.37 %
72210	Regular Instruction Program	(1,423,844.20)	1,261,747.96	88.62 %	(118,653.68)	393,566.94	331.69 %
72220	Special Education Program	(125,050.00)	108,514.98	86.78 %	(10,420.83)	20,123.82	193.11 %
72230	Career and Technical Education	(306,404.52)	193,953.58	63.30 %	(25,533.71)	29,352.26	114.95 %
72250	Technology	(511,826.00)	320,605.52	62.64 %	(42,652.17)	20,687.05	48.50 %
72290	Other Programs	(35,000.00)	20,490.15	58.54 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(684,913.00)	494,585.22	72.21 %	(57,076.08)	26,439.56	46.32 %
72320	Director Of Schools	(318,553.00)	293,815.51	92.23 %	(26,546.08)	56,902.36	214.35 %
72410	Office Of The Principal	(1,923,819.00)	1,793,065.11	93.20 %	(160,318.25)	446,665.21	278.61 %
72510	Fiscal Services	(50,000.00)	45,000.00	90.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(2,433,500.00)	2,231,146.33	91.68 %	(202,791.67)	88,816.62	43.80 %
72620	Maintenance Of Plant	(1,673,050.12)	1,232,401.77	73.66 %	(139,420.84)	67,815.81	48.64 %
72710	Transportation	(2,464,561.47)	1,980,535.31	80.36 %	(205,380.12)	301,866.63	146.98 %
72810	Central And Other	(455,883.00)	213,618.66	46.86 %	(37,990.25)	131,214.35	345.39 %
73100	Food Service	(73,338.55)	58,263.48	79.44 %	(6,111.55)	58,263.48	953.33 %
73300	Community Services	(143,813.00)	137,092.41	95.33 %	(11,984.42)	43,584.02	363.67 %
73400	Early Childhood Education	(494,196.00)	457,165.31	92.51 %	(41,183.00)	144,210.55	350.17 %
76100	Regular Capital Outlay	(690,000.00)	330,014.51	47.83 %	(57,500.00)	0.00	0.00 %
	Total Expenditures	(35,958,786.36)	30,972,561.16	86.13 %	(2,996,565.53)	4,038,616.65	134.77 %
Total	141 General Purpose School	(4,713,660.00)	(585,972.04)	-12.43 %	(392,805.00)	471,678.87	120.08 %

Hickman County Finance
 Summary Financial Statement
 June 2023

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	76,025.50	(75,643.95)	99.50 %	6,335.46	(35,043.61)	553.13 %
47141	Title 1 Grants To Local Educ Agencies	1,145,239.85	(1,065,506.80)	93.04 %	95,436.65	(224,602.13)	235.34 %
47143	Special Education - Grants To States	1,166,398.51	(872,851.27)	74.83 %	97,199.88	(265,051.19)	272.69 %
47145	Special Education Preschool Grants	48,300.09	(29,732.11)	61.56 %	4,025.01	(11,328.50)	281.45 %
47146	English Language Acquisition Grants	0.00	0.00	0.00 %	0.00	28,591.02	0.00 %
47147	Safe And Drug-Free Schools-St Grants	161,674.35	(30,532.21)	18.89 %	13,472.86	(30,532.21)	226.62 %
47148	Rural Education	183,248.52	(52,479.38)	28.64 %	15,270.71	(4,106.01)	26.89 %
47189	Eisenhower Prof Development State	183,554.83	(164,379.67)	89.55 %	15,296.24	(38,494.03)	251.66 %
47301	COVID-19 Grant #1	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47307	COVID-19 Grant B	2,876,541.56	(1,879,019.37)	65.32 %	239,711.80	(826,496.56)	344.79 %
47309	COVID-19 Grant D	278,941.70	(134,916.51)	48.37 %	23,245.14	(45,416.51)	195.38 %
47401	American Rescue Plan Act Grant #1	7,293,812.20	(1,359,479.99)	18.64 %	607,817.68	(460,310.49)	75.73 %
47402	American Rescue Plan Act Grant #2	133,741.05	(118,723.46)	88.77 %	11,145.09	(73,252.59)	657.26 %
47403	American Rescue Plan Act Grant #3	11,038.16	(10,761.77)	97.50 %	919.85	(478.91)	52.06 %
47404	American Rescue Plan Act Grant #4	30,010.96	(11,593.00)	38.63 %	2,500.91	(828.00)	33.11 %
47590	Other Federal Through State	312,977.75	(276,682.46)	88.40 %	26,081.48	(48,171.90)	184.70 %
Total	Revenues	13,901,505.03	(6,082,301.95)	43.75 %	1,158,458.75	(2,035,521.62)	175.71 %
Expenditures							
71100	Regular Instruction Program	(4,409,496.94)	2,164,944.93	49.10 %	(367,458.08)	455,649.95	124.00 %
71150	Alternative Instruction Program	(45,571.84)	32,234.21	70.73 %	(3,797.65)	0.00	0.00 %
71200	Special Education Program	(924,160.56)	686,611.14	74.30 %	(77,013.38)	205,108.07	266.33 %
71300	Career and Technical Education	(116,726.85)	59,845.52	51.27 %	(9,727.24)	5,597.36	57.54 %
72110	Attendance	(83,198.38)	41,427.04	49.79 %	(6,933.20)	16,126.50	232.60 %
72120	Health Services	(62,920.36)	52,861.88	84.01 %	(5,243.36)	23,849.36	454.85 %
72130	Other Student Support	(574,247.72)	418,525.29	72.88 %	(47,853.98)	69,124.49	144.45 %
72210	Regular Instruction Program	(1,726,207.26)	1,006,389.98	58.30 %	(143,850.61)	272,586.36	189.49 %
72220	Special Education Program	(527,132.57)	404,699.99	76.77 %	(43,927.71)	98,321.29	223.83 %
72230	Career and Technical Education	(6,127.10)	1,015.10	16.57 %	(510.59)	781.92	153.14 %
72250	Technology	(153,320.40)	60,496.80	39.46 %	(12,776.70)	13,758.72	107.69 %
72610	Operation Of Plant	(1,132,612.53)	792,117.42	69.94 %	(94,384.38)	239,525.75	253.78 %
72710	Transportation	(10,500.00)	6,987.35	66.55 %	(875.00)	1,507.73	172.31 %
73100	Food Service	0.00	0.00	0.00 %	0.00	0.00	0.00 %
76100	Regular Capital Outlay	(4,121,023.61)	345,886.39	8.39 %	(343,418.63)	247,656.94	72.12 %
99100	Transfers Out	(8,258.91)	8,258.91	100.00 %	(688.24)	8,258.91	1,200.00 %
Total	Expenditures	(13,901,505.03)	6,082,301.95	43.75 %	(1,158,458.75)	1,657,853.35	143.11 %

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Hickman County Finance
Summary Financial Statement
June 2023

User:
Date/Time:

Michael Elkins
7/31/2023 4:00 PM
Page 4 of 5

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Total	142 School Federal Projects	0.00	0.00	100.00 %	0.00	(377,668.27)	0.00 %

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	603,000.00	(356,930.55)	59.19 %	50,250.00	(15,625.29)	31.10 %
43522	Lunch Payments - Adults	75,000.00	(30,044.94)	40.06 %	6,250.00	(27.00)	0.43 %
43523	Income From Breakfast	55,000.00	(87,940.24)	159.89 %	4,583.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	(115,256.08)	65.86 %	14,583.33	(173.12)	1.19 %
43570	Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44110	Investment Income	0.00	(2,221.06)	0.00 %	0.00	(563.44)	0.00 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
46520	School Food Service	0.00	(16,733.53)	0.00 %	0.00	0.00	0.00 %
46990	Other State Revenues	0.00	(396.53)	0.00 %	0.00	(396.53)	0.00 %
47111	USDA School Lunch Program	873,000.00	(1,063,614.79)	121.83 %	72,750.00	(34,017.97)	46.76 %
47112	USDA - Commodities	0.00	(133,059.32)	0.00 %	0.00	(133,059.32)	0.00 %
47113	Breakfast	540,000.00	(387,076.13)	71.68 %	45,000.00	(17,659.38)	39.24 %
47114	USDA - Other	172,227.76	(176,362.81)	102.40 %	14,352.31	0.00	0.00 %
	Total Revenues	2,493,227.76	(2,369,635.98)	95.04 %	207,768.98	(201,522.05)	96.99 %
Expenditures							
73100	Food Service	(2,955,751.76)	2,150,851.34	72.77 %	(246,312.65)	(100,594.30)	-40.84 %
	Total Expenditures	(2,955,751.76)	2,150,851.34	72.77 %	(246,312.65)	(100,594.30)	-40.84 %
Total	143 Central Cafeteria	(462,524.00)	(218,784.64)	-47.30 %	(38,543.67)	(302,116.35)	-783.83

Hickman County Finance
 Summary Financial Statement
 July 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,974,879.00	0.00	0.00 %	247,906.58	0.00	0.00 %
40120	Trustee's Collections - Prior Year	65,000.00	0.00	0.00 %	5,416.67	0.00	0.00 %
40125	Trustee's Collections - Bankruptcy	500.00	0.00	0.00 %	41.67	0.00	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	2,321.84	-4.94 %	3,916.67	2,321.84	-59.28 %
40140	Interest And Penalty	15,000.00	168.32	-1.12 %	1,250.00	168.32	-13.47 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	0.00	0.00 %	333.33	0.00	0.00 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	2,455,008.00	0.00	0.00 %	204,584.00	0.00	0.00 %
40270	Business Tax	35,000.00	740.07	-2.11 %	2,916.67	740.07	-25.37 %
41110	Marriage Licenses	1,300.00	123.50	-9.50 %	108.33	123.50	-114.00 %
43517	Tuition - Other	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	30,000.00	1,225.00	-4.08 %	2,500.00	1,225.00	-49.00 %
43582	Community Service Fees - Adults	200.00	35.00	-17.50 %	16.67	35.00	-210.00 %
44120	Lease/Rentals	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	7,073.60	-23.58 %	2,500.00	7,073.60	-282.94 %
44530	Sale Of Equipment	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
46510	Tennessee Investment in Student	23,886,562.00	0.00	0.00 %	1,990,546.83	0.00	0.00 %
46511	Basic Education Program	0.00	568,802.47	0.00 %	0.00	568,802.47	0.00 %
46515	Early Childhood Education	417,796.00	1,889.05	-0.45 %	34,816.33	1,889.05	-5.43 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
46610	Career Ladder Program	45,000.00	0.00	0.00 %	3,750.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	230,000.00	0.00	0.00 %	19,166.67	0.00	0.00 %
47640	Rotc Reimbursement	70,000.00	0.00	0.00 %	5,833.33	0.00	0.00 %
48990	Other	258,804.00	0.00	0.00 %	21,567.00	0.00	0.00 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
	Total Revenues	30,954,049.00	582,378.85	-1.88 %	2,579,504.08	582,378.85	-22.58 %
Expenditures							
71100	Regular Instruction Program	(16,377,394.00)	330,997.28	2.02 %	(1,364,782.83)	330,997.28	24.25 %
71150	Alternative Instruction Program	(288,810.00)	0.00	0.00 %	(24,067.50)	0.00	0.00 %
71200	Special Education Program	(3,720,911.00)	0.00	0.00 %	(310,075.92)	0.00	0.00 %
71300	Career and Technical Education	(1,337,238.00)	21,025.75	1.57 %	(111,436.50)	21,025.75	18.87 %

Hickman County Finance
 Summary Financial Statement
 July 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72110	Attendance	(189,631.00)	8,438.57	4.45 %	(15,802.58)	8,438.57	53.40 %
72120	Health Services	(660,690.00)	12,091.99	1.83 %	(55,057.50)	12,091.99	21.96 %
72130	Other Student Support	(1,124,190.00)	9,141.45	0.81 %	(93,682.50)	9,141.45	9.76 %
72210	Regular Instruction Program	(1,476,210.00)	20,065.13	1.36 %	(123,017.50)	20,065.13	16.31 %
72220	Special Education Program	(133,398.00)	6,864.98	5.15 %	(11,116.50)	6,864.98	61.75 %
72230	Career and Technical Education	(212,557.00)	25,774.38	12.13 %	(17,713.08)	25,774.38	145.51 %
72250	Technology	(451,592.00)	68,470.90	15.16 %	(37,632.67)	68,470.90	181.95 %
72290	Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(716,203.00)	296,803.94	41.44 %	(59,683.58)	296,803.94	497.30 %
72320	Director Of Schools	(328,338.00)	26,577.54	8.09 %	(27,361.50)	26,577.54	97.13 %
72410	Office Of The Principal	(2,014,392.00)	97,735.54	4.85 %	(167,866.00)	97,735.54	58.22 %
72510	Fiscal Services	(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(2,567,000.00)	298,457.81	11.63 %	(213,916.67)	298,457.81	139.52 %
72620	Maintenance Of Plant	(1,333,258.00)	136,217.55	10.22 %	(111,104.83)	136,217.55	122.60 %
72710	Transportation	(2,546,304.00)	176,863.40	6.95 %	(212,192.00)	176,863.40	83.35 %
72810	Central And Other	(406,863.00)	6,869.40	1.69 %	(33,905.25)	6,869.40	20.26 %
73100	Food Service	(43,016.00)	0.00	0.00 %	(3,584.67)	0.00	0.00 %
73300	Community Services	(154,634.00)	3,901.00	2.52 %	(12,886.17)	3,901.00	30.27 %
73400	Early Childhood Education	(525,088.00)	3,333.27	0.63 %	(43,757.33)	3,333.27	7.62 %
76100	Regular Capital Outlay	(2,011,000.00)	6,500.00	0.32 %	(167,583.33)	6,500.00	3.88 %
	Total Expenditures	(38,703,717.00)	1,556,129.88	4.02 %	(3,225,309.75)	1,556,129.88	48.25 %
Total	141 General Purpose School	(7,749,668.00)	2,138,508.73	27.59 %	(645,805.67)	2,138,508.73	331.14 %

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	809.92	0.00 %	0.00	809.92	0.00 %
47131	Vocational Educ - Basic Grants To	65,196.32	0.00	0.00 %	5,433.03	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,081,625.30	0.00	0.00 %	90,135.44	0.00	0.00 %
47143	Special Education - Grants To States	871,144.00	0.00	0.00 %	72,595.33	0.00	0.00 %
47145	Special Education Preschool Grants	27,230.00	0.00	0.00 %	2,269.17	0.00	0.00 %
47146	English Language Acquisition Grants	77,891.35	0.00	0.00 %	6,490.95	0.00	0.00 %
47148	Rural Education	98,246.99	0.00	0.00 %	8,187.25	0.00	0.00 %
47189	Eisenhower Prof Development State	153,379.87	0.00	0.00 %	12,781.66	0.00	0.00 %
47590	Other Federal Through State	285,000.00	0.00	0.00 %	23,750.00	0.00	0.00 %
	Total Revenues	2,659,713.83	809.92	-0.03 %	221,642.82	809.92	-0.37 %
Expenditures							
71100	Regular Instruction Program	(901,742.46)	0.00	0.00 %	(75,145.21)	0.00	0.00 %
71200	Special Education Program	(577,330.43)	300.00	0.05 %	(48,110.87)	300.00	0.62 %
71300	Career and Technical Education	(37,646.32)	0.00	0.00 %	(3,137.19)	0.00	0.00 %
72110	Attendance	0.00	4,680.44	0.00 %	0.00	4,680.44	0.00 %
72130	Other Student Support	(345,046.25)	14,978.85	4.34 %	(28,753.85)	14,978.85	52.09 %
72210	Regular Instruction Program	(461,099.02)	40,773.67	8.84 %	(38,424.92)	40,773.67	106.11 %
72220	Special Education Program	(313,082.05)	5,642.63	1.80 %	(26,090.17)	5,642.63	21.63 %
72230	Career and Technical Education	(2,550.00)	0.00	0.00 %	(212.50)	0.00	0.00 %
72250	Technology	0.00	5,125.40	0.00 %	0.00	5,125.40	0.00 %
72710	Transportation	(3,000.01)	0.00	0.00 %	(250.00)	0.00	0.00 %
99100	Transfers Out	(18,217.29)	0.00	0.00 %	(1,518.11)	0.00	0.00 %
	Total Expenditures	(2,659,713.83)	71,500.99	2.69 %	(221,642.82)	71,500.99	32.26 %
Total	142 School Federal Projects	0.00	72,310.91	100.00 %	0.00	72,310.91	0.00 %

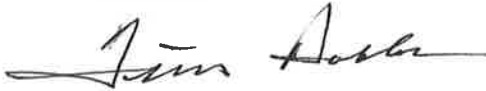

Hickman County Finance
 Summary Financial Statement
 July 2023

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	540,000.00	0.00	0.00 %	45,000.00	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	0.00	0.00 %	6,250.00	0.00	0.00 %
43523	Income From Breakfast	85,000.00	0.00	0.00 %	7,083.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	0.00	0.00 %	14,583.33	0.00	0.00 %
44110	Investment Income	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
47111	USDA School Lunch Program	1,035,000.00	0.00	0.00 %	86,250.00	0.00	0.00 %
47113	Breakfast	540,000.00	0.00	0.00 %	45,000.00	0.00	0.00 %
47114	USDA - Other	35,970.00	0.00	0.00 %	2,997.50	0.00	0.00 %
	Total Revenues	2,486,970.00	0.00	0.00 %	207,247.50	0.00	0.00 %
Expenditures							
73100	Food Service	(2,899,494.00)	383,370.50	13.22 %	(241,624.50)	383,370.50	158.66 %
	Total Expenditures	(2,899,494.00)	383,370.50	13.22 %	(241,624.50)	383,370.50	158.66 %
Total	143 Central Cafeteria	(412,524.00)	383,370.50	92.93 %	(34,377.00)	383,370.50	1,115.19


Hickman County Board of Education
 Budget Amendment - 42
 Fund 142 - Federal Programs
 June 30, 2023

Account	Description	Debit	Credit	Justification
142 - 47147 - - 401	Title IV - Grants	\$ 161,674.35		To align revenue code with ePlan
142 - 47146 - - 401	ELA Grants	575.00		
142 - 47590 - - 401	Other Federal Through State		162,249.35	
142 - 47307 - - 939	ESSER Grant 2.0	88,254.43		To align revenue code with ePlan
142 - 47401 - - 939	ARP Act Grant #1		88,254.43	
142 - 72210 - 204 - 937	State Retirement	1,000.00		To bring TN ALL Corp inline with ePlan
142 - 72210 - 201 - 937	Social Security		830.00	
142 - 72210 - 212 - 937	Medicare		170.00	
TOTALS		\$ 251,503.78	\$ 251,503.78	

Approved:


 Tim Hobbs

 7-20-2023

Attest:


 John Mullins
 7-19-23

Hickman County Board of Education

Budget Amendment No. 3

Federal Programs (Fund 142)

August 7, 2023

Account	Description	Debit	Credit	Justification
47307 - - - 932	ESSER Grant 2.0	\$ 970,535.69		ESSER 2.0 remaining funds to be expensed by Dec. 15, 2023
71100 - 722 - - 932	Regular Instruction Equipment		25,000.00	
72610 - 707 - - 932	Building Improvements		335,000.00	
76100 - 321 - - 932	Engineering Services		27,000.00	
76100 - 399 - - 932	Other Contracted Services		33,000.00	
76100 - 707 - - 932	Building Improvements		550,535.69	
47143 - - - 901	Revenue	\$ 293,547.24		Budgeting of IDEA Part B carryover
71200 - 189 - - 901	Other Salaries & Wages		41,000.00	
71200 - 399 - - 901	Other Contracted Services		31,000.00	
71200 - 429 - - 901	Instructional Supplies & Mat		35,547.24	
71200 - 725 - - 901	SPED Equipment		30,000.00	
72220 - 348 - - 901	Postal Charges		1,200.00	
72220 - 355 - - 901	Travel		3,500.00	
72220 - 399 - - 901	Other Contracted Services		75,000.00	
72220 - 499 - - 901	Other Supplies		28,000.00	
72220 - 790 - - 901	Other Equipment		8,000.00	
72220 - 336 - - 901	Maintenance		10,000.00	
72710 - 313 - - 901	Contracts with Parents		30,300.00	
47145 - - - 911	Revenue	18,567.98		
71200 - 499 - - 911	Other Supplies		8,567.98	
71200 - 725 - - 911	SPED Equipment		10,000.00	
47402 - - - 909	ARP Grant #2	15,017.59		ARP IDEA Part B Carryover
71200 - 429 - - 909	Instructional Supplies		3,500.00	
71200 - 725 - - 909	SPED Equipment		8,517.59	
72200 - 499 - - 909	Other Supplies		3,000.00	
47403 - - - 919	ARP Grant #3	276.39		ARP IDEA PreSchool Carryover
71200 - 725 - - 919	SPED Equipment		276.39	
		\$ 1,297,944.89	\$ 1,297,944.89	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education

Budget Amendment No. 4

Federal Programs (Fund 142)

August 7, 2023

Account	Description	Debit	Credit	Justification
47401 - - - 933	Revenue	\$ 5,875,343.41		
71100 - 116 - - 933	Teachers		359,600.00	
71100 - 163 - - 933	Educational Assistants		55,200.00	
71100 - 189 - - 933	Other Salaries & Wages		46,000.00	
71100 - 198 - - 933	Substitutes		9,300.00	
71100 - 201 - - 933	Social Security		29,136.20	
71100 - 204 - - 933	State Retirement		64,542.95	
71100 - 207 - - 933	Medical Insurance		38,000.00	
71100 - 212 - - 933	Medicare		6,815.00	
71100 - 429 - - 933	Instructional Supplies		298,974.48	
71100 - 449 - - 933	Text Books		200,000.00	
71100 - 471 - - 933	Software		200,000.00	
71100 - 722 - - 933	Instruction Equipment		81,800.00	
71150 - 116 - - 933	Teacher		25,000.00	
71150 - 201 - - 933	Social Security		1,550.00	
71150 - 212 - - 933	Medicare		362.50	
71200 - 116 - - 933	Teachers		50,000.00	
71200 - 163 - - 933	Educational Assistants		60,000.00	
71200 - 201 - - 933	Social Security		6,820.00	
71200 - 212 - - 933	Medicare		1,595.00	
71300 - 429 - - 933	Instructional Supplies		20,000.00	
71300 - 730 - - 933	Instructional Equipment		36,611.78	
72110 - 162 - - 933	Clerical Personnel		29,195.00	
72110 - 201 - - 933	Social Security		1,810.09	
72110 - 204 - - 933	State Retirement		3,220.21	
72110 - 207 - - 933	Medical Insurance		6,950.56	
72110 - 212 - - 933	Medicare		423.33	
72120 - 189 - - 933	Other Salaries & Wages		5,842.00	
72120 - 201 - - 933	Social Security		362.20	
72120 - 204 - - 933	State Retirement		644.37	ESSER 3.0 Placeholder Budget
72120 - 212 - - 933	Medicare		84.71	
72120 - 413 - - 933	Drugs & Medical Supplies		80,000.00	
72130 - 130 - - 933	Social Workers		10,050.00	
72130 - 189 - - 933	Other Salaries & Wages		3,300.00	
72130 - 201 - - 933	Social Security		827.70	
72130 - 204 - - 933	State Retirement		2,848.10	
72130 - 212 - - 933	Medicare		193.58	
72130 - 307 - - 933	Communications		12,400.00	
72130 - 399 - - 933	Other Contracted Services		25,000.00	
72130 - 471 - - 933	Software		2,500.00	
72210 - 105 - - 933	Supervisor		77,588.00	
72210 - 138 - - 933	Inst Computer Personnel		104,500.00	
72210 - 189 - - 933	Other Salaries and Wages		182,650.00	
72210 - 196 - - 933	Inservice Training		26,000.00	
72210 - 201 - - 933	Social Security		19,266.40	
72210 - 204 - - 933	State Retirement		42,345.18	
72210 - 207 - - 933	Medical Insurance		25,900.00	
72210 - 212 - - 933	Medicare		4,506.18	
72210 - 499 - - 933	Other Supplies & Materials		34,554.29	
72210 - 599 - - 933	Other Cost		3,250.00	
72230 - 524 - - 933	Inservice Training		5,000.00	
72250 - 189 - - 933	Other Salaries & Wages		54,000.00	
72250 - 201 - - 933	Social Security		3,348.00	
72250 - 204 - - 933	State Retirement		4,692.60	
72250 - 212 - - 933	Medicare		783.00	
72250 - 307 - - 933	Communication		30,000.00	
72610 - 328 - - 933	Janitorial Services		20,000.00	
76100 - 321 - - 933	Engineering Services		150,000.00	
76100 - 399 - - 933	Other Contracted Services		240,000.00	
76100 - 707 - - 933	Building Improvements		3,070,000.00	
		\$ 5,875,343.41	\$ 5,875,343.41	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education

Budget Amendment No. 5

General Purpose (Fund 141)

August 7, 2023

Account	Description	Debit	Credit	Justification
71100 - 189	Other Salaries & Wages	345,000.00		To budget Differentiated Pay Plan into Differentiated Pay (DP) Cost Center
71100 - 189 - DP	Other Salaries & Wages		345,000.00	
71100 - 201	Social Security	26,392.50		
71100 - 201 - DP	Social Security		26,392.50	
73300 - 105	Supervisor	12,000.00		To budget Family Resource personnel expenditures into location Cost Center
73300 - 105 - FRC	Supervisor		4,500.00	
73300 - 105 - FRE	Supervisor		4,500.00	
73300 - 189 -	Other Salaries & Wages		3,000.00	
73300 - 189	Other Salaries & Wages	65,934.16		
73300 - 189 - FRC	Other Salaries & Wages		36,888.33	
73300 - 189 - FRE	Other Salaries & Wages		29,045.83	
73300 - 201	Social Security	5,043.97		
73300 - 201 - FRC	Social Security		2,821.96	
73300 - 201 - FRE	Social Security		2,222.01	
72410 - 399	Other Contracted Svc	108,000.00		To budget for Contracted Services (ie: copier contracts) for each school
72410 - 399 - CES	Other Contracted Svc		13,500.00	
72410 - 399 - CIS	Other Contracted Svc		13,500.00	
72410 - 399 - EHIS	Other Contracted Svc		13,500.00	
72410 - 399 - EHES	Other Contracted Svc		13,500.00	
72410 - 399 - EHMS	Other Contracted Svc		13,500.00	
72410 - 399 - EHHS	Other Contracted Svc		13,500.00	
72410 - 399 - HCMS	Other Contracted Svc		13,500.00	
72410 - 399 - HCHS	Other Contracted Svc		13,500.00	
72710 - 146 -	Bus Drivers	75,000.00		
72710 - 146 - SE	Bus Drivers		75,000.00	
72710 - 201 -	Social Security	5,737.50		
72710 - 201 - SE	Social Security		5,737.50	
72710 - 204 -	State Retirement	8,272.50		
72710 - 204 - SE	State Retirement		8,272.50	
		\$ 651,380.63	\$ 651,380.63	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education
Budget Amendment No.6
General Purpose (Fund 141)
August 7, 2023

Account	Description	Debit	Credit	Justification	
72230 - 105 - GG	Supervisors		87,500.16		
72230 - 105 -	Supervisors	87,500.16			
72230 - 189 - GG	Other Salaries & Wages		2,000.00		
72230 - 189 -	Other Salaries & Wages	2,000.00			
72230 - 201 - GG	Social Security		6,846.76		
72230 - 201 -	Social Security	6,846.76			
71300 - 116 - GG	Teachers		57,770.00		
71300 - 116 -	Teachers	57,770.00			
71300 - 189 - GG	Other Salaries & Wages		14,000.00		
71300 - 189 -	Other Salaries & Wages	14,000.00			
71300 - 201 - GG	Social Security		5,490.41		
71300 - 201 -	Social Security	5,490.41			
71300 - 204 - GG	State Retirement		6,459.30		
71300 - 204 -	State Retirement	6,459.30			
71300 - 207 - GG	Medical Insurance		7,900.00	GIVE - 2 - GRANT	
71300 - 207 -	Medical Insurance	7,900.00			
71300 - 429 - GG	Instructional Supplies		5,500.00		
71300 - 429 -	Instructional Supplies	5,500.00			
71300 - 355 - GG	Travel		3,500.00		
71300 - 355 -	Travel	3,500.00			
71300 - 307 - GG	Communication		15,000.00		
71300 - 307 -	Communication	15,000.00			
71300 - 499 - GG	Other Supplies & Materials		8,000.00		
71300 - 499 -	Other Supplies & Materials	8,000.00			
71300 - 599 - GG	Other Charges		5,500.00		
71300 - 599 -	Other Charges	5,500.00			
71300 - 524 - GG	InService		3,000.00		
71300 - 524 -	InService	3,000.00			
		\$ 228,466.63	\$ 228,466.63		

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education
Budget Amendment No.7
General Purpose (Fund 141)
August 7, 2023

Account	Description	Debit	Credit	Justification
73300 - 105 -	Other Salaries & Wages	24,900.00		To reallocate unused Salary to be available in Other Student Support
72130 - 189 -	Other Salaries & Wages		24,900.00	
73300 - 201 -	Social Security	1,904.85		
72130 - 201 -	Social Security		1,904.85	
73300 - 204 -	State Retirement	2,241.00		
72130 - 204 -	State Retirement		2,241.00	
		\$ 29,045.85	\$ 29,045.85	

Approved:

Attest:

Tim Hobbs

John Mullins

Powered by Experience.
Driven by Excellence.™

ADT Commercial
Proposal



Proposal prepared for:

Hickman County Schools

Presented by:

Wayne Kelley

615-720-7988 | 7/27/2023

Sales Agreement ID: 891631912

Proposal pricing is valid for 30 days

EAST HICKMAN HIGH SCHOOL_ACCESS CONTROL

Site Information: East Hickman High School, 7700 TN-7, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 FRONT INNER VESTIBULE _ACCESS CONTROL
- 1 **(ADD) OUTER VESTIBUE_ACCESS CONTROL**
- 1 REAR INTERIOR VESTIBULE _ACCESS CONTROL
- 1 **(ADD)REAR OUTER VESTIBULE_ACCESS CONTROL**

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
2	Onair ACS300 IP door controller with WiFi & BLE for up to two (2) readers, Requires PoE or 12vdc Lin
2	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
2	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
1	8-PORT POE/POE+ GIGABIT ETHERNET UNMANAGED SWITCH @ 120W PoE budget
1	1 SPACE UNIT SHELF
4	OMNIPROX MINI RDR OP10HONS
5	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
6	3/4In J Hook, 25-Pack
100	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
400	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$59.40
Sub Total Monthly Charge: \$59.40	

Summary of Charges for: EAST HICKMAN HIGH SCHOOL_ACCESS CONTROL	
Installation Price	\$8,011.32
<hr/>	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$59.40
	<small>*Plus applicable tax</small>
Schedule of Values	<p>30/70 30% of Contract Value Upon Contract Acceptance</p> <p>70% of Contract Value at Final Acceptance</p>
<small>Proposal pricing is valid for 30 days</small>	

EAST HICKMAN HIGH K-12 VIDEO AIPHONE

Site Information: East Hickman High School, 7700 TN-7, LYLES, TN 37098

Theory of Operation:

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1- EXTERIOR FRONT VESTIBULE -AIPHONE SYSTEM
- 1- EXTERIOR REAR VESTIBULE - AIPHONE SYSTEM
- 1- CONTROLLER TO CONTROL BOTH DOORS IN THE MAIN OFFICE

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Equipment List:

Quantity	Description
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
2	Aiphone FORM C RELAY 18-24VDC
1	Surface mount video door station
1	Desk Stand, Adjustable
2	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
2	MULLION MOUNT BRACKET FOR JF-J K Series
1	Adapter For 2 Door Stations
3	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
3	3/4 Inch Steel EMT Set-Screw Connector
600	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: EAST HICKMAN HIGH K-12 VIDEO AIPHONE	
Installation Price	\$3,554.22
<hr/>	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	<small>*Plus applicable tax</small>
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

EAST HICKMAN MIDDLE SCHOOL_ACCESS CONTROL

Site Information: East Hickman Middle School, 9414 E Eagle Dr, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 OUTER MAIN ENTRANCE _ACCESS CONTROL
- 1 MIDDLE VESTIBULE _ACCESS CONTROL
- 1 INNER OFFICE VESTIBULE _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
1	SURGE PROTECTOR 120 VAC
4	OMNIPROX MINI RDR OP10HONS
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
4	12V 7AH BATTERY
4	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
650	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
200	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$59.40
Sub Total Monthly Charge: \$59.40	

Summary of Charges for: EAST HICKMAN MIDDLE SCHOOL_ACCESS CONTROL		
Installation Price		\$6,822.94
Estimated Install Taxes		
Total Installation Price*		
Total Monthly Recurring Services Charges*		\$59.40
		*Plus applicable tax
Schedule of Values	30/70	30% of Contract Value Upon Contract Acceptance 70% of Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>		

EAST HICKMAN MIDDLE SCHOOL_K-12 AIPHONE

Site Information: East Hickman Middle School, 9414 E Eagle Dr, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1- MIDDLE VESTIBULE-AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Aiphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: EAST HICKMAN MIDDLE SCHOOL_K-12 AIPHONE	
Installation Price	\$1,591.52
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	*Plus applicable tax
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

EAST HICKMAN INTERMEDIATE SCHOOL_ACCESS CONTROL

Site Information: East Hickman Intermediate School, 5198 E Eagle Dr, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS,***

" ADT" WILL INSTALL THE FOLLOWING

- 1 OUTER VESTIBULE _ACCESS CONTROL
- 1 MIDDLE VESTIBULE _ACCESS CONTROL
- 1 INNER OFFICE VESTIBULE _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
4	12V 7AH BATTERY
1	SURGE PROTECTOR 120 VAC
3	OMNIPROX MINI RDR OP10HONS
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
300	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$46.20
Sub Total Monthly Charge: \$46.20	

Summary of Charges for: EAST HICKMAN INTERMEDIATE SCHOOL_ACCESS CONTROL	
Installation Price	\$5,526.75
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$46.20
	*Plus applicable tax
Schedule of Values	30/70
	30% of Contract Value Upon Contract Acceptance
	70% of Contract Value at Final Acceptance

Proposal pricing is valid for 30 days

EAST HICKMAN INTERMEDIATE SCHOOL _K-12 AIPHONE

Site Information: East Hickman Intermediate School, 5198 E Eagle Dr, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1- MIDDLE VESTIBULE-AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Alphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: EAST HICKMAN INTERMEDIATE SCHOOL _K-12 AIPHONE		
Installation Price		\$1,591.52
<hr/>		
Total Installation Price*		
Total Monthly Recurring Services Charges*		\$0.00
		<small>*Plus applicable tax</small>
Schedule of Values	Bill Upon Completion	Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>		

EAST HICKMAN ELEMENTARY SCHOOL_ACCESS CONTROL

Site Information: East Hickman Elementary School, 5191 TN-100, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 OUTER VESTIBULE _ACCESS CONTROL
- 1 MIDDLE VESTIBULE _ACCESS CONTROL
- 1 INNER VESTIBULE _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

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- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
3	OMNIPROX MINI RDR OP10HONS
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
400	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$46.20
Sub Total Monthly Charge: \$46.20	

Summary of Charges for: EAST HICKMAN ELEMENTARY SCHOOL_ACCESS CONTROL	
Installation Price	\$5,649.83
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$46.20
	*Plus applicable tax
Schedule of Values	30/70
	30% of Contract Value Upon Contract Acceptance
	70% of Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

EAST HICKMAN ELEMENTARY SCHOOL_K-12 AIPHONE

Site Information: East Hickman Elementary School, 5191 TN-100, LYLES, TN 37098

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1- MIDDLE VESTIBULE-AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Aiphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: EAST HICKMAN ELEMENTARY SCHOOL_K-12 AIPHONE		
Installation Price		\$1,591.52
<hr/>		
Total Installation Price*		
Total Monthly Recurring Services Charges*		\$0.00
		<small>*Plus applicable tax</small>
Schedule of Values	Bill Upon Completion	Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>		

CENTERVILLE ELEMENTARY_ACCESS CONTROL

Site Information: Centerville Elementary, 104 Mary Fields Ave., CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 OUTER VESTIBULE _ACCESS CONTROL
- 1 MIDDLE VESTIBULE _ACCESS CONTROL
- 1 INNER OFFICE VESTIBULE _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
1	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
3	OMNIPROX MINI RDR OP10HONS
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
400	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$46.20
Sub Total Monthly Charge: \$46.20	

Summary of Charges for: CENTERVILLE ELEMENTARY_ACCESS CONTROL	
Installation Price	\$5,649.83
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$46.20
	<small>*Plus applicable tax</small>
Schedule of Values	30/70
	30% of Contract Value Upon Contract Acceptance
	70% of Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

CENTERVILLE ELEMENTARY_ K-12 AIPHONE

Site Information: Centerville Elementary, 104 Mary Fields Ave., CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1- MIDDLE VESTIBULE-AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Aiphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: CENTERVILLE ELEMENTARY_ K-12 AIPHONE	
Installation Price	\$1,591.52
<hr/>	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	<small>*Plus applicable tax</small>
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

CENTERVILLE INTERMEDIATE SCHOOL _ACCESS CONTROL

Site Information: Centerville Intermediate School, 110 Mary Fields Ave,, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 EXTERIOR VESTIBULE _ACCESS CONTROL
- 1 MIDDLE VESTIBULE _ACCESS CONTROL
- 1 INNER VESTIBULE _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

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- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
1	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
3	OMNIPROX MINI RDR OP10HONS
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
350	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$46.20
Sub Total Monthly Charge:	
	\$46.20

Summary of Charges for: CENTERVILLE INTERMEDIATE SCHOOL_ACCESS CONTROL		
Installation Price		\$5,588.29
Estimated Install Taxes		
Total Installation Price*		
Total Monthly Recurring Services Charges*		\$46.20
		<small>*Plus applicable tax</small>
Schedule of Values	30/70	30% of Contract Value Upon Contract Acceptance 70% of Contract Value at Final Acceptance
<small>Proposal pricing is valid for 30 days</small>		

CENTERVILLE INTERMEDIATE SCHOOL _ K-12 AIPHONE

Site Information: Centerville Intermediate School, 110 Mary Fields Ave., CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1- MIDDLE VESTIBULE-AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Aiphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: CENTERVILLE INTERMEDIATE SCHOOL _ K-12 AIPHONE	
Installation Price	\$1,591.52
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	*Plus applicable tax
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

HICKMAN COUNTY HIGH SCHOOL _ACCESS CONTROL

Site Information: Hickman County High School, 1645 Bulldog Blvd, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS,***

" ADT" WILL INSTALL THE FOLLOWING

- 1 B ALRERNITAVE BUILDING SECONDARY EXIT_ACCESS CONTROL
- 1 EXTERIOR FRONT VESTIBULE OF B BUILDING- ADJACENT TO B VOCATIONAL ENTRANCE W_ ACCESS CONTROL
- 1 INTERIOR VOCATIONAL EXIT _ACCESS CONTROL
- 1 INTERIOR VESTIBULE FRONT 1 _ACCESS CONTROL
- 1 INTERIOR VESTIBULE FRONT 2 _ACCESS CONTROL
- 1 INTERIOR VESTIBULE FRONT 3_ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:**ANNEX**

Quantity	Description
1	Onair ACS300 IP door controller with WiFi & BLE for up to two (2) readers. Requires PoE or 12vdc Lin
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
200	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
2	OMNIPROX MINI RDR OP10HONS
2	BATTERY 12V-7AH SEALED LEAD ACID(Ordered box of 4)

MAIN SCHOOL

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
6	OMNIPROX MINI RDR OP10HONS
2	SURGE PROTECTOR 120 VAC
6	12V 7AH BATTERY
2	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Onair ACS300 IP door controller with WiFi & BLE for up to two (2) readers. Requires PoE or 12vdc Lin
8	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
7	3/4In J Hook, 25-Pack
1200	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
250	23/4PR CAT6+ CMP 1M RLBX GRN

Recurring Services:

Description	Amount
Access Control	\$112.20
Sub Total Monthly Charge:	
	\$112.20

Summary of Charges for: HICKMAN COUNTY HIGH SCHOOL _ACCESS CONTROL			
Installation Price			\$13,273.35
Estimated Install Taxes			
Total Installation Price*			
Total Monthly Recurring Services Charges*			\$112.20
			<small>*Plus applicable tax</small>
Schedule of Values	30/50/20	30% of Contract Value Upon Contract Acceptance 50% of Contract Value at Progress Billing 20% of Contract Value at Final Acceptance	
<i>Proposal pricing is valid for 30 days</i>			

HICKMAN COUNTY HIGH SCHOOL _ K-12 AIPHONE

Site Information: Hickman County High School, 1645 Bulldog Blvd, CENTERVILLE, TN 37033

Theory of Operation:

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1- INTERIOR FRONT VESTIBULE -AIPHONE SYSTEM
- 1- EXTERIOR FRONT VESTIBULE OF B BUILDING- ADJACENT TO B VOCATIONAL ENTRANCE W- AIPHONE SYSTEM
- 1- B ALTERNATIVE BUILDING B_AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Equipment List:

Quantity	Description
3	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE
	1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
3	Desk Stand, Adjustable
3	Aiphone FORM C RELAY 18-24VDC
3	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
3	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
3	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
3	3/4 Inch Steel EMT Set-Screw Connector
400	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: HICKMAN COUNTY HIGH SCHOOL _ K-12 AIPHONE			
Installation Price			\$4,474.57
Total Installation Price*			
Total Monthly Recurring Services Charges*			\$0.00
			*Plus applicable tax
Schedule of Values	30/70	30% of Contract Value Upon Contract Acceptance	70% of Contract Value at Final Acceptance
			<i>Proposal pricing is valid for 30 days</i>

HICKMAN COUNTY MIDDLE SCHOOL_ACCESS CONTROL

Site Information: Hickman County Middle School, 1639 Bulldog Blvd, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 OUTER ENTRANCE_ACCESS CONTROL
- 1 MIDDLE VESTIBULE_ACCESS CONTROL
- 1 INNER OFFICE VESTIBULE_ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Two Reader Expansion Board with OSDP. [Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.]
1	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
4	OMNIPROX MINI RDR OP10HONS
4	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
500	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$59.40
Sub Total Monthly Charge: \$59.40	

Summary of Charges for: HICKMAN COUNTY MIDDLE SCHOOL_ACCESS CONTROL	
Installation Price	\$6,079.06
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$59.40
	*Plus applicable tax
Schedule of Values	30/70
	30% of Contract Value Upon Contract Acceptance
	70% of Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

HICKMAN COUNTY MIDDLE SCHOOL _K-12 AIPHONE

Site Information: Hickman County Middle School, 1639 Bulldog Blvd, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1. MIDDLE VESTIBULE -AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, THE CUSTOMER WILL PROVIDE DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	Desk Stand, Adjustable
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Aiphone FORM C RELAY 18-24VDC
1	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: HICKMAN COUNTY MIDDLE SCHOOL _K-12 AIPHONE	
Installation Price	\$1,591.52
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Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	*Plus applicable tax
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

CENTRAL OFFICE_ACCESS CONTROL

Site Information: HICKMAN CO SCHOOLS CENTRAL OFFICE, 115 Murphree Ave, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1 **(REMOVED) EXTERIOR EAST _ACCESS CONTROL**
- 1 EXTERIOR WEST _ACCESS CONTROL
- 1 EXTERIOR OFFICE DOOR_ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
1	ACS6100 Regular Panel (Accommodates two (2) ACS6100 expansion boards) 1- B-ACS6000-MBE Two (2) Reader Ethernet Control Board with Wi-Fi antenna 1 - B-ACS6100R-EXP Regular chassis [Compatible with all
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	SURGE PROTECTOR 120 VAC
4	12V 7AH BATTERY
2	OMNIPROX MINI RDR OP10HONS
2	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4In J Hook, 25-Pack
425	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
200	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$33.00
Sub Total Monthly Charge: \$33.00	

Summary of Charges for: CENTRAL OFFICE_ACCESS CONTROL	
Installation Price	\$5,057.63
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$33.00
	*Plus applicable tax
Schedule of Values	30/70 30% of Contract Value Upon Contract Acceptance 70% of Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

HICKMAN COUNTY SCHOOLS CENTRAL OFFICE_ K-12 AIPHONE

Site Information: HICKMAN CO SCHOOLS CENTRAL OFFICE, 115 Murphree Ave, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1- EXTERIOR DOOR EAST -AIPHONE SYSTEM
- 1- EXTERIOR DOOR WEST -AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Scope of Work:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

Equipment List:

Quantity	Description
2	Desk Stand, Adjustable
2	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
2	Aiphone FORM C RELAY 18-24VDC
2	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
2	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
2	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
2	3/4 Inch Steel EMT Set-Screw Connector
250	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: HICKMAN COUNTY SCHOOLS CENTRAL OFFICE_ K-12 AIPHONE		
Installation Price		\$3,033.05
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Total Installation Price*		
Total Monthly Recurring Services Charges*		\$0.00
		*Plus applicable tax
Schedule of Values	Bill Upon Completion	Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>		

LOCKSMITH CHARGES

Site Information: HICKMAN CO SCHOOLS CENTRAL OFFICE, 115 Murphree Ave, CENTERVILLE, TN 37033

Summary of Charges for: LOCKSMITH CHARGES			
Installation Price			\$71,393.02
Estimated Install Taxes			
Total Installation Price*			
Total Monthly Recurring Services Charges*			\$0.00
			<small>*Plus applicable tax</small>
Schedule of Values	30/30/30/10	30% of Contract Value Upon Contract Acceptance	
		30% of Contract Value at Progress Billing	
		30% of Contract Value at Substantial Completion	
		10% of Contract Value at Final Acceptance	
<small>Proposal pricing is valid for 30 days</small>			

HICKMAN CO SCHOOLS PLANT MAINTENANCE_K-12 VIDEO AIPHONE

Site Information: HICKMAN CO SCHOOLS PLANT MAINTENANCE, 115 Murphree Ave, MAINTENANCE, CENTERVILLE, TN 37033

Theory of Operation:

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

- 1- INTERIOR FRONT VESTIBULE -AIPHONE SYSTEM
- 1- EXTERIOR FRONT VESTIBULE OF B BUILDING- ADJACENT TO B VOCATIONAL ENTRANCE W- AIPHONE SYSTEM
- 1- B ALTERNATIVE BUILDING B_AIPHONE SYSTEM

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE

CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Equipment List:

Quantity	Description
1	7" SCREEN WITH TOUCH BUTTONS, HANDS-FREE 1 X 1 COLOR VIDEO SET (JO-1MD, JO-DV, PS-1820UL)
1	Desk Stand, Adjustable
1	Aiphone FORM C RELAY 18-24VDC
3	1 Gang aluminum die cast 2 in deep weatherproof box with mounting lugs 3 3/4 in hubs and 170 cubic in
1	Sg Ts902 3/4 Strap,Emt,Stl,2 Hole
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4 Inch Steel EMT Set-Screw Connector
100	2 Conductor, Mid cap, PE, solid, non-shielded

Summary of Charges for: HICKMAN CO SCHOOLS PLANT MAINTENANCE_K-12 VIDEO AIPHONE	
Installation Price	\$1,666.48
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Total Installation Price*	
Total Monthly Recurring Services Charges*	\$0.00
	*Plus applicable tax
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

HICKMAN CO SCHOOLS PLANT MAINTENANCE_ACCESS CONTROL

Site Information: HICKMAN CO SCHOOLS PLANT MAINTENANCE, 115 Murphree Ave, MAINTENANCE, CENTERVILLE, TN 37033

Theory of Operation:

THE TERMS AND CONDITIONS OF OMNIA PARTNERS MASTER CONTRACT R220701 "FACILITY TECHNOLOGY INTEGRATION & SECURITY SYSTEM SERVICES" APPLY IN ADDITION TO THE ADT COMMERCIAL STANDARD TERMS AND CONDITIONS. IN THE EVENT OF A CONFLICT OF TERMS, THE OMNIA PARTNERS MASTER CONTRACT R220701 TERMS WILL PREVAIL.

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL. ALL PERTINENT TAXES WILL BE BIL ON FINAL INVOICING. MONTHLY SERVICE CHARGES (IF APPLICABLE) WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES. ANY MODIFICATIONS TO THIS AGREEMENT REQUESTED OR REQUIRED BY THE CUSTOMER OR ITS AGENTS WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.***

" ADT" WILL INSTALL THE FOLLOWING

1 EXTERIOR SOUTH _ACCESS CONTROL

- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- PROVIDE FULL MAINTENANCE/REPAIR COVERAGE TO THE ENTIRE SYSTEM.

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

- ALARM REGISTRATION PERMIT, WHICH WE WILL BILL SEPARATELY FROM THIS PROPOSAL AND IS THE RESPONSIBILITY OF THE CUSTOMER RESPONSIBILITY:

- CONTINUOUS DEDICATED A/C POWER AT ALL SYSTEM COMPONENTS.
- FREE ACCESS TO THE SITE FOR ALL ADT PERSONNEL DURING THE INSTALLATION
- CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES.

ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES

EXCLUSIONS: IF NEEDED, DRYWALL PATCHING & PAINTING. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING THE POWER CIRCUITS NEEDED FOR THE EQUIPMENT.

Equipment List:

Quantity	Description
1	POWER SUPPLY 4 AMPS W/FIRE ALARM INTERFACE
1	Onair ACS300 IP door controller with WiFi & BLE for up to two (2) readers. Requires PoE or 12vdc Lin
2	12V 7AH BATTERY
2	OMNIPROX MINI RDR OP10HONS
1	Standard EMT CONDUIT 3/4 inch Nominal Length 10 FT Stick
1	3/4In J Hook, 25-Pack
100	PROFUSION ACCESS CONTROL CABLE 18 4 OAS + 22 12 STR 5C CMR J
100	23/4PR CAT6+ CMP 1M RLBX GRN
6	KEYFOB 26 BIT 25 PACK

Recurring Services:

Description	Amount
Access Control	\$16.50
Sub Total Monthly Charge:	
	\$16.50

Summary of Charges for: HICKMAN CO SCHOOLS PLANT MAINTENANCE_ACCESS CONTROL	
Installation Price	\$3,656.97
Estimated Install Taxes	
Total Installation Price*	
Total Monthly Recurring Services Charges*	\$16.50
	*Plus applicable tax
Schedule of Values	Bill Upon Completion Total Contract Value at Final Acceptance
<i>Proposal pricing is valid for 30 days</i>	

Investment Summary

Summary of Charges for: EAST HICKMAN HIGH SCHOOL_ACCESS CONTROL

Installation Price	\$8,011.32
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Total Installation Price*	\$8,011.32
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Total Monthly Recurring Services Charges*	\$59.40
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*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: EAST HICKMAN HIGH K-12 VIDEO AIPHONE

Installation Price	\$3,554.22
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Total Installation Price*	\$3,554.22
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: EAST HICKMAN MIDDLE SCHOOL_ACCESS CONTROL

Installation Price	\$6,822.94
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Estimated Install Taxes	
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Total Installation Price*	\$6,822.94
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Total Monthly Recurring Services Charges*	\$59.40
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*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: EAST HICKMAN MIDDLE SCHOOL_K-12 AIPHONE

Installation Price	\$1,591.52
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Total Installation Price*	\$1,591.52
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: EAST HICKMAN INTERMEDIATE SCHOOL_ACCESS CONTROL

Installation Price	\$5,526.75
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Estimated Install Taxes	
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Total Installation Price*	\$5,526.75
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Total Monthly Recurring Services Charges*	\$46.20
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*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: EAST HICKMAN INTERMEDIATE SCHOOL_K-12 AIPHONE

Installation Price	\$1,591.52
--------------------	------------

Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
--	---------------

*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: EAST HICKMAN ELEMENTARY SCHOOL_ACCESS CONTROL**

Installation Price	\$5,649.83
--------------------	------------

Estimated Install Taxes	_____
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Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$46.20
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: EAST HICKMAN ELEMENTARY SCHOOL_K-12 AIPHONE**

Installation Price	\$1,591.52
--------------------	------------

Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: CENTERVILLE ELEMENTARY_ACCESS CONTROL**

Installation Price	\$5,649.83
--------------------	------------

Estimated Install Taxes	_____
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Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$46.20
--	----------------

*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: CENTERVILLE ELEMENTARY_K-12 AIPHONE**

Installation Price	\$1,591.52
--------------------	------------

Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
--	---------------

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: CENTERVILLE INTERMEDIATE SCHOOL _ACCESS CONTROL

Installation Price	\$5,588.29
Estimated Install Taxes	
Total Installation Price*	=====

Total Monthly Recurring Services Charges* **\$46.20**

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: CENTERVILLE INTERMEDIATE SCHOOL _ K-12 AIPHONE

Installation Price	\$1,591.52
Estimated Install Taxes	
Total Installation Price*	=====

Total Monthly Recurring Services Charges* **\$0.00**

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: HICKMAN COUNTY HIGH SCHOOL _ACCESS CONTROL

Installation Price	\$13,273.35
Estimated Install Taxes	
Total Installation Price*	=====

Total Monthly Recurring Services Charges* **\$112.20**

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: HICKMAN COUNTY HIGH SCHOOL _ K-12 AIPHONE

Installation Price	\$4,474.57
Estimated Install Taxes	
Total Installation Price*	=====

Total Monthly Recurring Services Charges* **\$0.00**

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: HICKMAN COUNTY MIDDLE SCHOOL_ACCESS CONTROL

Installation Price	\$6,079.06
Estimated Install Taxes	
Total Installation Price*	=====

Total Monthly Recurring Services Charges* **\$59.40**

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: HICKMAN COUNTY MIDDLE SCHOOL _K-12 AIPHONE

Installation Price	\$1,591.52
--------------------	-------------------

Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: CENTRAL OFFICE_ACCESS CONTROL**

Installation Price	\$5,057.63
--------------------	-------------------

Estimated Install Taxes	_____
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Total Installation Price*	_____
----------------------------------	--------------

Total Monthly Recurring Services Charges*	\$33.00
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: HICKMAN COUNTY SCHOOLS CENTRAL OFFICE_ K-12 AIPHONE**

Installation Price	\$3,033.05
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Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: LOCKSMITH CHARGES**

Installation Price	\$71,393.02
--------------------	--------------------

Estimated Install Taxes	_____
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Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
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*Plus applicable tax

*Proposal pricing is valid for 30 days***Summary of Charges for: HICKMAN CO SCHOOLS PLANT MAINTENANCE_K-12 VIDEO AIPHONE**

Installation Price	\$1,666.48
--------------------	-------------------

Total Installation Price*	_____
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Total Monthly Recurring Services Charges*	\$0.00
--	---------------

*Plus applicable tax

Proposal pricing is valid for 30 days

Summary of Charges for: HICKMAN CO SCHOOLS PLANT MAINTENANCE_ACCESS CONTROL

Installation Price	\$3,656.97
Estimated Install Taxes	
Total Installation Price*	

Total Monthly Recurring Services Charges* **\$16.50**

**Plus applicable tax*

Proposal pricing is valid for 30 days

Total Proposal Option

Installation Price	\$158,986.43
Estimated Install Taxes	
Total Monthly Recurring Services Charges*	\$6,296.40
Total Installation Price*	\$165,282.83

**Plus applicable tax*

Proposal pricing is valid for 30 days

If ADT and Customer are parties to a mutually signed, written agreement, then the terms of that agreement control. If ADT and Customer are not parties to a signed contract, then the scope of work and prices set forth above are based upon and subject to the ADT Commercial Terms and Conditions ("Terms") available at <https://www.adt.com/commercial/terms-and-conditions>. Any modifications to the Terms may result in pricing changes. Any other terms and conditions are rejected by ADT Commercial LLC unless in a document signed by an authorized representative of ADT Commercial LLC.

800.799.1204

[adt.com/commercial](https://www.adt.com/commercial)



4,500+
Employees



150
Locations

ADT Commercial

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DESCRIPTION

The JO Series is a 1 x 2 system which features a 7" screen with electrostatic touch buttons and door release. The JO master is less than an inch thick and allows VOX or PTT communication. The JO Series is available in three easy to install kits, each featuring a single master station, a power supply, and one of three different door stations.

The JOS-1A kit includes the JO-DA surface mount plastic door station. The JOS-1V kit features the JO-DV surface mount door station with a zinc die cast faceplate. The JOS-1F kit contains the JO-DVF flush mount door station with a stainless steel faceplate.

The JO-1MD master station is included in all kits and the JO-1FD expansion station can be purchased separately. The system connects easily using 2-conductor to the door station and 6-conductor between internal stations.

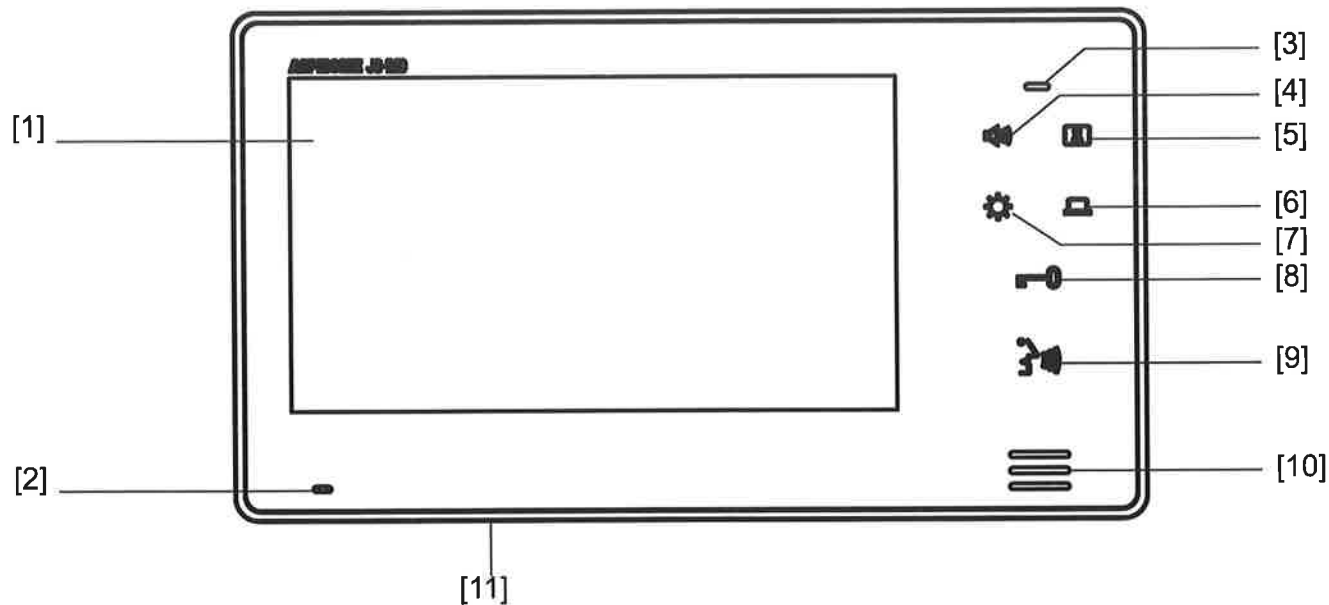
FEATURES

- 7" Screen
- Slim design
- Hands-free communication
- Electrostatic touch buttons
- VOX or PTT Communication
- Two wire connection to door station
- Kits ensure correct system configuration

JO-1MD

JO Video Intercom Master Station

FEATURE CALL-OUT



FEATURE CALL-OUT DEFINITIONS

- [1] LCD screen
- [2] Microphone
- [3] Status LED
- [4] Volume control button
- [5] Monitor button
- [6] Option button
- [7] Screen brightness control
- [8] Door release button
- [9] Talk/Off button
- [10] Speaker
- [11] Reset button

SPECIFICATIONS

Power source:	18V DC (PS-1820UL)
Current consumption:	Max. 410mA
Dry contacts:	N/O 24V AC/DC, 500mA
Communication:	Auto-voice actuation
Hands-free:	Press-to-talk, release to listen
Monitor:	7" TFT LCD
Mounting:	Wall mount
Electrical box:	3-gang box
Material:	Flame resistant ABS resin
Color:	White
Temperature:	32°F~104°F (0~40°C)
Dimensions:	5-1/8" H x 9-1/16" W x 13/16" D
Weight:	Approx. 1.04lbs (470g)

INVITATION TO BID

The Hickman County Board of Education will receive bids on the following:
Gas Boilerless Convection Steamer.

Additional information and specifications may be obtained by contacting Sharon Burns at 931-729-3391 Ext. 2235 or by email at: sharon.burns@hickmank12.org.

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

Each bid must be enclosed in a sealed envelope and marked:
"Gas Convection Steamer Bid for Hickman County Food Service".

Sealed bids will be opened at 10:00 a.m. on Monday, July 31, 2023 at the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033.

The Hickman County Board of Education reserves the right to accept or reject any and/or all bids in whole or part if it is deemed to be in the best interest of the county.

This institution is an equal opportunity provider.

Present Penny Maybury
Whitney Johnston

<u>Bids Rec'd</u>	
<u>Douglas Equipment</u>	24,353.84
<u>Mobile Fixture & Equip.</u>	23,998.00
<u>Strategic Equipment</u>	26,556.56
<u>Chef's Deal</u>	38,150.00

slh

GENERAL BID SPECIFICATIONS

1. **All required forms must be submitted with bid.**
2. The Hickman County board of Education reserves the right to accept or reject any and/or all quotes if it is deemed to be in the best interest of the county.
3. There must be at least a one-year warranty that includes parts, travel, and labor.
4. No employee, officer or agent of the Hickman County School Nutrition Program shall participate in selection or in the award or administration of a contract by program funds if a conflict of interest, real or apparent, should be involved.
5. The School Nutrition Program must be notified 24 hours prior to delivery with delivery between the hours of 8:00 a.m. to 2:00 p.m.
6. **Each bid must be enclosed in a sealed envelope marked "Gas Convection Steamer Bid for Hickman County Food Service."**
7. **Price includes:** Delivery and installation. Uncrate and set in place the new equipment. Remove and dispose of all cartons and debris.
8. **Remanufactured Equipment:** Hickman County Food Service will not accept remanufactured or refurbished equipment for this bid.
9. **Bidders Responsibility:** It is the bidder's responsibility to comply with all local state and federal laws, regulations, codes, licensing and other requirements regarding the specifications of this bid.
10. **Perform start-up of all installed equipment to check for perfect working order.**
11. **Training of Staff:** The successful vendor will have manufacturer's representatives demonstrate the use, care, minor adjustments and maintenance of equipment to kitchen personnel. During the demonstration, the successful vendor will provide names and telephone numbers to call in the event of equipment failure during the warranty period to the Cafeteria Manager and the School Nutrition Program office. Said training will be at a time mutually convenient to both SNP and Vendor.
12. **Hickman County will award this bid on a bottom-line basis.** The Hickman County School Nutrition Program will be responsible for payment of all purchases and services rendered.
13. **Termination for Cause:** If the Vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Vendor violates any terms of this

contract, Hickman County Schools shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

14. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding agent.

15. **Termination for Convenience:** This agreement can be terminated by either party with a thirty (30) day written notice.

In the event the contract is terminated for convenience by the County, the County shall have the option of awarding the contract to the next lowest bidder or bidding agent.

16. **Record Retention:** All vendors are required to keep books, records, and other documents for three (3) years after the Hickman County Schools makes final payments and all other pending matters are closed. Vendors must agree that the School Food Authority, the Board of Education, the State Agency, the United States Department of Agriculture or Comptroller General may review any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts.

17. Terms and Conditions of Payment:

1. The School Nutrition representative will contact the successful vendor to make arrangements for ordering, delivery and installation of steamer.

2. pre-numbered purchase orders with firm fixed prices will be used for the purchase of all equipment. Only purchases made with School Nutrition Program purchase orders are allowed on School Nutrition Program Accounts. Equipment must be delivered inside the kitchen area.

3. All equipment is to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and replace any products that are damaged.

18. **Invoices and Statements:** Two (2) invoices must be furnished at the time of delivery. Invoices must be signed by the Supervisor or designee, show purchase order number, quantity, price of each item delivered and total amount of the order.

19. **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 documents required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract; or
4. Violation of any warranty

20. Bidders must meet TCA 49-5-406 and all other state, federal, local guidelines and laws regarding working on school properties.

21. If there are any questions regarding this solicitation, please call Sharon Burns at (931)729-3391 ext. 2235

22. Bids cannot be accepted vis fax or any other electronic means.

23. Sealed bids will be opened at 10:00 am, Monday, July 31, 2023, at the Hickman County Finance Office.

24. Each bid should be mailed, or hand delivered to the following address:

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

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Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATIONS

Convection steamer (2) each, Gas, Boilerless Specification for Hickman County Food Service

Sterling Manufacturing Model No. SPG-6 AF LP or Equal.

Convection Steamer, (2) each, LP Gas, boilerless, countertop, double stacked, 1 compartment each, on double unit stand with standard adjustable bullet feet. Each compartment: (6) full size 2.5 inch or 4 full size 4 inch steam table pans.

Capacity

60-minute manual timer with continuous cook and hold mode features. Two position switch for batch cooking.

Adjustable hold thermostat with thermometer

Automatic water fill controls

Low and High water probes located inside cooking chamber

High water indicator light and buzzer

304 Stainless steel interior and exterior construction

Mirrored and #4 brushed interior finish

4" adjustable legs

60,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming

1-year parts & labor warranty, standard

Extended parts and labor warranty up to 5 years

Gas: 1/2" NPT, 60,000 BTU/hr Natural – 5.00 WC mn., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

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School Nutrition Civil Rights Statement

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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.

Required Forms:

The included forms must be returned as part of the SEALED BID package to the Hickman County Finance Department.

1. Equipment purchase and installation
2. Certification regarding Debarment
3. Hickman County Government Conflict of Interest Disclosure form
4. Statement of Non-Collusion
5. Certification of use of Small, Minority, and Women's business Enterprises and Labor Surplus Firms

Equipment Purchase and Installation

COMPANY: Douglas Equipment

THE UNDERSIGNED HEREBY PROPOSES AND AGREES TO FURNISH AND DELIVER THE GOODS OR SERVICES IN ACCORDANCE WITH THE TERMS, CONDITIONS, SPECIFICATIONS AND PRICES HEREIN QUOTED.

COMPANY NAME: Douglas Equipment

PHONE: 304-327-0149 X 1388

ADDRESS: 301 North Street

CITY: Bluefield STATE: WV ZIP: 24609

BY: Savannah Shrader Savannah Shrader
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: Project Manager
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: savannah@douglasequipment.us

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

All BID forms must be enclosed in a sealed envelope. The envelope must be identified with the appropriate information as directed on the General Bid Specifications page. "Gas Convection Steamer Bid for Hickman Co. Food Service".

BIDS CANNOT BE ACCEPTED VIA FAX OR ANY OTHER ELECTRONIC MEANS.

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Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) 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 CFR 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.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may 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 with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) 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 General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.
- (9) Except for transactions authorized under paragraph (5) 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

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 CFR §§ 180.300, 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 or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier 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 <i>Douglas Equipment</i>	PR/AWARD NUMBER OR PROJECT NAME <i>50704-Hickman County Schools</i>
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) <i>Savannah Shrader, Project Manager</i>	
SIGNATURE <i>Savannah Shrader</i>	DATE <i>7/20/2023</i>

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](#) 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; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 7/20/2023 Name: Savannah Shrader

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

I have no conflict of interest to report.

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

N/A

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

Date: 7/20/2023 Signature: Savannah Shrader

STATEMENT OF NON-COLLUSION

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Douglas Equipment
Company Name
301 North Street
Address
Bluefield, WV 24701

Savannah Shrader
Signature
Project Manager
Title
7/20/2023
Date

**CERTIFICATION OF USE OF SMALL, MINORITY, AND WOMEN'S BUSINESS ENTERPRISES
AND LABOR SURPLUS FIRMS**

The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Savannah Shrader

Signature of Bidder's Authorized Representative

Project Manager

Title

7/20/2023

Date

In accepting this bid, the sponsor certifies that the sponsor's officers, employees or agent have not taken any action, which may have jeopardized the independence of the bid referred to above.

Savannah Shrader

Signature of Bidder's Authorized Representative

Acknowledged - 7/20/2023
Savannah Shrader

July 19, 2023

Dear Vendor:

Bid specification correction for: Bid Convection Steamer for Hickman County Food Service. natural gas, convection, boilerless, double steamer.

Correction: Sterling Manufacturing Model No. SPG-6MG NG 12 pan or equal.

Correction: Manual Fill

If you have any questions, please call the School Nutrition Office at 931-729-3391, ext. 2235.

Sincerely,

Sharon Burns, Food Service Supervisor
931-729-3391 Ext. 2235
sharon.burns@hickmank12.org

This institution is an equal opportunity provider.

DOUGLAS EQUIPMENT

Restaurant & Food Store
Equipment

Quote

07/20/2023

Project:
50704 - Hickman County Schools,
TN

From:
Douglas Equipment
Savannah Shrader
301 North St.
Bluefield , WV 24701-4048
304-327-0149
304-327-2909 (Contact)

Job Reference Number: 120843

PLEASE ADD 3% FOR CREDIT CARD PURCHASES

***INCLUDES DROP SHIPPING UNLESS NOTED
OTHERWISE***

NET 30 ON CASH OR CHECK PURCHASES

***DOES NOT INCLUDE STATE SALES TAX WHERE
APPLICABLE***

PLEASE ADD 125.00 IF LIFTGATE IS REQUIRED

SHIPPING INCLUDED

***<OPTIONAL> ITEMS ARE NOT INCLUDED IN THE PRICE
ADD THE AMOUNT IN THE LEFT COLUMN FOR ACCURATE
PRICING***

Item	Qty	Description	Sell	Sell Total
1	1 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Sterling Manufacturing Model No. SPG-6 MF NG 12-PAN Convection Steamer, natural gas, boilerless, 1-compartment, (2) stacked on a doublestack support stand, (12) 12" x 20" x 2-1/2" pan capacity, manual fill, 60 minute timer, continuous cooking & hold mode with adjustable thermostat, 304 stainless steel interior & exterior, 4" adjustable legs, bullet feet, 70,000 BTU, 115v/60/1-ph, 5.0 amps	\$19,288.67	\$19,288.67
	1 ea	1 year parts and labor warranty, standard		
	1 ea	Additional 1 year parts and labor warranty (up to 4 additional years - priced per year)	\$1,320.17	\$1,320.17
ITEM TOTAL:				\$20,608.84



Item	Qty	Description	Sell	Sell Total
2	1 ea	DOUBLE STERLING STEAMER W/ STAND INSTALLATION Model No. INSTALLATION Receive, store, deliver, assemble and set in place. Remove old and dispose. Remove and dispose of all packaging. Make all utility connections to proper utilities in place within 3' of the new equipment. Perform startup and performance check.		

ITEM TOTAL:

Merchandise	\$20,608.84
Freight	\$495.00
Installation	\$3,250.00
Total	\$24,353.84

- PRICING VALID FOR 30 DAYS
 - PLEASE ADD 3% FOR CREDIT CARD PURCHASES
 - DOES NOT INCLUDE STATE SALES TAX WHERE APPLICABLE
 - SHIPPING INCLUDED BASED OFF OF THE QUANTITY AND LOCATION REQUESTED.
- IF ORDER REFLECTS A DIFFERENT QUANTITY OR LOCATION,
PRICE IS SUBJECT TO CHANGE AT CUSTOMERS EXPENSE.*

- Freight is included in the unit pricing.
- Installation is included in the unit pricing.
- The customer is responsible for all power supplies and utilities to be within four feet of the install footprint and to match the utility requirements of the units being installed prior to the installer's arrival.
- The installer will be hooking up the new equipment to ALREADY EXISTING utilities.
- The site MUST be ready upon installer's arrival; if it is not, or the installer has to make a second trip, more charges will incur and be the responsibility of the customer.
- We are not responsible for any utility upgrades or architectural modifications if they become necessary.
- This job is being bid site unseen; if the installer, upon arrival, deems that more work is necessary than a standard install, more charges will incur and be the responsibility of the customer. It is assumed that no stairs or doorways will need to be traversed.
- This work is to be done during normal hours, Monday – Friday, 8:00 am – 5:00 pm, holidays excluded.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$24,353.84



Project _____
 Item# _____
 FCSI Section _____
 Quantity _____
 Date _____

STANDARD FEATURES

- Cooking capacity for up to six 12"x20"x2.5" deep steam table pans
- 304 Stainless Steel interior and exterior construction
- Mirrored and #4 brushed interior finish
- Steam flow directed over each pan from both left and right side of cooking chamber for more even cooking
- Hold Mode with adjustable thermostat
- Heavy duty refrigeration style door handle with magnetic latch
- 60 minute timer with continuous cook and hold mode features
- 70,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming
- Controls include options for both batch and à la carte cooking modes.
- Automatic water fill controls; fills when main power is turned ON. Low and High Water probes located inside cooking chamber maintain water level during cooking, eliminating the need to manually maintain water level. Additional High Water Indicating Light and Buzzer included.
- One year Parts and Labor Warranty included

OPTIONS

- Extended Parts and Labor Warranty up to 5 years

ACCESSORIES (SOLD SEPERATELY)

- Single unit stand with standard adjustable bullet feet
- Single unit stand with casters
- Double unit stand with standard adjustable bullet feet
- Double unit stand with casters
- 4" drain pan (standard 4" steam table pan), not for use on double-stack units
- Gas Quick-Disconnect Kit (required on stands with casters)

Exterior Dimensions:

23"w x 30"d x 32.5"h.

STERLING STEAMER SPG6

6-PAN HIGH EFFICIENCY BOILERLESS CONVECTION STEAMER



SPECIFICATIONS

Single compartment connectionless steamer with capacity for 6 full size 2.5 inch or 4 full size 4 inch steam table pans. Controls include adjustable hold thermostat with thermometer, 60 minute manual timer with settings for timed or continuous cook and a 2 position switch for batch or à la carte cooking. Dual steam impingement system for directing convection steam evenly over each pan from both sides. Mirror finish interior sides. Heavy duty 14 gauge cooking compartment and exterior door. Four inch adjustable legs included.

Gas: 1/2" NPT, 70,000 BTU/hr, Natural - 5.00" WC min., 14.00" WC max., Propane - 10.00" WC min., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

Manufacturer must be notified if installed above 2,000 ft. altitude.



SMSD - SS031617

Page 1 of 3

■ 7601 Honeywell Drive ■ Fort Wayne, IN 46825 ■ Toll Free: 844-437-6328 ■ Fax: 260-203-5422 ■ Website: www.sterlingsteamers.com

STERLING Steamer SPG6**GAS SUPPLY**

- 1/2" NPT
- 70,000 BTU/hr
- Supply Pressure - Natural - 5.00"WC min., 14.00"WC max.
Propane - 10.00"WC min., 14.00"WC max.
- Manufacturer must be notified if installed above 2,000 ft. altitude.

ELECTRICAL SUPPLY

115 VAC, 1 Phase, 5 Amp

WATER SUPPLY

Feed water for reservoir: 10 - 60 PSI, 32 - 175 °F, 3/4" MGHT,
Use NSF approved hose.

EQUIPMENT CLEARANCE

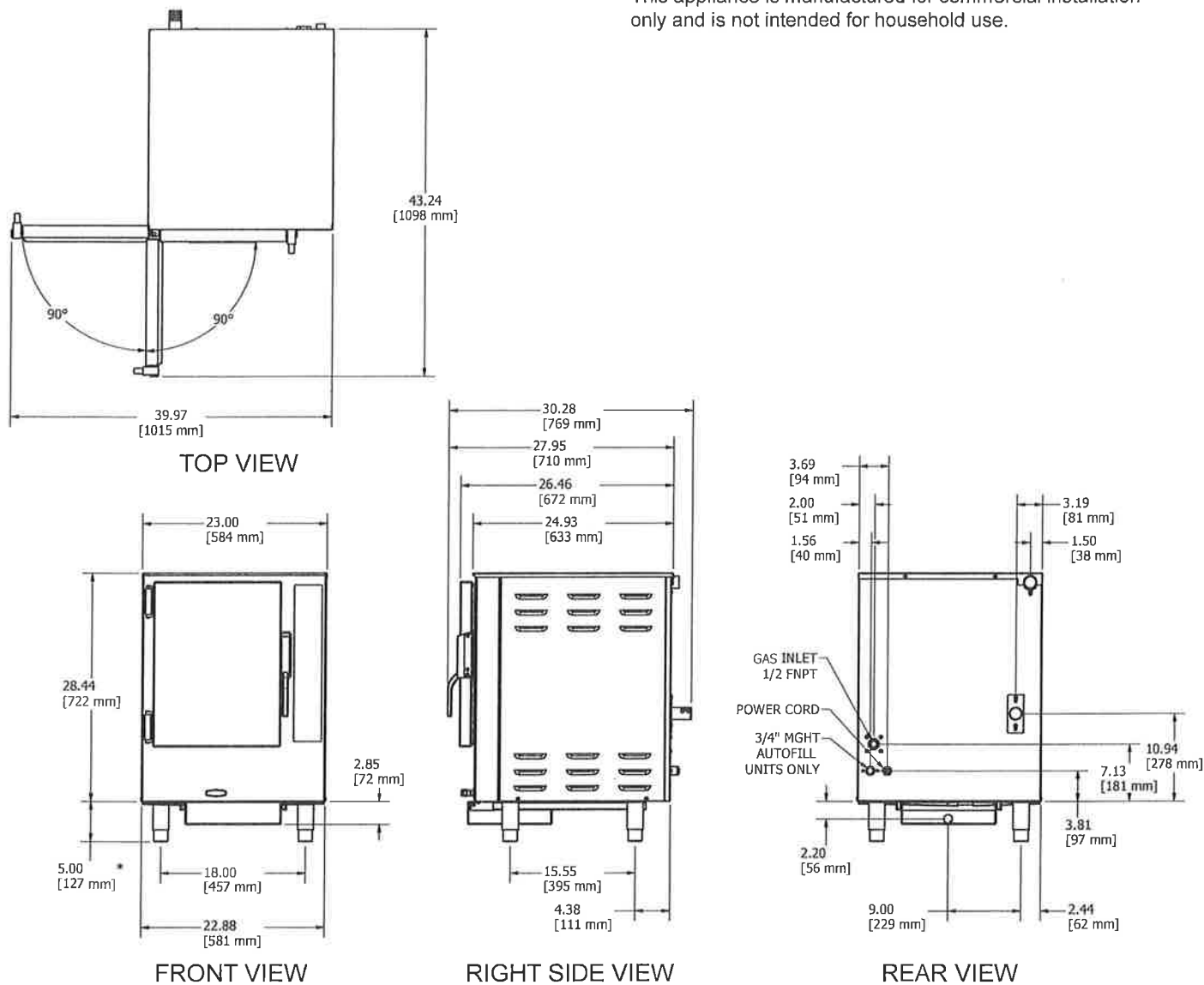
3" - Left, 3" - Right and 4" - Rear.

CAPACITY

Compartment holds: six 12"x 20"x 2.5" or four 12"x 20"x 4" Steam Table Pans.

NOTE:

- It is the responsibility of the owner and installer to comply with local codes for installation.
- This appliance is manufactured for commercial installation only and is not intended for household use.



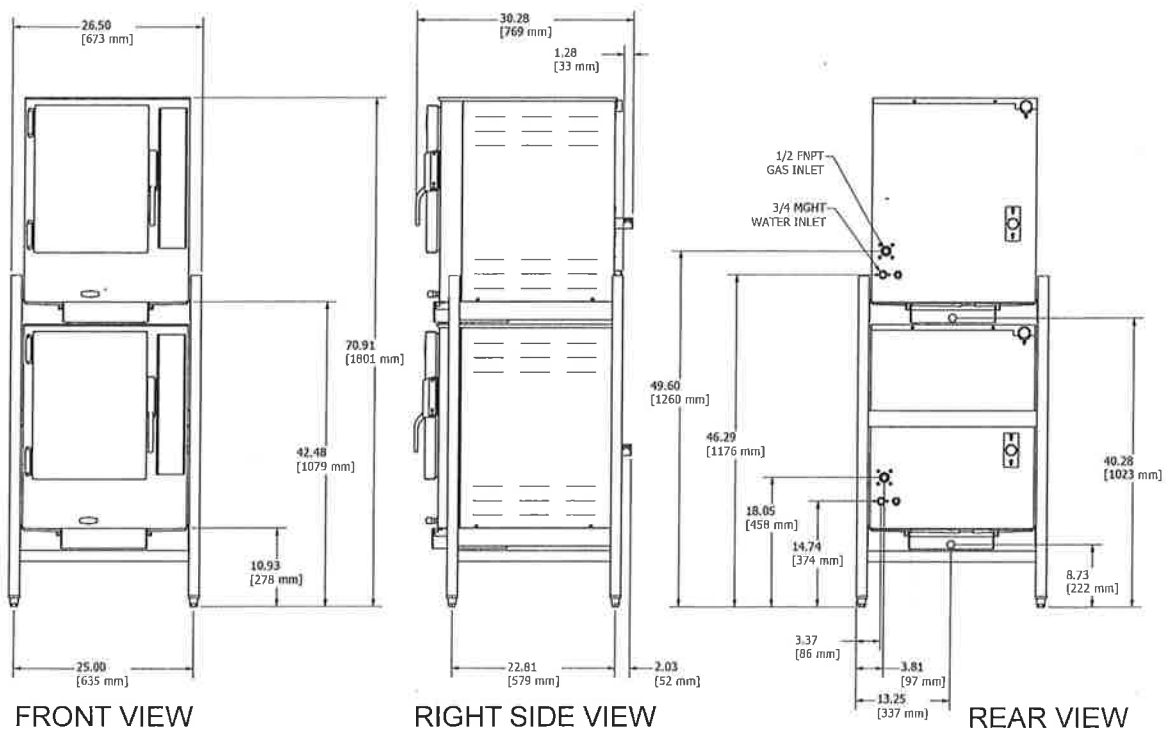
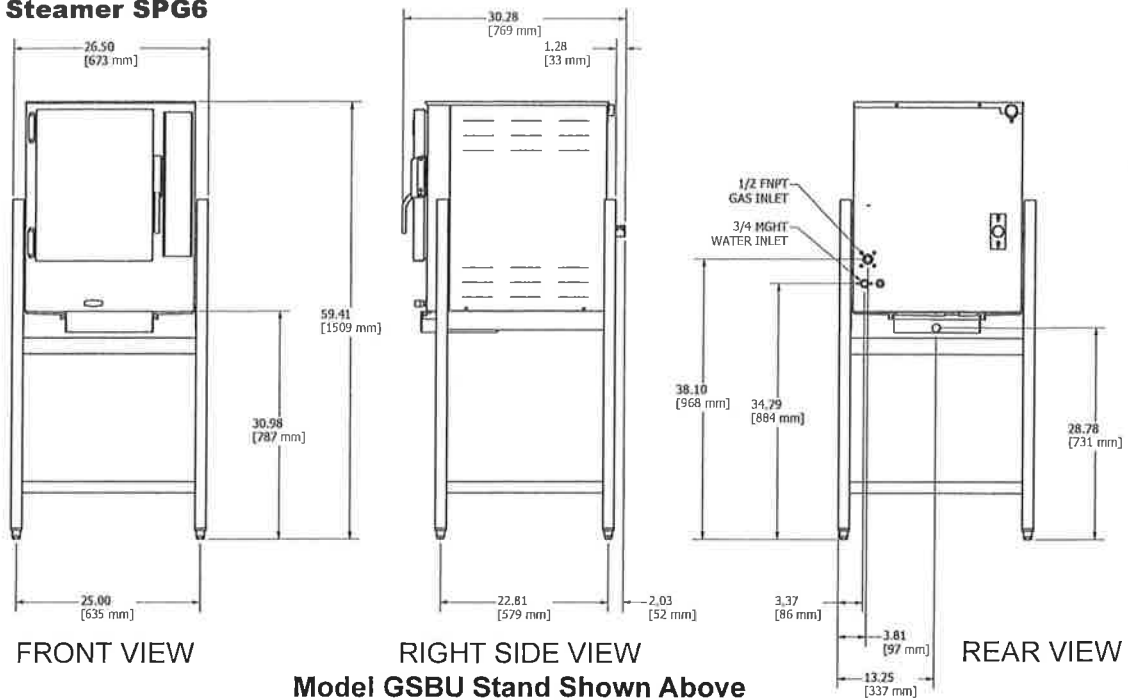
* Legs adjust from 4" - 6" (102 - 152mm)

STERLING
MANUFACTURING

SMSD - SS031617

Page 2 of 3

■ 7601 Honeywell Drive ■ Fort Wayne, IN 46825 ■ Toll Free: 844-437-6322 ■ Fax: 260-203-5422 ■ Website: www.sterlingsteamers.com

STERLING Steamer SPG6

Note: Dimensions do not change for variations in Model Numbers. Bullet Feet and Flanged feet have a 1" adjustment.

Model Number	Steamer Capacity	Style
STERLING STEAMER, Stand Selector		
GSCA	One	5" Caster
GSBU	One	Adjustable Bullet Foot
GSFL	One	Adjustable Flange Foot

Model Number	Steamer Capacity	Style
STERLING STEAMER, Stand Selector		
GDCA	Two	5" Caster
GDBU	Two	Adjustable Bullet Foot
GDFL	Two	Adjustable Flange Foot

G



SMSD - SS031617

Page 3 of 3

■ 7601 Honeywell Drive ■ Fort Wayne, IN 46825 ■ Toll Free: 844-437-6328 ■ Fax: 260-203-5422 ■ Website: www.sterlingsteamers.com

Hickman County School Nutrition Program
“Gas Convection Steamer Bid for Hickman County
Food Service”

EQUIPMENT CONTRACT AGREEMENT

Unit Price Each: \$23,998.00 Total: \$47,996.00 for (2)

Date: July 31st, 2023

Mobile Fixture and Equipment Co.

We were not sure if the Bid called for (1) or (2) Gas Convection Steamers so we priced the Each price as well as the total price for (2)

Equipment Purchase and Installation

COMPANY: Mobile Fixture and Equipment Co.

THE UNDERSIGNED HEREBY PROPOSES AND AGREES TO FURNISH AND DELIVER THE GOODS OR SERVICES IN ACCORDANCE WITH THE TERMS, CONDITIONS, SPECIFICATIONS AND PRICES HEREIN QUOTED.

COMPANY NAME: Mobile Fixture and Equipment Co.

PHONE: 251-342-0455

ADDRESS: 1155 Montlimar Drive

CITY: Mobile STATE: Alabama ZIP: 36609

BY:  Keith Murray
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: C.O.O./Owner
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: Keith.Murray@mobilefixture.com

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

All BID forms must be enclosed in a sealed envelope. The envelope must be identified with the appropriate information as directed on the General Bid Specifications page. "Gas Convection Steamer Bid for Hickman Co. Food Service".

BIDS CANNOT BE ACCEPTED VIA FAX OR ANY OTHER ELECTRONIC MEANS.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.




**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 Lower Tier Covered Transactions**

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 CFR §§ 180.300, 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 or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier 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 Mobile Fixture and Equipment Co.	PR/AWARD NUMBER OR PROJECT NAME Gas Convection Steamer Bid For Hickman County Food Service
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Keith Murray C.O.O./Owner	
SIGNATURE 	DATE July 31st, 2023

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](#) 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; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: July 31st, 2023 Name: Keith Murray

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

I have no conflict of interest to report.

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

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

Date: July 31st, 2023 Signature: 

STATEMENT OF NON-COLLUSION

By Submission of the Bid of Proposal, the Bidder Certifies that:

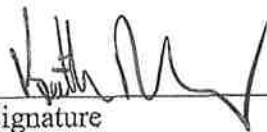
1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Mobile Fixture and Equipment Co.

Company Name

1155 Montlimar Dr. Mobile, AL. 36609

Address



Signature

C.O.O./Owner

Title

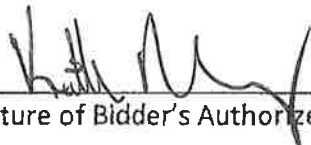
July 31st, 2023

Date

**CERTIFICATION OF USE OF SMALL, MINORITY, AND WOMEN'S BUSINESS ENTERPRISES
AND LABOR SURPLUS FIRMS**

The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.



Signature of Bidder's Authorized Representative

C.O.O./Owner
Title

July 31st, 2023
Date

In accepting this bid, the sponsor certifies that the sponsor's officers, employees or agent have not taken any action, which may have jeopardized the independence of the bid referred to above.

Signature of Bidder's Authorized Representative



SCHOOL FOOD SERVICE PROGRAM
115 MURPHREE AVENUE
CENTERVILLE, TN 37033
PHONE 729-3391

July 19, 2023

Dear Vendor:

Bid specification correction for: Bid Convection Steamer for Hickman County Food Service. natural gas, convection, boilerless, double steamer.

Correction: Sterling Manufacturing Model No. SPG-6MG NG 12 pan or equal.
Correction: Manual Fill

If you have any questions, please call the School Nutrition Office at 931-729-3391, ext. 2235.

Sincerely,

Sharon Burns, Food Service Supervisor
931-729-3391 Ext. 2235
sharon.burns@hickmank12.org

This institution is an equal opportunity provider.



Strategic Equipment, LLC
 dba TriMark Strategic
 dba TriMark Foodcraft
 dba ISI Commercial Refrigeration

Quote

07/27/2023

Project:
**Hickman County Convection
 Steamer**

From:
Strategic Equipment, LLC
Heidi Keller-Lawson
3011 Industrial Parkway East
Knoxville, TN 37921
(865)545-5222 (contact)
(865)522-4448 (Fax)

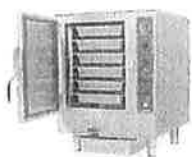
Job Reference Number: 22504

Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market, manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. **As such, quotes will remain in effect for 60 days.** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description	Sell	Sell Total
------	-----	-------------	------	------------

1 1 ea **STEAMER, CONVECTION, BOILERLESS, COUNTERTOP** \$26,556.56 \$26,556.56



Model No. SPG-6 MF NG 12-PAN

Convection Steamer, natural gas, boilerless, 1-compartment, (2) stacked on a doublestack support stand, (12) 12" x 20" x 2-1/2" pan capacity, manual fill, 60 minute timer, continuous cooking & hold mode with adjustable thermostat, 304 stainless steel interior & exterior, 4" adjustable legs, bullet feet, 70,000 BTU, 115v/60/1-ph, 5.0 amps

1 ea 1 year parts and labor warranty, standard

1 ea Additional 1 year parts and labor warranty (up to 4 additional years - priced per year)

1 ea FREIGHT

1 ea **INSTALLATION** Receive, store, deliver, assemble and set in place. Remove old and dispose if needed. Remove and dispose of all packaging. Make all utility connections to proper utilities in place within 3' of the new equipment. Perform startup and performance check.

ITEM TOTAL: \$26,556.56

Total \$26,556.56

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATIONS

Convection steamer (2) each, Gas, Boilerless Specification for Hickman County Food Service

Sterling Manufacturing Model No. SPG-6MF NG 12 pan or Equal.

Convection Steamer, (2) each, NG Gas, boilerless, countertop, double stacked, 1 compartment each, on double unit stand with standard adjustable bullet feet. Each compartment: (6) full size 2.5 inch or 4 full size 4 inch steam table pans.

Capacity

60-minute manual timer with continuous cook and hold mode features. Two position switch for batch cooking.

Adjustable hold thermostat with thermometer

Manual Fill

Low and High water probes located inside cooking chamber

High water indicator light and buzzer

304 Stainless steel interior and exterior construction

Mirrored and #4 brushed interior finish

4" adjustable legs

60,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming

1-year parts & labor warranty, standard

Extended parts and labor warranty up to 5 years

Gas: 1/2" NPT, 60,000 BTU/hr Natural – 5.00 WC mn., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

This institution is an equal opportunity provider.

Equipment Purchase and Installation

COMPANY: Strategic Equipment, LLC

THE UNDERSIGNED HEREBY PROPOSES AND AGREES TO FURNISH AND DELIVER THE GOODS OR SERVICES IN ACCORDANCE WITH THE TERMS, CONDITIONS, SPECIFICATIONS AND PRICES HEREIN QUOTED.

COMPANY NAME: Strategic Equipment, LLC

PHONE: 865.545.5222

ADDRESS: 3011 Industrial Parkway East

CITY: Knoxville STATE: TN ZIP: 37921

BY:  Heidi Keller-Lawson
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: School Specialist
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: Heidemarie.keller@trimarkusa.com

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

All BID forms must be enclosed in a sealed envelope. The envelope must be identified with the appropriate information as directed on the General Bid Specifications page. "Gas Convection Steamer Bid for Hickman Co. Food Service".

BIDS CANNOT BE ACCEPTED VIA FAX OR ANY OTHER ELECTRONIC MEANS.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) 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 CFR 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.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may 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 with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) 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 General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.
- (9) Except for transactions authorized under paragraph (5) 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 Lower Tier Covered Transactions**

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 CFR §§ 180.300, 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 or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier 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 Strategic Equipment, LLC	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Heidi Keller-Lawson	
SIGNATURE 	DATE 7/27/23

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](#) 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; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Hickman County Government

Conflict of Interest Disclosure Form

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

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


Date: 7/27/23 Name: Heidi Keller-Lawson

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

I have no conflict of interest to report.

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

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

Date: 7/27/23 Signature: 

STATEMENT OF NON-COLLUSION

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.


Strategic Equipment, LLC

Company Name

3011 Industrial Parkway East

Address

Knoxville, TN 37921


Signature

School Specialist

Title


7/27/23

Date

CERTIFICATION OF USE OF SMALL, MINORITY, AND WOMEN'S BUSINESS ENTERPRISES AND LABOR SURPLUS FIRMS

The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.



Signature of Bidder's Authorized Representative


School Specialist

Title

7/27/23

Date

In accepting this bid, the sponsor certifies that the sponsor's officers, employees or agent have not taken any action, which may have jeopardized the independence of the bid referred to above.



Signature of Bidder's Authorized Representative

CHEF'S DEAL

RESTAURANT EQUIPMENT

As a Women Owned Small Business, Chef's Deal Restaurant Equipment Company, is pleased to submit this proposal for the purchase of Two (2) Sterling SPG-6 MF NG 12-PAN (changed from SPG-6 AP LP & confirmed with Sharon Burns via email on 7/19/23) Convection Steamers for use in East Hickman Middle School and to offer payment terms of NET30 upon completion of delivery and installation. The convection steamers are designed to be suitable for large-scale cooking in professional kitchens such as schools, offering efficient and high-volume food preparation capabilities. We have also included the gas quick-disconnect kit with Dormont Model No. 1650BP36 hoses as it is recommended to always start with new gas hoses when replacing equipment.

Sterling Model No. SPG-6 MF NG 12-PAN convection steamers are commercial-grade steamers that can cook up to 12 pans at once. Since the said items are boilerless, they use a water reservoir to generate steam, rather than a boiler. This makes them more energy-efficient and easier to maintain.

The steamers have a 5-6 week lead time currently but this is always subject to change based on when we receive purchase order, it is recommended to double check with the awarded dealer before submitting purchase order. East Hickman Middle School will need to ensure there is (2) 110 volt outlets for these steamers and is responsible for having utilities within or below 3 feet of where the steamers will be placed (this must be done before delivery and installation).

Chef's Deal responsibility is to deliver the equipment directly to the kitchen area, make ready for installation, and coordinate the final connections to existing utilities, turning on equipment, and cleaning of any debris to our partner, Aaron Equipment. Aaron Equipment warrants their work for 30-days after completion. Our manufacturer representative, Chad Hageman, will provide training after delivery and installation; his contact details are provided in the attached quote. It is required that if Chef's Deal is awarded, a installation agreement is signed by all 3 parties to ensure scope of work is agreed upon. If a contact for Hickman BOE cannot sign the agreement then a signed copy of quote will suffice or an exact copy of all notes to be added to purchase order before it is sent to Chef's Deal.

The afore-mentioned items will be covered by a comprehensive warranty, both will be covered by standard one-year parts and labor warranty. However, there are extended warranties that can be added to purchase.

In order to advance resolving any potential warranty claims you will call the main POC for Chef's Deal, Amber Whitaker 615-254-5449 X122 amber@chefsdeal.com. We shall initiate the service ticket to the manufacturer. The address and pictures of the serial number for each item is required. In addition to these requirements, to operate the work smoothly a contact person, information for scheduling maintenance, and preferred hours of operation should be indicated. If you have any questions about the specified items' warranty or require further information, please do not hesitate to contact us.



To:
 Hickman County BOE
 Sharon Burns
 931-729-3391 2235 (Contact)

Project:
 East Hickman Middle School
 9414 E Eagle Dr
 Lyles, TN 37098

From:
 Chef's Deal Restaurant Equipment
 Co.
 Al Golden
 708 Dickerson Pike
 Nashville, TN 37207-5609
 615-254-5449

Job Reference Number: 36606

*Running a kitchen is your job...Keeping it running is ours!
 Put the power and experience of the Chef's Deal team to work for you!
 Financing is Available!!!*

Item	Qty	Description	Sell	Sell Total
	2	2 ea STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Sterling Manufacturing Model No. SPG-6 MF NG 12-PAN Convection Steamer, natural gas, boilerless, 1-compartment, (2) stacked on a doublestack support stand, (12) 12" x 20" x 2-1/2" pan capacity, manual fill, 60 minute timer, continuous cooking & hold mode with adjustable thermostat, 304 stainless steel interior & exterior, 4" adjustable legs, bullet feet, 70,000 BTU, 115v/60/1-ph, 5.0 amps	\$17,000.00	\$34,000.00
	2 ea	1 year parts and labor warranty, standard		
	2 ea	Gas quick-disconnect kit (required on stands with casters)	\$300.00	\$600.00
	2 ea	5-6 week lead time		
		Disconnect is 1/2 inch NPT inlet School will need 110 volt outlet		
			ITEM TOTAL:	\$34,600.00
	3	2 ea SAFETY SYSTEM MOVEABLE GAS CONNECTOR Dormont Manufacturing Model No. 1650BP36 Dormont Blue Hose™ Moveable Gas Connector Hose, 1/2" inside dia., 36" long, covered with stainless steel braid, coated with blue antimicrobial PVC, 120,000 BTU/hr minimum flow capacity, limited lifetime warranty Chef's Deal is to provide delivery set in place into the kitchen area and coordinate installation with Aaron Equipment For demo training please reach out to Chad Hageman 615-556-1419 chad@firstmarketgroup.com Installation from Aaron Equipment will be connect to final utilities,	\$150.00	\$300.00

Item	Qty	Description	Sell	Sell Total
		<p>turn on equipment to ensure operational, and cleaning any debris.</p> <p>School will need to ensure appropriate outlet is available and the existing utilities are within 3 feet of equipment to account for length of gas hose.</p> <p>Chef's Deal requires Aaron Equipment and school to sign installation agreement to ensure everyone understands and complies with scope of work.</p> <p>Delivery & Installation must be notified within 24 hours prior to being on site. Delivery & Installation window to be between hours of 8am-2pm.</p>		
ITEM TOTAL:				\$300.00
			Merchandise	\$34,900.00
			Freight	\$250.00
			Installation	\$3,000.00
			Total	\$38,150.00

CHEF'S DEAL RESTAURANT EQUIPMENT COMPANY TERMS & CONDITIONS

PAYMENTS, EXCHANGES, RETURNS & REFUNDS

All payments are due in full at time of purchase. Past due balances are subject to 2.5% per month interest. CDRE retains a security interest in the property sold herein until paid in full and reserves the right to repossess the same. All return checks subject to a \$45.00 processing fee. All returned (unused) Stock Inventory must be accompanied by your sales receipt, within 3 days of purchase in original package with all accessories. No returns on special orders (not in stock items), smallwares and used equipment. Not any item can be returned without prior authorization. Items returned to CDRE without authorization will not be processed. Any exchange of Stock Inventory is subject to inspection by Chef's Deal Restaurant Equipment Company (CDRE) to ensure merchandise is returned in its original condition. Returns that are not the result of manufacturer or CDRE error subject to restocking charge (35-50 %). The customer is responsible for all shipping charges on returned merchandise.

DELIVERY, PICKUP & STORAGE

All orders must be paid in full before delivery may be scheduled unless if it is instructed differently in the contract. Available delivery days are established by CDRE. Smallwares, glassware and some counter top items (less than 50 lb) are not available for delivery and must be taken by customer at the time of purchase. We will contact you prior to your delivery date to schedule your delivery. We will attempt to call you the day before your delivery to provide you with a time frame. We require a 48 hour notice for any changes to your delivery. All Stock Inventory must be scheduled for delivery or pick-up upon notification of arrival in our store. Otherwise, your merchandise may be released and made available for other customer demands. We will make our best effort to have your merchandise available at the time of an anticipated future delivery date. If an order is cancelled on Stock Inventory -before delivery-, any deposit will remain on account for future purchases. Delivery charge will be \$85.00 in a 10 mile radius per trip. Deliveries made outside the local delivery area will incur an additional delivery charge. See your sales associate for details. Delivery fees are not refundable. Delivery liabilities end at the customer's curbside. Purchaser will inspect the equipment before delivery and once condition is agreed upon CDRE will not be held liable. As a courtesy, CDRE may help the customer move the equipment in to the building at its own discretion. Entries must be cleared in preparation for your equipment delivery. Drivers cannot remove or move existing equipment. Difficult deliveries (such as narrow door entry) and deliveries above the first floor (without access to an elevator) that may result in damage to your property or merchandise will not hold CDRE liable. If property or merchandise is damaged in the process of delivery this is solely the responsibility of the purchaser. Any equipment paid for in part or wholly by a customer will be subject to monthly storage fees of at least 5% percent of the total purchase price of the equipment. A monthly finance charge of 10% will be applied to outstanding balances that exceed 30 days in length. Any equipment left at the store for a period of 90 days even paid in full will be owned by CDRE and no monies will be refunded.

CUSTOMER PICK-UP POLICY

CHEF'S DEAL

RESTAURANT EQUIPMENT

"Running a kitchen is your job. Keeping it running is ours!"

Store pick-up is available at no cost. You should call prior to picking up your merchandise to ensure that the merchandise is at the location. Once the merchandise arrives at the store, a store associate will call to let you know it has arrived. Merchandise must be picked up within 24 hours of its arrival to the store. Some items require assembly and can be assembled by our store personnel at an additional cost; please contact your sales consultant for additional information. Our store associates will be happy to load your vehicle; however, the responsibility of safety transporting your equipment is yours. However, if you elect to do so, you act at your own peril and acknowledge that CDRE has informed you that if you choose to pick up your own equipment it is an unsafe and ill-advised activity. Customer will take full responsibility of the equipment while customer is loading, unloading and transporting the equipment. CDRE will not assume any responsibility on these issues and or matters at all. Under no circumstances will CDRE be responsible for loss/damage incurred once the merchandise leaves the loading dock, regardless of the means of transportation. Therefore, you must inspect all merchandise prior to leaving our premises to verify that the items meet with your expectations and there is no damage.

WARRANTY & LIABILITY

On new Equipment, all kinds of warranty will be started at the day of purchase. Customer acknowledges that all new equipment is sold with manufacturer's warranty only. Customer acknowledges that customer has inspected the equipment prior to taking thereof, and finds it suitable for customer's needs. Customer acknowledges and assumes all risks inherent in the operation and use of the equipment by the customer and will take all necessary precaution to protect all person and property from injury or damage while in possession of the equipment. CDRE gives no warranty for the used equipment on the parts and/ or the whole equipment after it has been picked up/ shipped/ delivered to the customer. Customer pick-up voids any and all warranty on the used equipment. By picking up the equipment(s) from our showroom, customer assumes all responsibility for the condition of the equipment. All used equipment sales are final, as-is, with no warranty; expressed or implied. CDRE is not responsible for damaged items accepted and signed by customer or his/ her representative for at the time of delivery. CDRE takes full responsibility for the condition of the equipment purchased until it reaches the outside of the customer's property. CDRE will not be liable for any damages that occur to the equipment or the building as equipment is being moved into and inside the building.

INSTALLATION

Installation of all hood(s), fans, and welded duct work are to be the responsibility of the owner and General Contractor. All final connections including electrical, plumbing, HVAC, and refrigeration are to be performed by licensed contractors. By law, Chef's Deal Restaurant Equipment Company cannot perform these connections. Walk-in cooler / Freezer will be erected by CDRE it is charged for services.

SALES AGREEMENT

The total purchase price as well as the terms of repayment shall be reduced to writing subsequent to delivery and Buyer agrees to sign all additional paperwork required by CDRE and if not, Buyer shall be in default, subject to all rights and remedies retained by CDRE. However, the CDRE retains the title to and the Buyer grants a security interest in all collateral covered by this order, whether or not any additional paperwork is prepared or executed, until the purchase price is paid in full. It is further that the title to all collateral covered by this order shall remain in CDRE until paid for and that to secure payment of the purchase price, Seller shall have a security interest of 35% and stocking fee of up to 50% of total purchase amount therein together with all accessories and additions thereto now or hereafter acquired, and in any proceeds thereof. It is further agreed that the aforesaid security interest shall secure and cover and future extension of credit made by CDRE to Buyer for the purchase of goods, equipment, or services, and that Buyer will pay all costs of collecting or securing or attempting to collect or secure payment hereunder including a reasonable Attorney's fee and hereby waives as to this debt all Rights of Exemption under the Constitution and laws of Tennessee or any other State. It is agreed that upon any default in payment hereunder, CDRE may require Buyer to assemble the aforesaid collateral and make it available to repossession by Seller at a place designated by CDRE, and that CDRE may upon default render the collateral unusable without removal of the same. This agreement is made pursuant to the terms of the Uniform Commercial Code of the state of Tennessee and of any other state applicable hereto. It is agreed that CDRE shall not be liable for consequential damages in any form, including but not limited to food spoilage, work shut down, loss of profit or personal injury. If Buyer is more than one, the obligations hereunder are joint and several.

This contract is the entire agreement between the parties and can only be modified in writing with both parties' signatures. The above encompass the entire terms and condition regarding the transaction with CDRE, and the customer understands no employee or agent of CDRE has authority to change these terms and condition. Time is of the essence of this contract. The contract shall be governed by the laws of Tennessee. Venue shall be Davidson County, Tennessee. In the event of default under this terms and condition by the failure to make a payment within five (5) business days of its due date, or upon death, bankruptcy, or insolvency of the maker, the entire amount then owing shall be due upon demand. If any one of the scheduled payments is past due over 7 (seven) days, the customer accepts to return all the equipments subject to payment, and forfeits all the rights to the equipments subject to this letter. Furthermore, the customer also accepts that there is lien on the equipments until all the payments are made, and customer accepts to let CDRE employees in to the building, during normal business hours, to pick up the equipments if the customer defaults on a payment. Furthermore, repossession of the equipment will not release the customer from the debt, if there is a balance due for the removal services of the equipment. This

CHEF'S DEAL

RESTAURANT EQUIPMENT

"Running a kitchen is your job, Keeping it running is ours!"

Terms and Condition is not assumable without the written consent of the customer. The borrower waives presentment, demand, protest, and notice. In the event of any default, the borrower shall be responsible for all reasonable attorneys' fees and costs.

ABOVE PRICES DO NOT INCLUDE Usage tax, utility connection or disconnections, parts or labor, including electrical, gas, plumbing, HVAC, etc. Walk-in utility connections including electrical service to condensing unit, evaporator coil, lights, door heater, pressure relief vent, drain line heater, etc. Also prices do not include installation of drain line condensate pan at evaporator coil. Installation of exhaust hood, balancing of exhaust hood system, duct work, curbs, roof penetrations for hood or refrigeration equipment, fire proof chase if required, installation of walk-in boxes, Wall covering: Provision & installation of wall covering, s/steel tile or galvanized hood or above. Behind sinks & dishwashing area. Installation of wall mount or ceiling mounted items & necessary backing in walls for support. Installation of shelves and work tables, Carpentry-millwork, Refrigeration work, parts or labor, including running lines, refrigerant, electric, plumbing & gas rough-in & hook-ups etc. Removal/relocation of existing equipment to allow setting in place of new equipment, Modifications to building to allow entry of equipment. Electrical cord or plug, Gas regulator, Sheet-metal work, Hanging of hood, Fire suppression system, components or installation, Enclosure panels from top of (hood)(walk-in) to ceiling. Permits or Licenses that may be required by State or local municipalities. Price protection for in stock orders placed within 10 days.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$38,150.00

Dormont

Foodservice Moveable Equipment Installation Products

The Dormont Blue Hose™ is the heart of the Safety System, specifically engineered for castor-mounted commercial cooking equipment. The Blue Hose includes an antimicrobial protective PVC coating, and our Stress Guard® technology that makes the hose easier to install and dramatically reduces stress on the hose ends.

The fuel gas codes require the use of an ANSI Z21.69/CSA 6.16 moveable gas connector with all appliances that may or may not utilize casters and, under normal use, are moved on a regular basis for service, positioning or area cleanliness.

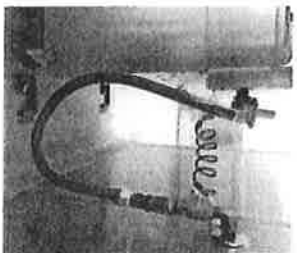


Rotation technology reduces stress on both ends of the hose

Stainless Steel Construction
Heavy-duty, flexible, corrugated 304 stainless steel tubing

Stainless Steel Braid
Tight-weave braid prevents corrugations from stretching as equipment is moved

Antimicrobial PVC Coating
Inhibits growth of bacterial, mold and mildew on the gas connector



A Watts Water Technologies Company

USA: 6015 Enterprise Drive, Export, PA 15602 • 1-800-367-6668 • www.dormont.com

The Dormont Safety System is the first and only complete gas equipment connection system specifically engineered for the commercial kitchen. It is a complete system of connection products designed with the safety of your kitchen, the food you serve, your employees, and your business in mind.

The Safety System includes the famous Dormont Blue Hose and our exclusive safety-based fittings – the SnapFast quick-disconnect, the Safety Quik quick-disconnect valve, and the Swivel MAX. Safe, unique, and affordable, the Dormont Safety System provides peace of mind for the gas connections in your commercial kitchen.



SnapFast

- Prevents user from turning on gas while appliance is disconnected
- Thermal shut-off when internal temperature exceeds 350°F (177°C)



Safety Quik

- One-handed quick-disconnect with thermal shut-off when internal temperature exceeds 350°F (177°C)



Swivel MAX

- Reduces stress on connector
- Increases kitchen aisle space by allowing connector to be positioned closer to the wall



Restraint Cable

- Prevents transmission of strain to connector
- Provides 1" shifter from the gas connector



Safety-Set

- Ensures cooking equipment is always positioned in designated location
- Fast installation with choice of adhesive braun tape or thumbscrews





Project _____
 Item# _____
 FCSI Section _____
 Quantity _____
 Date _____

STANDARD FEATURES

- Cooking capacity for up to six 12"x20"x2.5" deep steam table pans
- 304 Stainless Steel interior and exterior construction
- Mirrored and #4 brushed interior finish
- Steam flow directed over each pan from both left and right side of cooking chamber for more even cooking
- Hold Mode with adjustable thermostat
- Heavy duty refrigeration style door handle with magnetic latch
- 60 minute timer with continuous cook and hold mode features
- 70,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming
- Controls include options for both batch and à la carte cooking modes.
- Automatic water fill controls; fills when main power is turned ON. Low and High Water probes located inside cooking chamber maintain water level during cooking, eliminating the need to manually maintain water level. Additional High Water Indicating Light and Buzzer included.
- One year Parts and Labor Warranty included

OPTIONS

- Extended Parts and Labor Warranty up to 5 years

ACCESSORIES (SOLD SEPERATELY)

- Single unit stand with standard adjustable bullet feet
- Single unit stand with casters
- Double unit stand with standard adjustable bullet feet
- Double unit stand with casters
- 4" drain pan (standard 4" steam table pan), not for use on double-stack units
- Gas Quick-Disconnect Kit (required on stands with casters)

Exterior Dimensions:
 23"w x 30"d x 32.5"h.

STERLING STEAMER SPG6

6-PAN HIGH EFFICIENCY BOILERLESS CONVECTION STEAMER



SPECIFICATIONS

Single compartment connectionless steamer with capacity for 6 full size 2.5 inch or 4 full size 4 inch steam table pans. Controls include adjustable hold thermostat with thermometer, 60 minute manual timer with settings for timed or continuous cook and a 2 position switch for batch or à la carte cooking. Dual steam impingement system for directing convection steam evenly over each pan from both sides. Mirror finish interior sides. Heavy duty 14 gauge cooking compartment and exterior door. Four inch adjustable legs included.

Gas: 1/2" NPT, 70,000 BTU/hr, Natural - 5.00" WC min., 14.00" WC max., Propane - 10.00" WC min., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

Manufacturer must be notified if installed above 2,000 ft. altitude.



SMSD - SS031617

Page 1 of 3

■ 7601 Honeywell Drive ■ Fort Wayne, IN 46825 ■ Toll Free: 844-437-6328 ■ Fax: 260-203-5422 ■ Website: www.sterlingsteamers.com

STERLING Steamer SPG6**GAS SUPPLY**

- 1/2" NPT
- 70,000 BTU/hr
- Supply Pressure - Natural - 5.00"WC min., 14.00"WC max.
Propane - 10.00"WC min., 14.00"WC max.
- Manufacturer must be notified if installed above 2,000 ft. altitude.

ELECTRICAL SUPPLY

115 VAC, 1 Phase, 5 Amp

WATER SUPPLY

Feed water for reservoir: 10 - 60 PSI, 32 - 175 ° F, 3/4" MGHT,
Use NSF approved hose.

EQUIPMENT CLEARANCE

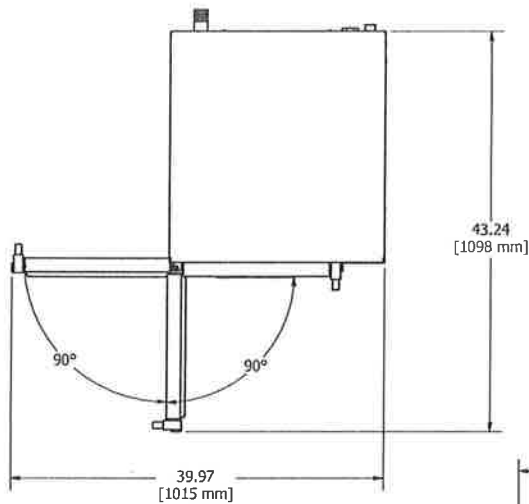
3" - Left, 3" - Right and 4" - Rear.

CAPACITY

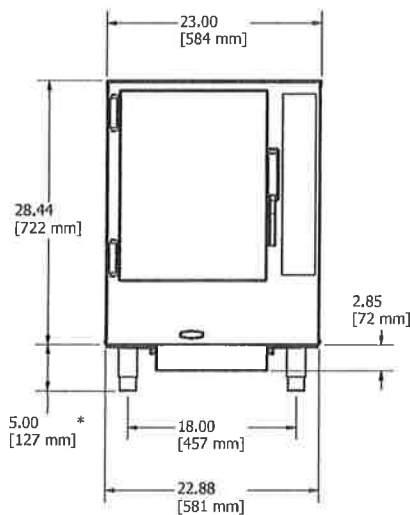
Compartment holds: six 12"x 20"x 2.5" or four 12"x 20"x 4" Steam Table Pans.

NOTE:

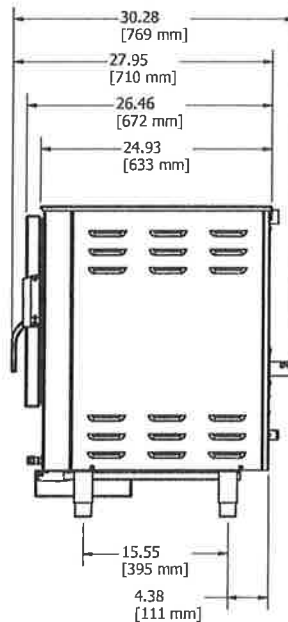
- It is the responsibility of the owner and installer to comply with local codes for installation.
- This appliance is manufactured for commercial installation only and is not intended for household use.



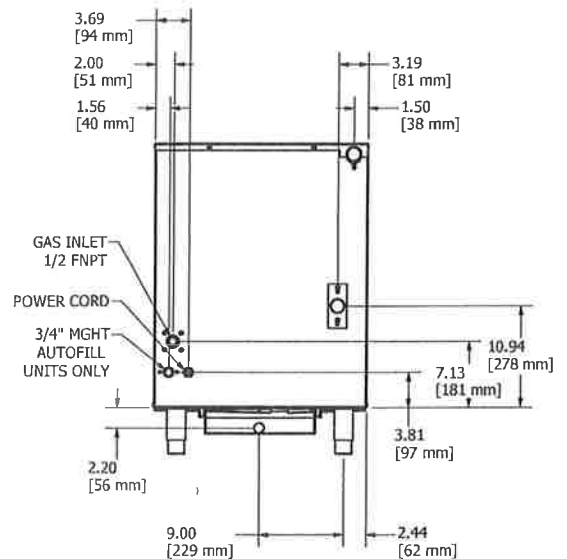
TOP VIEW



FRONT VIEW



RIGHT SIDE VIEW



REAR VIEW

* Legs adjust from 4" - 6" (102 - 152mm)

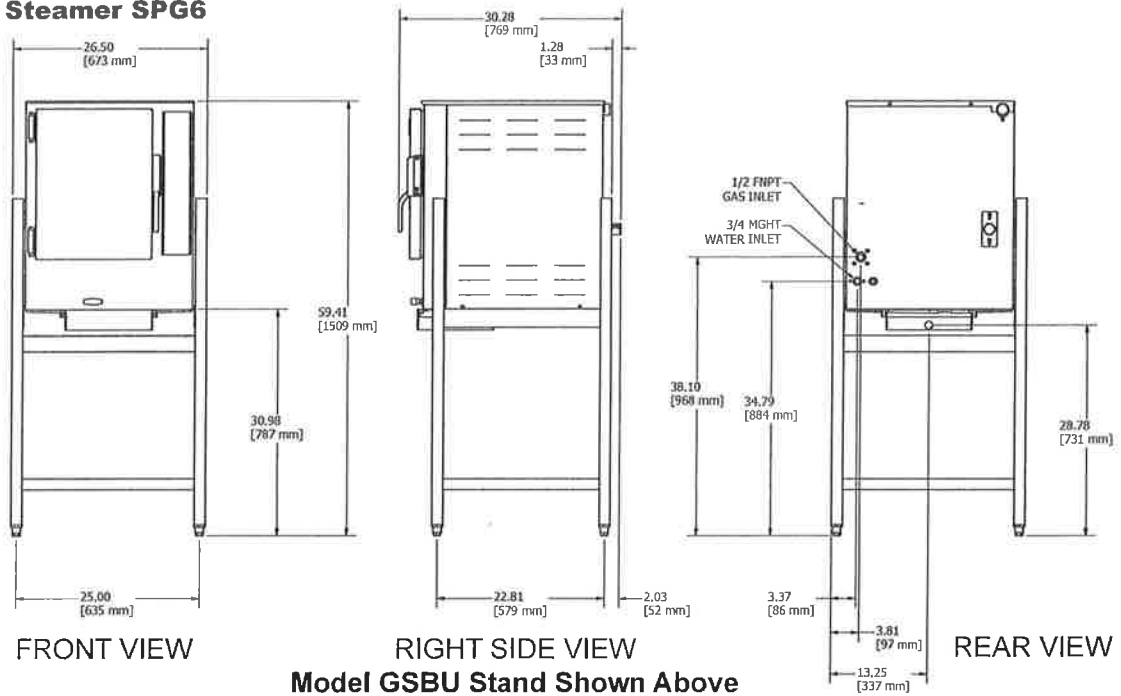


SMSD - SS031617

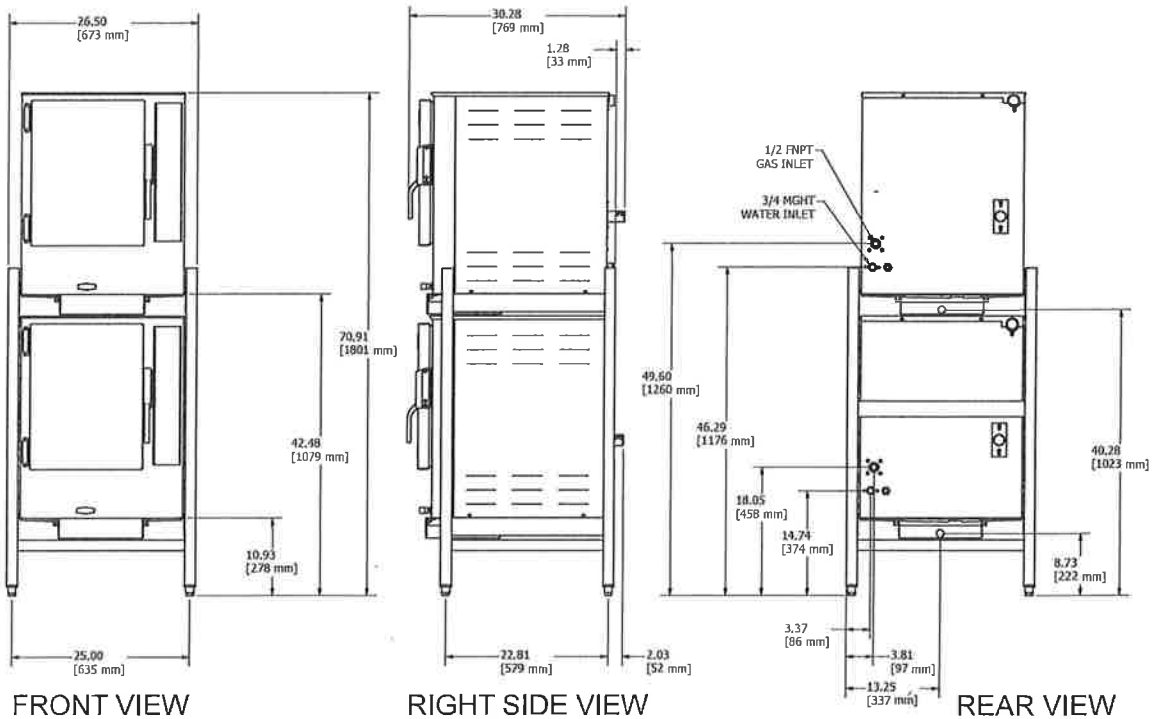
Page 2 of 3

7601 Honeywell Drive Fort Wayne, IN 46825 Toll Free: 844-437-6328 Fax: 260-203-5422 Website: www.sterlingsteamers.com

STERLING Steamer SPG6



Model GSB Stand Shown Above



Model GDB Stand Shown Above

Note: Dimensions do not change for variations in Model Numbers. Bullet Feet and Flanged feet have a 1" adjustment.

Model Number	Steamer Capacity	Style
STERLING STEAMER, Stand Selector		
GSCA	One	5" Caster
GSBU	One	Adjustable Bullet Foot
GSFL	One	Adjustable Flange Foot

Model Number	Steamer Capacity	Style
STERLING STEAMER, Stand Selector		
GDCA	Two	5" Caster
GDBU	Two	Adjustable Bullet Foot
GDFL	Two	Adjustable Flange Foot

G



SMSD - SS031617

Page 3 of 3

7601 Honeywell Drive Fort Wayne, IN 46825 Toll Free: 844-437-6328 Fax: 260-203-5422 Website: www.sterlingsteamers.com

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Horizon Trades Inc.	
2 Business name/disregarded entity name, if different from above Chef's Deal Restaurant Equipment Co.	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 708 Dickerson Pike	Requester's name and address (optional)
6 City, state, and ZIP code Nashville, TN 37207	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
OR									
Employer identification number									
2	0								

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶ 1/4/2023
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/18/2022

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

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

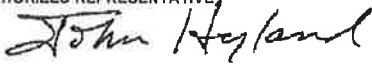
PRODUCER Sentry Insurance 1800 North Point Drive Stevens Point, WI 54481	CONTACT NAME: Sentry Customer Service PHONE (A/C, No, Ext): 800-473-6879 EMAIL ADDRESS: businessproducts_direct@sentry.com	FAX (A/C, No): 800-514-7191
	INSURER(S) AFFORDING COVERAGE	
INSURED Horizon Trades Inc Chef's Deal Restaurant Equipment Company 708 Dickerson Pike Nashville, TN 37207-5609	INSURER A : Sentry Insurance Company	NAIC # 24988
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 533090 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> BUSINESSOWNERS LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			2547697001	02/15/2023	02/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 0 _____ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2547697002	02/15/2023	02/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	2547697003	02/15/2023	02/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Horizon Trades Inc Chef's Deal Restaurant Equipment Company 708 Dickerson Pike Nashville, TN 37207-5609	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Certificate Number: 052118-08
Industry: Restaurant Equipment

The Governor's Office of Diversity Business Enterprise



for the State of Tennessee, having determined that

Chefs Deal Inc. DBA Horizon Trades

has successfully met the certification requirements as outlined in Tennessee Code Annotated Title 12, Chapter 3, Part 8, and the policies adopted thereunder hereby grants the designation of

Woman Business Enterprise

And is recognized as such until the expiration of registration and certification on

May 21, 2024

In Witness Whereof, the Governor of the State of Tennessee and the Commissioner of General Services hereto affix our hand and the Great Seal of the State.

Jessica M. Starling
Procurement Program Director, Governor's Office of Diversity Business Enterprise

JOHN COOPER, MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

1/24/2023 | 5:36 PM CST

Mike Adam
Chefs Deal*
708 Dickerson Pike
Nashville, TN 37207

Dear Mr. Adam:

The Metropolitan Government of Nashville and Davidson County, Office of Minority and Women Business Assistance (BAO) has received and reviewed all documentation submitted by your company regarding the small business status of Chefs Deal. Based upon our careful review of all submitted documentation, we have approved your small business status and you are designated as an approved small business for procurement purposes. Please note that this status is only granted for procurements with the Metropolitan Government of Nashville and Davidson County, the Music City Center and MDHA and does not include the quasi governmental entities such as NES, MNAA and MTA who use different standards and criteria. This letter only addresses your company's status as a Small Business and in no way addresses your company's minority or woman owned business status.

Please note that this status is in effect for one full year of the date of this letter and it is your responsibility to renew this status should you desire for it to remain in effect after a year. If your status is not renewed timely consistent with the date of this letter, your status will be considered denied. In all situations, the date of this letter shall prevail and shall establish the period during which your small business status is considered effective.

Note that the Metropolitan Government of Nashville and Davidson County, Office of Minority and Women Business Assistance (BAO) reserves the right to revoke this status at any time during the term of the approval should it occur that there are material changes to your company's small business eligibility as outlined in the R4.44.020.02 of the Regulations to the Metropolitan Procurement Code. Should such material changes occur, you are required to notify the BAO within 10 business days of the effective date of the material change.

Please note that either the tax documents that you submitted to confirm your status are enclosed or any electronically submitted documents have been purged. This action is taken in an effort to protect the confidentiality of these documents.

Should you have any questions or if we may be of further assistance, please feel free to contact me via email at judy.cantlon@nashville.gov or via telephone at 615-862-6438.

Cordially,

Judy Cantlon

Judy Cantlon
Office of Minority and Women Business Assistance

*Metro Nashville Supplier Registration ID #418

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATONS

Convection steamer (2) each, Gas, Boilerless Specification for Hickman County Food Service

Sterling Manufacturing Model No. SPG-6 AF LP or Equal.

*→ This was changed to
SPG-6 MF NG 12-PAN &
Confirmed with
Sharon
Burns on
7/19/23 via
email!
(Signature)*

Convection Steamer, (2) each, LP Gas, boilerless, countertop, double stacked, 1 compartment each, on double unit stand with standard adjustable bullet feet. Each compartment: (6) full size 2.5 inch or 4 full size 4 inch steam table pans.

Capacity

60-minute manual timer with continuous cook and hold mode features. Two position switch for batch cooking.

Adjustable hold thermostat with thermometer

Automatic water fill controls

Low and High water probes located inside cooking chamber

High water indicator light and buzzer

304 Stainless steel interior and exterior construction

Mirrored and #4 brushed interior finish

4" adjustable legs

60,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming

1-year parts & labor warranty, standard

Extended parts and labor warranty up to 5 years

Gas: 1/2" NPT, 60,000 BTU/hr Natural – 5.00 WC mn., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

This institution is an equal opportunity provider.



SCHOOL FOOD SERVICE PROGRAM
115 MURPHREE AVENUE
CENTERVILLE, TN 37033
PHONE 729-3391

July 19, 2023

Dear Vendor:

Bid specification correction for: Bid Convection Steamer for Hickman County Food Service. natural gas, convection, boilerless, double steamer.

Correction: Sterling Manufacturing Model No. SPG-6MG NG 12 pan or equal.
Correction: Manual Fill

If you have any questions, please call the School Nutrition Office at 931-729-3391, ext. 2235.

Sincerely,

Sharon Burns, Food Service Supervisor
931-729-3391 Ext. 2235
sharon.burns@hickmank12.org

This institution is an equal opportunity provider.

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATONS

Convection steamer (2) each, Gas, Boilerless Specification for Hickman County Food Service

Sterling Manufacturing Model No. ~~SPG-6AF-LP~~/ Correction: SPG-6MF NG 12 pan or Equal.

Convection Steamer, (2) each, ^{NG}~~LP~~ Gas, boilerless, countertop, double stacked, 1 compartment each, on double unit stand with standard adjustable bullet feet. Each compartment: (6) full size 2.5 inch or 4 full size 4 inch steam table pans.

Capacity

60-minute manual timer with continuous cook and hold mode features. Two position switch for batch cooking.

Adjustable hold thermostat with thermometer

~~Automatic water fill controls~~ Correction: Manual Fill

Low and High water probes located inside cooking chamber

High water indicator light and buzzer

304 Stainless steel interior and exterior construction

Mirrored and #4 brushed interior finish

4" adjustable legs

60,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming

1-year parts & labor warranty, standard

Extended parts and labor warranty up to 5 years

Gas: 1/2" NPT, 60,000 BTU/hr Natural – 5.00 WC mn., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

This institution is an equal opportunity provider.

Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATONS

Convection steamer (2) each, Gas, Boilerless Specification for Hickman County Food Service

Sterling Manufacturing Model No. SPG-6MF NG 12 pan or Equal.

Convection Steamer, (2) each, NG Gas, boilerless, countertop, double stacked, 1 compartment each, on double unit stand with standard adjustable bullet feet. Each compartment: (6) full size 2.5 inch or 4 full size 4 inch steam table pans.

Capacity

60-minute manual timer with continuous cook and hold mode features. Two position switch for batch cooking.

Adjustable hold thermostat with thermometer

Manual Fill

Low and High water probes located inside cooking chamber

High water indicator light and buzzer

304 Stainless steel interior and exterior construction

Mirrored and #4 brushed interior finish

4" adjustable legs

60,000 BTU/hr high-efficiency powered infrared burner with boilerless design requiring no scheduled de-liming

1-year parts & labor warranty, standard

Extended parts and labor warranty up to 5 years

Gas: 1/2" NPT, 60,000 BTU/hr Natural – 5.00 WC mn., 14.00" max.

Electrical: 115VAC, 60Hz, 1 phase, 5 Amp

This institution is an equal opportunity provider.

School Nutrition Civil Rights Statement

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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.

Required Forms:

The included forms must be returned as part of the SEALED BID package to the Hickman County Finance Department.

1. Equipment purchase and installation
2. Certification regarding Debarment
3. Hickman County Government Conflict of Interest Disclosure form
4. Statement of Non-Collusion
5. Certification of use of Small, Minority, and Women's business Enterprises and Labor Surplus Firms

Equipment Purchase and Installation

COMPANY: Horizon Trades Inc DBA Chefs Deal

THE UNDERSIGNED HEREBY PROPOSES AND AGREES TO FURNISH AND DELIVER THE GOODS OR SERVICES IN ACCORDANCE WITH THE TERMS, CONDITIONS, SPECIFICATIONS AND PRICES HEREIN QUOTED.

COMPANY NAME: Chefs Deal Restaurant Equipment

PHONE: 6152545449 Ext 122

ADDRESS: 708 Dickerson Pike

CITY: Nashville STATE: TN ZIP: 37207

BY:  Amber Whitaker
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: Corporate Communications
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: amber@chefsdeal.com

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

All BID forms must be enclosed in a sealed envelope. The envelope must be identified with the appropriate information as directed on the General Bid Specifications page. "Gas Convection Steamer Bid for Hickman Co. Food Service".

BIDS CANNOT BE ACCEPTED VIA FAX OR ANY OTHER ELECTRONIC MEANS.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.




**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 Lower Tier Covered Transactions**

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 CFR §§ 180.300, 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 or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier 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 Horizon Trades / Chefs Deal	PR/AWARD NUMBER OR PROJECT NAME East Hickman Middle School
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Amber Whitaker / Corporate Communications	
SIGNATURE 	DATE 7/24/23

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](#) 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; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) 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 CFR 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.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may 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 with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) 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 General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.
- (9) Except for transactions authorized under paragraph (5) 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 7/24/23 Name: Amber Whitaker

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

I have no conflict of interest to report.

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

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

Date: 7/24/23 Signature: A. Whitaker

STATEMENT OF NON-COLLUSION

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Chefs Deal

Company Name

708 Dickerson Pike

Address

Nashville, TN 37207

A. Lee Co.

Signature

Corporate Communications

Title

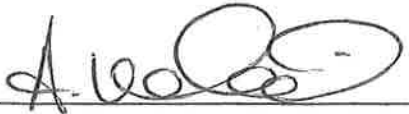
7/24/23

Date

**CERTIFICATION OF USE OF SMALL, MINORITY, AND WOMEN'S BUSINESS ENTERPRISES
AND LABOR SURPLUS FIRMS**

The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.



Signature of Bidder's Authorized Representative

Corporate Communications
Title

7/24/23
Date

In accepting this bid, the sponsor certifies that the sponsor's officers, employees or agent have not taken any action, which may have jeopardized the independence of the bid referred to above.



Signature of Bidder's Authorized Representative

GENERAL BID SPECIFICATIONS

1. **All required forms must be submitted with bid.**
2. The Hickman County board of Education reserves the right to accept or reject any and/or all quotes if it is deemed to be in the best interest of the county.
3. There must be at least a one-year warranty that includes parts, travel, and labor.
4. No employee, officer or agent of the Hickman County School Nutrition Program shall participate in selection or in the award or administration of a contract by program funds if a conflict of interest, real or apparent, should be involved.
5. The School Nutrition Program must be notified 24 hours prior to delivery with delivery between the hours of 8:00 a.m. to 2:00 p.m.
6. **Each bid must be enclosed in a sealed envelope marked "Gas Convection Steamer Bid for Hickman County Food Service."**
7. **Price includes:** Delivery and installation. Uncrate and set in place the new equipment. Remove and dispose of all cartons and debris.
8. **Remanufactured Equipment:** Hickman County Food Service will not accept remanufactured or refurbished equipment for this bid.
9. **Bidders Responsibility:** It is the bidder's responsibility to comply with all local state and federal laws, regulations, codes, licensing and other requirements regarding the specifications of this bid.
10. **Perform start-up of all installed equipment to check for perfect working order.**
11. **Training of Staff:** The successful vendor will have manufacturer's representatives demonstrate the use, care, minor adjustments and maintenance of equipment to kitchen personnel. During the demonstration, the successful vendor will provide names and telephone numbers to call in the event of equipment failure during the warranty period to the Cafeteria Manager and the School Nutrition Program office. Said training will be at a time mutually convenient to both SNP and Vendor. *Chad to perform*
12. **Hickman County will award this bid on a bottom-line basis.** The Hickman County School Nutrition Program will be responsible for payment of all purchases and services rendered.
13. **Termination for Cause:** If the Vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Vendor violates any terms of this

contract, Hickman County Schools shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

14. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding agent.

15. **Termination for Convenience:** This agreement can be terminated by either party with a thirty (30) day written notice.

In the event the contract is terminated for convenience by the County, the County shall have the option of awarding the contract to the next lowest bidder or bidding agent.

16. **Record Retention:** All vendors are required to keep books, records, and other documents for three (3) years after the Hickman County Schools makes final payments and all other pending matters are closed. Vendors must agree that the School Food Authority, the Board of Education, the State Agency, the United States Department of Agriculture or Comptroller General may review any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts.

17. Terms and Conditions of Payment:

1. The School Nutrition representative will contact the successful vendor to make arrangements for ordering, delivery and installation of steamer.

2. pre-numbered purchase orders with firm fixed prices will be used for the purchase of all equipment. Only purchases made with School Nutrition Program purchase orders are allowed on School Nutrition Program Accounts. Equipment must be delivered inside the kitchen area.

3. All equipment is to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and replace any products that are damaged.

18. **Invoices and Statements:** Two (2) invoices must be furnished at the time of delivery. Invoices must be signed by the Supervisor or designee, show purchase order number, quantity, price of each item delivered and total amount of the order.

19. **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 documents required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract; or
4. Violation of any warranty

20. Bidders must meet TCA 49-5-406 and all other state, federal, local guidelines and laws regarding working on school properties.

21. If there are any questions regarding this solicitation, please call Sharon Burns at (931)729-3391 ext. 2235

22. Bids cannot be accepted vis fax or any other electronic means.

23. Sealed bids will be opened at 10:00 am, Monday, July 31, 2023, at the Hickman County Finance Office.

24. Each bid should be mailed, or hand delivered to the following address:

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

This institution is an equal opportunity provider.



School Health Services & Medicaid in Tennessee

Public School Districts can receive reimbursement from Medicaid for health services provided to students with chronic health conditions who require nursing care while attending school.

Medicaid in Tennessee is called “TennCare”. Your school district is participating in a Medicaid Reimbursement Program for School Nursing services.

Will the school bill private insurance? No. Private insurance policies often have annual limits on the amount of services they will pay for. No private insurance will be billed by your school district under this program.

What if I do not want the school to receive reimbursements from my child’s TennCare?

Although there is no impact or change to your child’s services or insurance coverage, the school district is required to obtain parent’s permission before accessing their state Medicaid.

What health-related school services are eligible to be reimbursed by Medicaid?

School nurse services such as medication administration, asthma and diabetes management, catheter care, enteral feedings and other healthcare services provided by school nurses for students with chronic health conditions are all reimbursable by Medicaid.

Why does the consent form ask for permission to assess my child by Stellar providers?

Stellar Therapy Services is contracted with the School District to provide Nurse Practitioners, Physician’s Assistants, and Physicians for oversight of healthcare services provided to students with chronic health conditions. School nursing services are billed under the supervision of the Stellar Medical Service providers. The assessment is a necessary piece for the billing of these school nurse services.

What if my child’s TennCare doesn’t pay for the school nurse services – Will I receive a bill?

No. You may however, receive an EOB (Explanation of Benefits Statements) from your child’s insurance and it may list a provider whose name you do not recognize. This provider is someone that has contracted with the school district to supervise the school nurse. School Nurses’ names will not appear on EOBs.



What about co-pays?

Co-pays will be satisfied by the school district using funds allowed for this purpose. You will not be charged any expense for healthcare services provided under this program.

How will my child benefit from the schools receiving Medicaid reimbursement?

The reimbursements from Medicaid are required to be used specifically on students’ healthcare needs. These funds add to the amount of money schools will have to spend on services for all students receiving healthcare services at the school.

For more information about your school district’s Medicaid reimbursement program, please contact the School Health/Nursing Department.

HELPFUL HINTS ABOUT NURSING CONSENT FORMS

MEDICAID REIMBURSEMENT PROGRAM

1. Please send a nursing consent form home with every student who receives eligible nursing services that are in or will be in an IHP, IEP or IFSP.
2. Return ALL returned consents to Stellar Therapy along with a copy of the student's IHP, IEP or IFSP including the student's physician order. We will record all responses received. If the consent has been signed, please be sure the child's TennCare information **OR** social security number is on the form. Without this information, there will be a delay in billing.
3. The School District will need to direct the guardians where to return the form in the cover letter (i.e., the school nurse, the central office, etc), and the school nurses how to store returned forms (i.e., in the child's chart, etc).

Q. Parents do not always have a copy of the child's TennCare card – is that okay?

A. This is fine, if the parent knows the child's TennCare information it can just be filled in. If they do not have that information, please ask that they fill in the child's social security number.

Q. Where do we send these forms once we have received them?

A. by email - nursing@stellarterapy.com, by fax – (877) 665-5586

Q. Which students should we give these forms to?

A. All students that are or will be receiving regular, routine eligible nursing services that will be or is included in an IEP, IHP or IFSP should receive the forms.

Q. Parent is unsure if child has TennCare or not.

A. When in doubt, have parent complete the form anyway – no billing will happen if the child does not actually have TennCare.

Q. Parent says child has regular insurance in addition to TennCare – do we need info from other insurance?

A. No – only need TennCare information – no other insurances will be billed.

**HICKMAN COUNTY, TENNESSEE
RESOLUTION NO. 22-12**

**AUTHORIZING HICKMAN COUNTY BOARD OF EDUCATION TO PARTICIPATE IN
COOPERATIVE PURCHASING AGREEMENTS FOR THE USE AND BENEFIT OF ALL
HICKMAN COUNTY BOARD OF EDUCATION DEPARTMENTS.**

WHEREAS, Tennessee Code Annotated (TCA) §12-3-1205 allows for master cooperative purchasing agreements upon the approval and consent of the local legislative body; and

WHEREAS, cooperative purchasing agreements allows local governments to purchase goods and services from other local, state and national cooperative purchasing alliances that have been competitively bid under the same requirements as required by the laws of the purchasing entity; and

WHEREAS, Tennessee state law was recently amended at the request of the Tennessee Association of Public Purchasing and the Tennessee County Commissioner's Association for all Tennessee Counties to take advantage of cooperative purchasing agreements in effect throughout our state and nation; and

WHEREAS, Tennessee Code Annotated, Section 12-3-1205, states as follows:

1. Notwithstanding any other law to the contrary, any municipality, county, utility district, or other local government of the state may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment with one (1) or more other governmental entities outside this state, to the extent the laws of the other state permit the joint exercise of purchasing authority, in accordance with an agreement entered into between or among the participants; provided, such goods, supplies, services, or equipment were procured in a manner that constitutes competitive bidding and were advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities.
2. A municipality, county, utility district, or other local government of the state may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If a participant in a joint or multi-party agreement is required to advertise and receive bids, then it will be deemed sufficient for those purposes that the purchasing entity or the entity that procured the bid complied with its own purchasing requirements. The participant shall acquire and maintain documentation that the purchasing entity or entities that procured the bid complied with its own purchasing requirements.

WHEREAS, Hickman County desires to take advantage of Tennessee Code Annotated (TCA) §12-3-1205 and reduce the taxpayer burden for duplication of services while still taking advantage of the lowest and best pricing under the master cooperative agreements that have been competitively bid under the same requirements as required by the laws of the purchasing entity.

NOW THEREFORE BE IT RESOLVED that the Legislative Body of Hickman County, Tennessee, assembled in Regular Session, this 28TH day of FEBRUARY, 2022 shall hereby agree to the terms of the newly created law and authorize the use of the following master cooperative purchasing agreements whose membership is voluntary and of not cost to the counties.

1. Omnia
2. Buy Board

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflicts exist.

Michelle Gilbert
Michelle Gilbert, Director
Hickman County Board of Education

Amy Bryant
Amy Bryant, Chair
Hickman County Board of Education

Steve Phillips
(Sponsor 1) *Commissioner, Dist 5*

Tom Qualls
(Sponsor 2) *Commissioner Dist 6* *Tom Qualls*

BOARD ACTION: 20 Aye 0 Nay 0 Absent 0

ADOPTED:

Mark A. Bentley
Mark Bentley, Chairman

ATEST:

Casey Dorton
Casey Dorton, County Clerk





Hickman County Schools Board Agenda Item Request

Date: 7-21-03

Name of School: Transportation/Maintenance

Item Request: Source Well

Explanation:

Adopt a resolution to utilize Sourcewell as
a buying cooperative.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

[Handwritten Signature]

Hickman County School System
Centerville, TN

ID# 199982

Is this your organization?

Great news—your organization is already a Sourcewell participating agency! Using the account number provided on this page, you can immediately utilize Sourcewell awarded contracts by providing this number to the supplier you wish to purchase from.

[Update your organization's information](#)

[Add a contact for your organization](#)

Need help?

Contact our dedicated Client Relations Team at service@sourcewell-mn.gov or

Hickman County Board of Education

Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 08/01/22
	Rescinds: 1.102	Issued: 05/02/22

1 The legal status of board members shall be as follows:¹

2 **NUMBER¹**

3 The Board is composed of seven (7) members. One member shall be elected from each school district,
4 each school district being composed of one (1) County Commission district.

5 **QUALIFICATIONS**

6 Members of the Board shall be residents elected from districts of substantially equal population and
7 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the
8 office.^{1,2} To qualify as a candidate, an individual must show proof of:

- 9 1. ~~Graduation from high school or receipt of a GED or HiSET~~ Graduation from high school or
10 receipt of a high school equivalency credential approved by the State Board of Education;² and
- 12 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying
13 deadline for running as a candidate.⁴

14 Members of the county legislative body and other county governmental officials shall not be eligible
15 for election as members of the county Board of Education.⁵

16 **TERMS OF OFFICE**

17 Members of the Board shall serve four (4) year terms.¹

18 **METHOD OF ELECTION**

19 Members of the Board shall be elected by qualified voters of Hickman County at the August election.

20 **VACANCIES**

21 Vacancies shall be declared to exist on account of death, resignation, removal from the district which
22 elected him, removal from the school system or through due process proceedings.⁶

23 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
24 County Commission.⁷ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. Public Acts of 2022, Chapter No. 809
4. TCA 49-2-202(a)(2)
5. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
6. TCA 49-2-202(e)(1)

Hickman County Board of Education

Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 04/03/23
	Rescinds: 1.106	Issued: 08/02/21

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
2 disciplinary action, if warranted; or
3
4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
5 for possible ouster or criminal prosecution.
6
7

8 **POINT OF CONTACT²**

9 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The
10 Director of Schools shall provide the contact information to the Commission and ensure that any
11 changes are submitted within thirty (30) calendar days.
12

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Hickman County Board of Education Code of Ethics

Conflict of Interest Disclosure Statement

Instructions: This form is for reporting personal interests required to be disclosed under Section 3 of the Code of this school system. 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

Hickman County Board of Education

Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 10/04/21
	Rescinds: 1.400	Issued: 07/01/19

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.¹

3 Open meetings will be physically accessible to all students, employees, and interested citizens.²

4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The
5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board
6 business by motion and majority vote.³

7 **REGULAR MEETINGS**

8 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 7:00 p.m.

9 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
by the chairman.

11 **SPECIAL MEETINGS**

12 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
13 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools
14 require it, or when requested to do so by a majority of the Board.⁴

15 Special meetings may be called for either of the following purposes:

16 1. To enable the Board to concentrate and take action on a single problem or set of problems;
17 or

18
19 2. To enable the Board to take emergency action between regular meetings.

20 Only business related to the call of the meeting, and details related to agenda items shall be discussed
21 or transacted by the Board at a special meeting.

22 **ELECTRONIC ATTENDANCE⁵**

23 Absent board members may attend a regular or special meeting by electronic means if the member is
24 absent because of work, a family emergency, or the member's military service. If a board member is
25 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
However, a board member may not participate electronically more than two (2) times per year for
absences due to work and/or family emergencies.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the
3 member's absence:

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology that allows the
7 chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made unless the Board chooses to make
10 additional attempts.

11 *Work-Related Absence*

12 The following requirements apply to electronic attendance due to a work-related absence:

- 13 1. The Board member must be absent from the county due to work.
- 14 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
15 days' notice prior to the meeting of the member's desire to participate electronically.

16 *Sickness or Period of Convalescence*

17 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
18 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
19 times per year for this reason.

20 *Inclement Weather or Natural Disaster*

21 A board member may attend a meeting by electronic means due to inclement weather or natural
22 disaster if the schools in the school district are closed; however, he/she may only participate
23 electronically three (3) times per year for this reason.
24

25 *Family Emergency*

26 The following requirement applies to electronic attendance due to a family emergency:

- 27 1. The member must be absent due to the hospitalization of the member or the death or
28 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
29 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
30 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

- School Board Legal Status and Authority 1.100
- Board Committees 1.300
- Notification of Meetings 1.402
- Appearances Before the Board 1.404
- Section 504 and ADA Grievance Procedures 1.802

Hickman County Board of Education

	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 11/01/21
		Rescinds: 1.602	Issued: 07/01/19

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director
3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of
4 the local education association² and to the local news media for periodic announcement. No other
5 notice of regular meetings shall be necessary beyond those stated and the holding of the particular
6 regular meetings at the appointed times, if the date and time of the next regular meeting was
7 announced at the last held board meeting.

8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to
9 the local news media and the president of the local education association, as in the case of regular
10 meetings, at least forty-eight (48) hours prior to the meeting.

11 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
12 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
notice shall be given to all appropriate parties as is practical.

14 All notices of special board meetings shall state the time, place, and purpose of the meeting.

15 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
16 hearings, shall include information on how community members can participate in the public comment
17 portion of the board meeting.³

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Hickman County Board of Education

Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/01/22
	Rescinds: 3.202	Issued: 03/07/22

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students and parents.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 **ANNUAL DRILLS⁴**

19 The principal shall ensure that the school safety team conducts each of the following type of drills
20 annually:

- 21 1. An armed intruder drill in coordination with local law enforcement;
- 22 2. An incident command drill; and
- 23 3. An emergency safety bus drill.

26 **ARMED INTRUDER DRILLS**

27 The director of schools or his/her designee shall ensure that each school safety team conducts at least
28 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

AED DRILLS⁵

1 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be
2 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill
3 occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
7 shall give all school personnel instructions on how to properly use fire extinguishers.

8 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

9 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
10 and consult with the local and state health departments and other local emergency or healthcare
11 providers in protecting students and the community from further infection. The director of schools
12 shall develop procedures for health emergencies in accordance with state law and regulations.

13 **REMOTE LEARNING DRILLS⁷**

14 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
15 reflect how students will transition to remote learning in the event of a disruption to school operations.
16 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Schools

Automated External Defibrillator Policy and Procedure

Purpose: To provide guidelines for oversight and use in the Hickman County School System with regard to the implementation of rapid life support in situations where Sudden Cardiac Arrest (SCA) has occurred.

Training Requirements:

..Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Policy:

1. An Automated External Defibrillator (AED) will be maintained on the premises of:

East Hickman Middle School 9414 East Eagle Dr Lyles, TN 37098 Hallway by office, Gym, Football Concession	East Hickman High School 7700 Highway 7 Lyles, TN 37098 Hallway by gym and cafeteria Hallway by office, CTE wing, Football Fieldhouse, Baseball Concession Stand
Hickman County Middle School 1639 Bulldog Blvd Centerville, TN 37033 Hallway by office	Hickman County High School 1645 Bulldog Blvd Centerville, TN 37033 Hallway by gym and concessions Hallway by office
Centerville Elementary School 104 Mary Field Dr Centerville, TN 37033 Outside of Office	East Hickman Elementary School 5191 Hwy. 100 Lyles, TN 37098 Outside of office
Centerville Intermediate School 110 Mary Field Avenue Centerville, TN 37033 Outside of Office	East Hickman Intermediate School 5198 East Eagle Dr Lyles, TN 37098
Hickman County High- Building B 1645 Bulldog Blvd. Centerville, TN 37033 Hallway	

2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. If trained individuals are not on school grounds during an emergency, a member of the general public who is present may use the AED.
3. Program Coordinator will be the Coordinated School Health director.
4. Program Coordinator responsibilities may include, but are not limited to:
 - Planning/training staff for emergency situations
 - Coordinating CPR/AED training
5. School nurses responsibilities may include, but are not limited to:

- Maintenance of the AED and equipment
 - Maintaining records of emergency events, and reporting AED use to Coordinated School Health
6. Medical directorship information:
Dr. Zach M. Hutchens
DEA BHO223797
Medical license MD020420
 7. EMS:
Allen Livengood
550 Highway 100
Centerville, TN 37033

Hickman County Schools

AED Protocol for Use

The witness of first person to the scene will :

1. Call for help, call 911. Verify the scene is safe using universal precautions.
2. Assess the victim to verify that the victim is unconscious, not breathing, has no pulse, and that the AED is necessary.
3. Send someone to retrieve the AED.
4. Start CPR.
5. Do NOT use an AED if the victim is in water or wet as water acts as a conductor of electricity. Use a towel to dry the victim and /or move the victim to a safer area.
6. When the AED arrives, open it and turn it on.
7. Remove the victim's clothing from the chest and remove all metal including belts, necklaces, underwire bras, etc.
8. Observe the victim's chest for bulges which may indicate a pacemaker or internal defibrillator. Do not place electropads over bulges. Instead, place the electropad as close to the recommended site as possible.
9. Apply the electrode patches to the upper right chest and lower left chest in accordance with the pictures on the AED.
10. Follow the voice prompts to analyze heart rhythm.
11. Do NOT use alcohol to wipe a chest, as alcohol is flammable.
12. Make sure everyone is clear from the patient and press the shock button when prompted. The AED will reanalyze the patient and advise another shock if appropriate. There is no limit to the number of shocks that can be given, if advised by the AED.
13. Resume CPR as directed by the AED.
14. Send someone to meet EMS and bring them to the scene.
15. Continue to follow voice prompts and continue CPR until EMS arrives.
16. When EMS arrives, be prepared to give them the following information:
 - Patient's name
 - Known medical information
 - Timeline of the event
 - Any care given by the responders
 - Any other pertinent information
17. Following the event, the school nurse or Coordinated School Health director will deliver the AED incident report form to the medical provider, clean the AED, and replace any used supplies.

Hickman County Schools AED Report Form

Site: _____

Location/Address of Incident: _____

Date of Event: _____ Time of Event: _____

Patient's Name: _____

Patient's Address: _____

Patient's Age: _____ Gender: Male Female

Witnesses Names: _____

Name of on-site responder (s):

1. _____ CPR/AED Trained: Yes No

Responder's signature: _____

2. _____ CPR/AED Trained: Yes No

Responder's signature: _____

3. _____ CPR/AED Trained: Yes No

Responder's signature: _____

Was CPR given before the AED arrived? Yes No If Yes, how long? _____

Were shocks advised/given? Yes No If Yes, how many? _____

Were any problems/adverse effects encountered on the scene?

Was CPR continued after AED? _____ Yes _____ No

Condition upon arrival of EMS and outcome (if known): _____

Name of provider completing this report: _____

Signature: _____ Date: _____

**COPY OF REPORT SHOULD BE SUBMITTED TO COORDINATED SCHOOL HEALTH
DIRECTOR, EMS DIRECTOR, AND MEDICAL DIRECTOR**

AED MONTHLY CHECKLIST

School: _____

School Year: _____

AED Location: _____

Month-Add date checked	Is the unit clean and undamaged?	Are pads connected and in date?	Turn the unit on and off and verify green check.	Check for adequate supplies.	Signature and title of person Performing check
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

Risk Management

Risk Management is being committed to providing Hickman County Schools students, employees, and the community with an environment that is safe, healthy, and comfortable. The primary purpose is to assure so far as possible that all Hickman County School sites are free from recognized hazards.

Back Injury Prevention

Use proper lifting techniques:

- Squat close to the object
- Bend your knees
- Hold object close to the body
- Keep back straight
- Lift with your legs, not your back

Before lifting an objects,ask for help if it is needed. Use carts and dollies to move objects.

Do not overload boxes and trash cans (if you cannot lift it, someone else does not need to lift it.) New

Employees

Employees new to the district will have safety orientation before they begin work: Discuss safety policies and procedures with the new employee.
Review accident reporting procedures and stress prompt reporting.
Demonstrate safe handling of any hazardous materials. Demonstrate lockout/tagout procedures on equipment the new employee will use.
Review personal protective equipment and its proper use.
Impress upon the new employee the organization's commitment to safety, the fact that accidents can be prevented, and what to do when unsafe conditions are observed.

Outdoor Playgrounds/Bleachers/Grandstands

Yearly inspection of bleachers and grandstands by a qualified person is required. A qualified person must be trained (employed by the manufacturer), a professional engineer, or an architect.

If you have any questions about your playground equipment/bleachers/grandstands, please contact Mike Plunkett at 729-3391, ext. 2240.

Tennessee Risk Management Trust can also assist by sending loss control staff to look at your playground equipment/bleachers/grandstands. Chris Stites serves as a safety engineer and will provide a detailed inspection.

TNRMT/SEC loss control staff: Chris Stites --Middle Tennessee, (615) 289-4101,
cstites@sectn.com

Safety Concerns

At any time a safety concern arises, anyone may make a report to School Administration (building level or Central Office). All reports will be investigated promptly.

The maintenance department has an online work order procedure to follow to report minor problems (non-working lights, broken fixtures, etc.)

Custodial issues (spills, breakage, etc.) should be reported as directed by School Administration. Custodians will then be notified and expected to respond promptly.

BLOOD is considered a hazard and must be cleaned up in the appropriate, approved manner. Report all cases of exposed blood immediately and keep students, staff, and others away from the area until custodial assistance arrives. Coordinated School Health may be able to provide additional staff training if needed.

Student Athletes

Hickman County Schools are part of the TSSAA and abide by their rules and regulations. Part of the TSSAA's safety concern is for student athletes who participate in outdoor activities. Please consult the TSSAA heat policy to ensure the safety of our students.

<http://tssaa.org/compliance-publications/heat-policy/>

Transportation

Hickman County students should not be transported to school activities in Hickman County employee personal vehicles unless approval has been given by School Administration. School Administration should verify proper licensing and insurance coverage.

No Hickman County employee should drive students in approved Hickman County vehicles without approval from School Administration. School administration should verify proper licensing and insurance coverage.

Any Hickman County employee driving an approved school use vehicle should be properly licensed and placed on the Hickman County Schools list of approved drivers for insurance purposes.

Under no circumstances should students transport other students.

Threat Assessments

Hickman County Board of Education

Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 03/07/22
	Rescinds: 3.205	Issued: 08/02/21

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

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

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

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

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

19 **AFTER SCHOOL HOURS**

20 **[The following is the default if the district does not create alternate local procedures.]** If, outside
21 of regular school hours, there is a need to unlock the doors during a school activity, a school district
22 employee shall be stationed by the door to ensure access is limited to authorized persons.⁵

23 **SCHOOL POLICING¹**

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

- 27 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
28 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
29 the time of assignment and remain compliant throughout the tenure of his or her assignment;

- 1 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
2 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
3 participate in a minimum of sixteen (16) hours of training specific to school policing. All
4 training programs shall be approved by the Peace Officers Standards and Training
5 Commission.³
- 6 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
7 agency, subject to that agency's direction, control, supervision and discipline, though the Board
8 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
9 increased costs incurred by the law enforcement agency as a result of the assignment of the
10 SROs.
- 11
- 12 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
13 of the Director.
- 14
- 15 5. In the event that more than one SRO is assigned to a school system, the law enforcement
16 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
17 duties of the senior SRO, however designated, shall include, but not be limited to, the
18 following:
 - 19 a. To represent and carry out the policies of the law enforcement agency assigning the
20 SROs.
 - 21 b. To supervise the SROs in the performance of their duties;
 - 22 c. To consult with the Director regarding the best use of the available resources for school
23 policing; and
 - 24 d. To resolve disputes between the SROs and students or faculty members.
- 25
- 26 6. The memorandum may be effective for any length of time, including continuing until
27 terminated by the parties, and may contain any reasonable notice requirement for the
28 termination of the memorandum. However, the memorandum shall contain a provision
29 allowing the Director to suspend the active participation of the SROs in the event that the
30 Director certifies that the health, safety or wellbeing of the students or faculty members require
31 the immediate suspension.

32 **CYBERSECURITY⁴**

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

Legal References

1. TCA 49-6-805(3)

Cross References

- Visitors to the Schools 1.501

Security

Security in each school is a priority. Building administrators are the front line responders for building security. Central Office personnel are available to assist in any way needed.

Simple security measures to follow should be:

- Keep classroom doors locked and closed at ALL times.
- Entrance doors should be locked at all times.
- All visitors shall check-in at the front office. Visitors' driver's licenses will be scanned in order to enter the school building.
- All visitors will be issued a visitor pass to make faculty and staff aware they have entered the school using appropriate methods.
- Faculty and staff should make contact with anyone they do not recognize.
- Faculty should know where their students are at all times.

Each school shall maintain security protocols for entrance to the building. Front entrance doors **will** be locked at all times. Activities outside of school hours should have procedures in place to monitor the behavior and appropriateness of everyone on school grounds. Outside school hour activities, all doors are to remain locked. If there is a need to have a door unlocked during the activity, a school employee must be stationed by the door at all times.

When student activities take place off school grounds each school should be certain that the proper number of chaperones are in attendance and that students are given directions on procedures to follow in case of an emergency or accident. Discretion should be used when chaperones are used who are not employed by the school system.

Each school bus in the school system is equipped with cameras and GPS monitoring.

In the event of an emergency our Hickman County 911 Operations center has immediate access to call out any needed emergency services.

Additional Information:

Centerville Police Department: (931) 729-5146

Hickman County Sheriff's Department: (931) 729-2491

Hickman County Board of Education

	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 05/02/22
		Rescinds: 4.204	Issued: 08/02/21

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the regularly scheduled May meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 Local attendance requirements are listed in the administrative procedures.

4 The Director of Schools shall be responsible for developing administrative procedures regarding the
5 attendance requirements of priority students in each program.

6 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

7 Students who are required to attend summer programming in order to be promoted to fourth grade shall
8 attend with a ninety percent (90%) attendance rate. Students shall attend fourteen and one half (14.5)
9 days out of the sixteen (16) days required for summer school attendance. If more days are missed,
10 students may make up a total of 1.5 days within two weeks. Missed days will be documented, and
11 options for make-up days will be provided by the summer programming committee.

12 Parents shall be provided information on the summer program attendance policy by written and verbal
13 communication.

14 The Director of Schools/designee shall develop administrative procedures regarding the documentation
15 of student attendance including make-up days and the administration of the post-test for students who
16 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. TCA 49-6-1504
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Summer School

Hickman County Schools may sponsor a summer school for elementary and middle school students to strengthen and reinforce basic skills in any academic area. Summer school may be offered and will operate within the following parameters:

1. Based on teacher recommendations and student need, principals will identify students to attend summer school.
2. Principals may require students who do not meet grade level expectations to attend remediation after school or in summer school as a condition for promotion. The final decision for promotion/retention rests with school personnel.
3. Summer school is limited to students enrolled in the Hickman County schools.

HIGH SCHOOL

Hickman County Schools may sponsor a summer school for high school students. A high school summer program shall meet the criteria below:

1. Courses offered will be for remediation, and may include make-up courses for students who have failed any courses during the regular school year.
2. An annual Summer School Report will be submitted to the Board in September.

Hickman County Board of Education

	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 06/05/22
		Rescinds: 4.300	Issued: 03/02/20

- 1 The following guidelines shall be followed in administering the student activities program:
- 2 1. The Board shall initially approve each specific extracurricular activity so that proper
3 support and supervision may be assured.
 - 4
 - 5 2. The principal, after obtaining the recommendation of the faculty and the director of schools,
6 shall determine which clubs and organizations will be permitted.
 - 7
 - 8 3. Each student activity must be under the guidance and direction of a certificated staff
9 member.
 - 10
 - 11 4. All student activities must have the approval of the principal.
 - 12
 - 13 5. Student activities occurring before or after regularly scheduled school hours must be under
14 the supervision of the principal or his/her designee.
 - 15
 - 16 6. Secret organizations shall not be operated in any school.
 - 17
 - 18 7. A student shall not be required to attend a school-sponsored student activity that is
19 scheduled at a time which conflicts with his religious practices.¹
 - 20
 - 21 8. School-sponsored student activities during vacation periods shall be restricted to regularly
22 scheduled athletic programs and major events which cannot be scheduled otherwise.
 - 23
 - 24 9. Student groups shall not participate in state or national activities which are not listed as
25 approved activities by regional accrediting associations or state and national principals'
26 associations without the approval of the director of schools.
 - 27
 - 28 10. A student on out-of-school suspension shall not be permitted to participate in school-
29 sponsored activities.
 - 30
 - 31 11. Activities which restrict participation because of race, color, religion, sex, disabilities, or
32 national origin are forbidden.²
 - 33
 - 34 12. Activities sponsored by outside groups or agents will be approved only if they are co-
35 sponsored by the school.

1 STUDENT CLUBS & ORGANIZATIONS³

2 All students under the age of eighteen (18) shall present a signed and dated statement from their
3 parent/guardian before joining any club or organization or participating in activities of a club or
4 organization. The Director of Schools shall develop administrative procedures outlining this
5 recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Attendance 6.200

Hickman County Board of Education

Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 06/05/23
	Rescinds: 6.4001	Issued: 04/05/21

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the
2 project is viewed as contributory to a greater understanding of the teaching-learning process, the
3 project does not violate the goals of the Board, and the disruption of the regular school program is
4 minimal. The director of schools shall develop administrative procedures for approving requests for
5 conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The requests
6 shall outline what is to be done, who is to be involved and how the results will be used and
7 distributed.¹

8 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
9 notified of their ability to review the materials. Such notification shall include information indicating
10 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The
11 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)
12 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who
13 is eighteen (18) years of age or older may participate after he/she provides written, informed, and
14 voluntarily signed consent. The Director of Schools shall develop procedures for granting such
15 parental requests.¹

16 The director of schools shall develop procedures for granting such parental requests and to implement
17 the other provisions of this policy.¹

18 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
19 reveals information concerning:^{1,2}

- 20 1. mental or psychological problems of the student or the student's family;
- 21 2. sexual behavior or attitudes;
- 22 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 23 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 24 5. legally privileged relationships;
- 25 6. income; or
- 26 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
27 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
28 volume, posture, and eye-tracking³

29 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
30 of an unemancipated minor, without the prior written consent of the parent.⁵

31 The collection of the following student data is strictly prohibited:⁴

- 1 1. political affiliation or voting history;
- 2 2. religious practices; and
- 3 3. firearm ownership.

4 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵**

5 In general, the district will not collect, disclose or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that
7 purpose.

8 If any collected information is to be marketed or sold, parents will be directly notified at least annually
9 at the beginning of the school year of the specific or approximate dates when such information will be
10 collected. Parents, upon request, may inspect any instrument used to collect personal information for
11 the purpose of marketing or selling that information before the instrument is administered or
12 distributed to the student. All parents and students of appropriate age may decline to provide the
13 information requested.

14 This portion of the policy does not apply to the collection, disclosure or use of personal information
15 collected from students for the exclusive purpose of developing, evaluating or providing educational
16 products or services for or to students or educational institutions to the extent allowed by law, such as
17 the following:⁴

- 18 1. College or other postsecondary education recruitment or military recruitment.
- 19 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 20 3. Tests and assessments used by elementary schools and secondary schools to provide
21 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
22 students (or to generate other statistically useful data for the purpose of securing such tests
23 and assessments) and the subsequent analysis and public release of the aggregate data from
24 such tests and assessments.
- 25 4. The sale by students of products or services to raise funds for school-related or education
26 related activities.
- 27 5. Student recognition programs.

Legal References

Cross References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Testing Programs 4.700

Request to Conduct Survey/Research (6.4001) In
Hickman County Schools

Name: _____

Address: _____

Phone Number: _____

Organization: _____

Attach document(s) in response to each item listed.

State the purpose of the survey/research.

Describe in detail the following:

How the survey/research will be conducted

Who is to be involved

List names and contact information of all surveyors/researchers.

List expected participants (i.e., principals, teachers, students & grade-level).

When the survey/research will be conducted (duration, time of day, etc.)

Where the survey/research will be conducted

Explain how results will be used and distributed

Attach a copy of the parent/guardian consent which includes all bulleted information listed above.

Attach a copy of the Internal Review Board (IRB), if the research is for a university or college.

NOTE: The director of schools reserves the right to rescind permission for the survey/research at any time.

Your signature documents that the information contained in this packet is accurate and results will not be used or distributed in any manner other than listed.

Signature

Date

Submit complete request to the director of schools for approval.

Approved
Not Approved

Director of Schools Signature

Date

Hickman County Board of Education

Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 06/05/23
	Rescinds: 6.402	Issued: 08/02/21

1 **PHYSICAL EXAMINATIONS**¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering school for the first time. This applies to kindergarten, first grade and other
4 students for whom there is no health record; and
- 5 2. Participation as a member of any athletic team or in any other strenuous physical activity
6 program.
7

8 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
9 on file in the principal's office.

10
11 Screening tests as recommended by the Tennessee Department of Education and the Department of
12 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that
13 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse
14 their student from participating in health screenings that are part of a coordinated school health
15 program by submitting a request in writing to the school nurse, instructor, school counselor, or
16 principal.³

17 In general, the school district will not conduct physical examinations of a student without parental
18 consent to do so or by court order, unless the health or safety of the student or others is in question.³

19 **IMMUNIZATIONS**

20 No students entering school, including those entering kindergarten or first grade, those from out-of-
21 state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of
22 immunization, as determined by the Commissioner of Public Health. It is the responsibility of the
23 parents or guardians to have their children immunized and to provide such proof to the principal of the
24 school which the student is to attend.⁴

25
26 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
27 written statement that such measures conflict with the one of the following:

- 28 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
29 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
- 30 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
31 him/her from the immunization.⁶
32

- 1 Proof of exceptions will be in writing and filed in the same manner as other immunization records.
- 2 The Director of Schools shall ensure that appropriate immunization records are maintained for each
- 3 student.

- 4 A list of transfer students shall be kept at each school throughout the school year in order that their
- 5 records can be monitored by the Department of Health and Environment.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Hickman County Board of Education

	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 01/09/23
		Rescinds: 4.403	Issued: 11/07/22

1 *General*

2 The Director of Schools shall be responsible for library collection development. Library materials shall
3 be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
12
- 14 4. The collection as a whole shall offer a variety of viewpoints.

14 Grade level supervisors shall be responsible for periodically reviewing the district's library collection
15 in line with these established standards.

16 The Board supports principles of intellectual freedom inherent in the First Amendment of the
17 Constitution of the United States¹ and expressed in the *Library Bill of Rights* of the American Library
18 Association.

19 Because opinions differ, there may be questions concerning some instructional and library materials
20 despite the quality of the selection process.

21 **COMPLAINTS**

22 **Tier 1**

23 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 24 1. Inform the complainant of the selection procedures and make no commitments.
25
- 26 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
27
- 28 3. Inform the principal (and other appropriate personnel).

- 1 4. Keep challenged materials available for use during the reconsideration process.
2

3 Upon receipt of the completed form, the principal shall notify the Director of Schools. The
4 principal shall request review of the challenged materials by an ad hoc materials review
5 committee within ten business days. The review committee is appointed by the principal and
6 includes certified library media personnel, representatives from classroom teachers, one or
7 more parents, and may include one or more students. The principal will inform the Director of
8 Schools of the review committee's progress.

9 The review committee shall take the following steps after receiving the challenged materials:

- 10 1. Read, view, or listen to the contested material in its entirety;
11 2. Check general acceptance of the material by reading recognized and evaluative reviews;
12 3. Determine the extent to which the material supports the educational mission of the
13 school;
14 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
15 the material for its strength and value; and
16 5. Present recommendation to principal for further action and to the Director of Schools
17 for purposes of information.

18 **Tier Two**

19 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
20 He/she shall review the recommendation presented by the review committee along with the principal's
21 recommendation and make the determination whether the material is appropriate for the age and
22 maturity levels of the students who have access to the materials and whether the material is suitable
23 for, and consistent with, the educational mission of the school.

24 **Tier Three**

25 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
26 material to determine whether the material is appropriate for the age and maturity levels of the students
27 who have access to the materials and whether the material is suitable for, and consistent with, the
28 educational mission of the school.

29 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
30 students who have access to them or is not suitable for, and consistent with, the educational mission of
31 the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Request for Reconsideration of Instructional Materials

4.403

Name: _____ Date: _____

Address: _____

Daytime Phone#: _____ School: _____

Type of media on which you are commenting: Book Film Video Electronic information/
network, etc. (please specify) _____

Author _____

Title _____

Publisher (if known) _____

1. Have you been able to discuss this work with the teacher or librarian who ordered it or who used it? ___ Yes ___ No
2. Have you reviewed the material in its entirety?
___ Yes ___ No
3. To what in the material do you object? _

4. What do you understand to be the general purpose for using this work?

5. What age group would you recommend this item?

6. What do you feel might be the result of a student's reading, viewing, or listening to this item?

7. Is there anything positive about this item? _____

8. Are you aware of the evaluation of this item by authoritative sources?

9. What would you like your library/school to do about this work?
a. ___ Do not assign/lend it to my child

- b. ___ Return it to the staff selection committee/department for re-evaluation
- c. ___ Other, please explain

10. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject covered by this item?

Signature

Date

Hickman County Board of Education

	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 10/03/22
		Rescinds: 5.106	Issued: 08/02/21

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

Professional Employees

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school district.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
21 of Education;⁶
- 22 2. Who has been identified by the Department of Children's Services as a perpetrator of child
23 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
24 to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
26 of Health, or on a similar registry in another jurisdiction;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
28 contagious or communicable disease in such form that might endanger the health of school
29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of school children;⁸
- 8 2. Who has been identified by the Department of Children's Services as a perpetrator of child
- 9 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
- 10 to the health, safety, or welfare of children;⁷
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health;⁷
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall respond within the timeline

23 established by state law.¹² From the date of the written acceptance, such person is considered to be

24 under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Hickman County Schools Application Procedures for Support Staff

Individuals desiring to make application for employment with the Hickman County School system shall complete an application corresponding to the job being sought by the applicant. All applications can be found on the Hickman County Schools website and may be delivered in person or by mail to the following address:

Hickman County Board of Education 115
Murphree Avenue
Centerville, TN 37033

All information requested on the application form must be provided, including complete address for the applicant and references, or the application will not be processed.

For building level positions, principals and supervisors may schedule employment interviews with licensed and certified employees. Principals and supervisors will be responsible for reference checks.

When a suitable applicant is found, the building level principal will fill out the Support Staff Recommendation for Employment Form and submit it to the Office of Teaching and Learning to review and complete. The supervisor of the program for which the vacancy was filled will be required to review and sign the Support Staff Recommendation for Employment Form.

The principal will submit the Background Check Request Form to the Supervisor.

When the Support Staff Recommendation for Employment Form is completed, the principal will contact the Director of Schools to schedule an appointment to bring the applicant to interview with the Director of Schools.

The Director of Schools will review the Support Staff Recommendation for Employment form and sign off as approved or not approved.

Human Resources will take new hires through steps to get all appropriate paperwork completed.

Hickman County Schools Application Procedures for Administrative Positions Vacant

Administrative positions will be posted publicly to advertise the vacancy.

Applications for vacant positions in the areas of administration and/or supervision will be accepted from interested candidates both in system and out of system. In order to apply, candidates must hold an appropriate Tennessee license for the specific position or documentation must be presented to verify that all components for licensure have been completed.

All candidates must submit a completed application. All information requested on the application form must be provided, including complete address for the applicant and references, or the application may not be processed.

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 08/01/22
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. **Retired members**
7 **may substitute teach for additional days.**¹

8 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

9 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment
10 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will
11 not be lost or suspended under certain conditions which include, but are not limited to, the following:²

- 12 ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified~~
13 ~~individuals are available to fill the position;~~
- 14
- 15 ~~2. The Commissioner of Education shall certify that the employing school district serves an area~~
16 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 17
- 18 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 19
- 20 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
21 receive medical insurance coverage; and
- 22
- 23 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
24 Board for teachers with no experience filling similar positions or more than eighty-five percent
25 (85%) of the rate of compensation set by the Board for teachers with comparable training and
26 years of experience filling similar positions.

1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
8 retirement allowance;
9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the
11 retired member can be reemployed for additional one (1) year periods;
12
- 13 4. The retired member is not drawing disability retirement benefits; and
14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that
17 the retired member has the required experience and training for the position and that no other qualified
18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
22 percent (5%) of the retired member's pay rate.
23

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

Hickman County Board of Education

Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 12/05/22
	Rescinds: 5.305	Issued: 11/02/20

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at
3 least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for
4 purposes of FMLA eligibility¹) during the previous twelve-month period.²

5 GENERAL PRINCIPLES

6 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
7 calendar year for the following reasons:

- 8 1. the birth of a child;
- 9 2. the placement of a child with the employee for adoption or foster care;
- 10 3. a serious health condition of the employee that makes the employee unable to perform the essential
11 functions of his or her job position;
- 12 4. the care of a spouse, child, or parent of the employee who has a serious health condition; and
- 13 5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on
14 covered active duty, or has been notified of an impending call or order to covered active duty, in the
15 Armed Forces.

16 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable
17 federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid
18 leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

19 MATERNITY/PATERNITY LEAVE

- 20 1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run
21 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees
22 leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a
23 newborn child.³
- 24 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
25 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave
26 for maternity leave purposes. In order to be eligible to use sick leave, written request of the
27 teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be
28 submitted. Upon verification by a written statement from an adoption agency or other entity
29 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a
30 child. If both adoptive parents are teachers employed by the district, however, only one (1)
31 parent is entitled to use such leave.⁴
- 32 3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve
33 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and
34 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who
35 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or

1 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA
2 reasons.⁵

- 3 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is
4 available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor
5 child. An eligible employee taking leave under this provision shall not be required to utilize any
6 other type of accrued leave during this period. Eligible employees include teachers, principals,
7 supervisors, or other individuals required by law to hold a valid license of qualification for
8 employment who have been employed with a school district full time for at least twelve (12)
9 consecutive months.

10
11 Employees shall provide notice to the school district thirty (30) days prior to the intended use
12 of the leave. If the employee learns about the need for leave less than thirty (30) days in
13 advance, the employee shall give notice as soon as reasonably possible in order to be eligible
14 for the paid leave. This paid leave does not need to be taken consecutively; however, the paid
15 leave shall be used within twelve (12) months of the qualifying event. The leave shall run
16 concurrently with FMLA leave.⁶

17 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

18 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is
19 unable to work because of a serious health condition or to care for an immediate family member with a serious
20 health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws.
21 Employees shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical
22 Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable,
23 the employee shall notify Human Resources as soon as practicable—generally, either the same or next business
24 day.

25 LEAVE FOR MILITARY FAMILY MEMBERS

- 26 1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave
27 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of
28 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call
29 to active duty, or has been notified of an impended call to active duty status, in the Armed Forces.

30 Qualifying exigencies may include:

- 31 a. issues arising from the service member’s short notice deployment;
32 b. military events and related activities (e.g. official ceremonies, support programs);
33 c. making or updating financial and legal arrangements, attending counseling;
34 d. taking up to fifteen (15) days leave to spend time with a covered service member who is on
35 short-term rest and recuperation leave during deployment; or
36 e. attending post-deployment activities.

- 37
38 2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin
39 of a covered service member or covered veteran with a serious injury or illness is entitled to up to
40 twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member
41 is a current member of the Armed Forces, including a member of the National Guard or Reserves, who
42 is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is
43 otherwise on the temporary disability retired list, for a serious injury or illness.
44

1 A covered veteran is an individual who was a member of the Armed Forces at any time during the
2 period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a
3 serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.
4

5 The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8,
6 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first
7 day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
8 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service
9 member. The maximum of twenty-six (26) workweeks may include no more than twelve (12)
10 workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for
11 adoption or foster care, for care of a parent who has a serious health condition, or for the employee's
12 own serious health condition.

13 **INTERMITTENT LEAVE**¹⁰

14 Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill
15 family member, or because of the employee's own serious health condition, or for the care for a newborn, a
16 newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave
17 for planned medical treatment and the employee would be on leave for greater than 20% of the total number of
18 working days in the period during which the leave would extend, the school may require that such employee
19 elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned
20 medical treatment or to transfer temporarily to an available alternative position offered by the school system for
21 which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring
22 periods of leave.

RESTRICTIONS

24 1. Notice Requirements

- 25 a. *Employee Notice*¹¹ - For foreseeable leave, the employee shall provide the director of schools
26 with at least thirty (30) days written notice before the beginning of the anticipated leave.
27
28 b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the
29 director of schools/ designee shall notify the employee within three (3) business days (absent
30 extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation
31 leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA
32 leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed
33 in writing, no later than the following pay day.¹³
34

35 2. Certification Requirement¹⁴

- 36 a. The director may require that a request for leave be supported by certification issued by a health
37 care provider with the following information:
38 i. the date on which the serious health condition commenced;
39 ii. the probable duration of the condition;
40 iii. the appropriate medical facts within the knowledge of the health care provider
41 regarding the condition; and
42 iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or
43 parent and an estimate of the amount of time that such employee is needed.
44
45 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.

1 3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- 2 a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools
3 may require the employee to continue taking leave until the end of the term if the leave is at
4 least three (3) weeks of duration and the return of employment would occur during the three (3)
5 week period before the end of the term.
6
7 b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may
8 require the employee to continue taking leave until the end of the term if the leave is greater
9 than two (2) weeks duration and the return to employment would occur during the two (2) week
10 period before the end of the term.

11 **REQUIREMENTS OF THE BOARD**¹⁶

- 12 1. The employee shall be restored to the same position of employment or an equivalent position with no
13 loss of benefits, pay, or other terms of employment.
- 14 2. The employee shall be kept under any group health plan for the duration of the leave.
- 15 3. The board may recover the premium paid under the following conditions:
16 a. the employee fails to return from leave after the period of leave has expired.
17 b. the employee fails to return to work for a reason other than the continuation, recurrence, or
18 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. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Physical Assault Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.307</h3>	Issued Date: <h3 style="text-align: center;">12/05/22</h3>
		Rescinds: <h3 style="text-align: center;">5.307</h3>	Issued: <h3 style="text-align: center;">10/05/20</h3>

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
 2 or other violent criminal acts committed in the course of the teacher's employment duties, shall receive
 3 ~~workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or~~
 4 ~~professional leave~~ his/her full salary and full benefits until the teacher is released by his/her physician
 5 to return to work or his/her physician determines the teacher is permanently unable to return to work. If
 6 the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference
 7 between that amount and the teacher's full salary.¹

8 ~~The school system shall continue to pay the teacher's full benefits including, but not limited to health~~
 9 ~~insurance benefits, until the earlier of the date on which the teacher is released by the teacher's~~
 10 ~~physician to return to work or the date on which the teacher is determined by the teacher's physician to~~
 11 ~~be permanently disabled from returning to work.~~²

12 A signed statement listing the cause of the absence shall be provided by the employee on forms
 13 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
 14 of all claims. A certificate from the physician on forms furnished by the director of schools may also
 15 be required to verify the extent of the injury.²
 16

Legal References

1. TCA 49-5-714(a) ; Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

- Worker's Compensation 3.602
 Sick Leave 5.302
 Long Term Leaves of Absence 5.304

Hickman County Board of Education

Descriptor Term:

Staff Rights & Responsibilities

Descriptor Code:

5.600

Issued Date:

03/06/23

Rescinds:

5.600

Issued:

11/02/20

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;¹
- 5 2. Academic freedom within the confines of state law and board policy in order to create an
6 atmosphere of freedom in the classroom;

7 Educators have the right to:²

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
11 appropriate agencies;
- 13 3. Provide students with a safe environment;
- 14 4. Defend themselves and their students from physical violence or harm;³
- 15 5. Share information regarding a student's educational experience, health, or safety with the
16 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 17 6. Review all instructional material or curriculum before being utilized by students; and
- 18 7. Not be required to use his/her personal money to appropriately equip a classroom.

24
25 Each staff member has the responsibility to:

- 26 1. Make themselves familiar with and abide by, the laws of the state as these affect their work,
27 the policies of the board and the procedures designed to implement them;
- 28 2. To adhere to the Teacher Code of Ethics;⁷
- 29 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
30 students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.
- 6 7. Report students who commit offenses of assault and battery or vandalism on school property
7 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 8 8. Receive benefits in accordance with state law if the educator is a teacher who is on leave due
9 to a physical assault or other violent criminal act committed during the course of employment.⁶
- 10
- 11
- 12

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804

4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Staff-Student Relations 5.610
Ethics 5.611

Teachers shall conduct themselves in keeping with the ethics and high standards of the teaching profession. Predicated upon that conduct, teachers shall dress and groom appropriately to maintain respect and decorum in the classroom, to model proper dress and good grooming for students, and to establish a professional image in the eyes of the students whom they instruct and the public whom they serve. Therefore, in order to promote teacher effectiveness, and to maximize teacher instructional performance, no dress, apparel, grooming, appearance, or body ornamentation that is or potentially may become disruptive to the classroom atmosphere or the educational process shall be permitted.

Weekly lesson plans shall be prepared and_ written prior to the first instructional day of the week. These plans shall remain on the teacher's desk during the week. Principals and/or appropriate supervisors, at their discretion, may request a copy of the lesson plans be submitted.

Hickman County Board of Education

Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 03/06/23
	Rescinds: 6.200	Issued: 11/07/22

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at
3 3:00 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records.
18 Only authorized school officials with legitimate educational purposes may have access to student
19 information without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
21 Excused absences shall include:⁴

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;

1 7. School-endorsed activities;

2
3 8. Summons, subpoena, or court order; or

4
5 9. Circumstances which in the judgment of the principal create emergencies over which the
6 student has no control.

7 The principal shall be responsible for ensuring that:⁶

8 1. Attendance is checked and reported daily for each class;

9
10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
11 for the majority of the day;

12
13 3. All student absences are verified;

14
15 4. Written excuses are submitted for absences and tardiness;

16
17 5. System-wide procedures for accounting and reporting are followed.

18 TRUANCY

19 *General*

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
24 considered present for school attendance purposes. If a student is required to participate in a remedial
25 instruction program outside of the regular school day where there is no cost to the parent(s) and the
26 school system provides transportation, unexcused absences from these programs shall be reported in
27 the same manner.⁷

28 Students who are absent five (5) days without adequate excuse shall be reported to the director of
29 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
30 absence. If a parent does not provide documentation within adequate time excusing those absences, or
31 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
32 intervention plan described below prior to referral to juvenile court.

33 The director of schools/designee shall develop appropriate administrative procedures to implement this
34 policy.

35 *Progressive Truancy Intervention Plan*⁸

36 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
37 implemented.

1 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
2 framework outlined below.

3 Tier I

4 Tier I of the progressive truancy plan shall apply to all students within the district and include
5 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
6 include, but are not limited to,

- 7 1. A conference with the student and the student's parent/guardian;
8
- 9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
10 and an attendance officer. The contract shall include:
 - 11 a. A specific description of the school's attendance expectations for the student;
 - 12 b. The period for which the contract is effective. The term of the contract must not exceed
13 ninety (90) school days or continue beyond the last day of the semester, whichever
14 comes first; and
 - 15 c. Penalties for additional absences and alleged school offenses, including additional
16 disciplinary action and potential referral to juvenile court; and
17
- 18 3. Regularly scheduled follow-up meetings to discuss the student's progress.
19

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

22 Tier II

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

26 Tier III

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

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

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

1 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

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

- 8 1. Student's name and personal identification number;
- 9
- 10 2. Student's grade;
- 11
- 12 3. The dates of the student's absence;
- 13
- 14 4. The reason for the student's absence; and
- 15
- 16 5. The signatures of the student and parent/guardian.

17 RELEASED TIME COURSE¹⁰

18 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
19 one (1) class period per school day. Students shall not be excused during any class which requires an
20 examination for state or federal accountability purposes.

21 The student shall submit a written consent form signed by the student's parent/guardian prior to
22 participation in the released time course. The principal/designee shall document the approval in
23 writing. The student shall provide documentation to the principal/designee as proof of the student's
24 participation in the released time course.

25 The district shall not be responsible for transporting students to and from the place of instruction.

26 Upon submission of the student's transcript from the entity that provided the released time course, the
27 student may be awarded one-half (~~1/2~~) (1) unit of elective credit.

28 The Director of Schools shall develop procedures with secular criteria for determining whether credit
29 shall be awarded.

30 MAKE-UP WORK

31 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
32 the student makes the request immediately upon returning to school and provided instruction time is
33 not taken from other students.

34 A grade of incomplete will be received for any work missed until the work is completed. A student
35 may have up to three (3) days to make up work from a single absence and up to five (5) days to make
36 up work from an absence longer than a single day. It is the student's responsibility to make

1 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be
2 recorded for the assignments.

3 For school-sponsored activities, the student will be required to make up all work missed and will
4 receive full credit for the assignment or upon completion of a test. The student will not be counted
5 absent for a school sponsored event (school planned, school-directed, and teacher supervised).

6 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

7 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
8 excuse or must have been given an excused release by the principal prior to testing to receive an
9 excused absence. Students who have excused absences will be allowed to take a make-up exam that
10 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
11 have taken the End of Course Exam.

12 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
13 be averaged into their final grade at 15%.

14 **CREDIT/PROMOTION DENIAL**

15 Credit/promotion denial determinations may include student attendance, however, student attendance
16 may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the
17 following shall occur:

- 18 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
19 to excessive absenteeism.
- 20 2. Procedures in due process are available to the student when credit or promotion is denied.

22 **DRIVER'S LICENSE REVOCATION²**

23 More than ten (10) consecutive or fifteen (15)³ reported unexcused absences by a student during any
24 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

25 **ATTENDANCE HEARING¹²**

26 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion
27 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
28 principal. If the student chooses to appeal, the student or their parent/guardian shall be provided
29 written or actual notice of the appeal hearing and shall be given the opportunity to address the
30 committee. The committee will conduct a hearing to determine if any extenuating circumstances exist
31 or to determine if the student has met attendance requirements that will allow him/her to pass the
32 course or be promoted. Upon notification of the attendance committee decision, the principal shall
33 send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student
34 of any action taken regarding the excessive unexcused absences. The notification shall advise
35 parents/guardian(s) of their right to appeal such action within two (2) school days to the director of
schools/designee.

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 4 Following the review, the Board may affirm or overturn the decision of the director of
- 5 schools/designee. The action of the Board shall be final.
- 6 The director of schools/designee shall ensure that this policy is posted in each school building and
- 7 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Attendance Matters!

Each day, student attendance is taken by staff and reported to the front office of each school and recorded in the student information system (Skyward). Students who are absent will have automated phone calls made to their parent/guardian notifying them that the student is absent.

State law describes truant as a student having 5 unexcused absences. Attendance personnel in each school have access to attendance reports that indicate when students have reached 3 days and/or 5 days unexcused absences. Letters may be sent out at the principal's discretion at 3 unexcused absences to inform parents that their student is approaching a truant status. At 5 days unexcused, schools should send out a letter requesting parents to provide notes to excuse those absences in a timely manner. If a parent fails to provide documentation that would excuse those days of unexcused attendance, the student is reported to the At-Risk Coordinator as truant. The At-Risk Coordinator will then summon the parent/guardian and the student(s) to Truancy Council (ONLY students in middle or high school should attend).

Abbreviated Days

Parents should be aware that abbreviated school days count as full days towards attendance. Students who miss abbreviated days will receive an unexcused absence that counts the same as a whole day.

Parent Notes

Hickman County allows parents to write notes for missed days when taking a child to the doctor is not deemed necessary or when emergencies arise. Parents are allowed to write a total of 8 parent notes for the school year that may excuse a whole day or a partial day.

Notes for any excused absence should be turned in to the school upon the return of the student to school.

Seniors

School administration may deny participation in graduation exercises, prom, or any other senior activities, to those seniors who accumulate more than 15 cumulative unexcused absences regardless of the age of the senior.

Perfect Attendance

Students in attendance for 3 hours, 16 minutes ($\frac{1}{2}$ school day), they will be counted as having attended that day. (The computer will continue to count minutes not in attendance which may result

in the student showing more than 1 day absent when added up. This will not effect their perfect attendance.)

Unexcused tardies and early dismissals when accumulated to add up to one or more days will result in that student losing their Perfect Attendance status.

Students who have been home schooled and transfer into our system after October 1 of any school year will not be eligible for having Perfect Attendance that school year.

Students who transfer from another system which would have started after our school year starts will not be eligible for Perfect Attendance if they had not started school in their old system and enroll with us after October 1 of that school year.

Students who transfer into our system from another system will be counted as having perfect attendance if documentation is provided from the previous school system that they have had perfect attendance at their previous school.

Progressive Truancy Plan

Database administrators will send parent notification forms home with students when students meet the qualifications under the attendance policy.

Parent Attendance Notification Form

Attendance Contract Form

Released Course Time

When evaluating a course under the released time course policy, the secular criteria of the course may include, but is not limited to:

- 1) The amount of classroom instruction time
- 2) The course syllabus
- 3) Methods of assessment used in the course
- 4) Whether the course was taught by an instructor licensed

Hickman County Board of Education

Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 03/06/23
	Rescinds: 6.202	Issued: 08/02/21

1 A "home school" is a school conducted or directed by parent or parents or legal guardian or guardians
2 for their own children. Home schools which teach K-12 where the parents are associated with an
3 organization that conducts church-related schools (*as defined by §49-50-801*) which are supervised by
4 such organization and which administer standardized achievement tests at the same time tests are given
5 in their regular day schools are exempt from the following provisions, but must follow procedures
6 issued by the State Department of Education.¹

7 A parent wishing to conduct a home school shall meet the following requirements:²

- 8 1. Provide annual notice to the director of schools before the commencement of each school
9 year of the intent to conduct a home school;
- 10 11 2. Submit to the director of schools the name, number, age, grade level of children involved,
12 location of the school, curriculum to be offered, proposed hours of instruction, qualifications
13 of the parent/teacher, whether a college preparatory or general course of education will be
14 taught in grades 9-12, and a description of the courses to be taught each year;
- 15 16 3. Maintain attendance records, subject to inspection of the local director of schools;
- 17 18 4. Submit attendance records to the director of schools at the end of each school year;
- 19 20 5. Provide instruction for at least four (4) hours per day for the same number of instructional
21 days as are required by state law for public schools;³
- 22 23 6. ~~Possess a high school diploma, GED, or HiSET;~~⁴ Possess a high school diploma or a high
24 school equivalency credential approved by the State Board of Education;⁴
- 25 26 7. Cooperate in the administration to home school students of appropriate tests by the
27 Commissioner of Education, his/her designee or by a professional testing service;
- 28 29 8. Take action according to state law if home school student falls behind appropriate grade
30 level;
- 31 32 9. ~~Submit proof to the director of schools that the home school student has been vaccinated as
33 required by law;~~⁵
- 34

- 1 10. Submit proof to the director of schools that other health services and examinations as
2 required by law have been received by the home school student; and
3
- 4 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific
5 subject, employ a tutor having the same qualifications as required of parent/teacher.

6 If one or more of these requirements are not met, the Board authorizes the director of schools to take
7 formal action to bring the child into compliance with the Compulsory Attendance Law (until the child
8 has reached age 17), either in the home school or in a public, private or church-related school.

9 It shall be the policy of this Board that public school facilities shall be available for home school
10 instruction only when *all* of the following conditions exist:

- 11 1. Special needs courses are being taught which require services unavailable to the home school
12 student;
13
- 14 2. These services cannot be provided through any means other than the public schools;
15
- 16 3. Requests for services are made known by the home school parent when notice is given to the
17 director of schools of the intent to conduct a home school;
18
- 19 4. The director of schools investigates request and make recommendations to the Board;
20
- 21 5. No overcrowding, additional expenses, including providing transportation, or other special
22 situations which interfere with the normal operation of the school system shall be incurred;
23 and
24
- 25 6. Approval by the Board on a case-by-case basis.

26 The director of schools, through the attendance supervisor, shall have the attendance records of the
27 home school inspected at least two (2) times each school year in order to provide assistance in
28 implementing the Compulsory Attendance Law.

29 **Student Performance⁶**

30 If a home school student falls more than one (1) year behind his appropriate grade level in his/her
31 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have
32 taught the child at his/her grade level determines through appropriate means that the student is not
33 learning disabled, the director of schools shall require the parents to enroll the child in a public, private
34 or church-related school.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Code of Behavior and Discipline Procedures</h2>	Descriptor Code: 6.313	Issued Date: 05/01/23
		Rescinds: 6.313	Issued: 03/07/22

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

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI² (Response to Instruction and Intervention) and PBIS (Positive Behavior Interventions and Supports) framework. Exclusionary discipline shall only be used as a measure of last resort.² The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.³

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:⁵

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

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI²B (Response to Instruction and Intervention for Behavior), multi-tiered system of supports, behavior intervention plans, ACEs (Adverse Childhood Experiences) .

MISBEHAVIORS: Level I

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

Examples (not an exclusive listing):

Classroom disturbances
 Classroom tardiness
 School Bus disturbances
 Cheating and lying
 Littering
 Gambling
 Disrespect to teachers/staff
 Abusive language
 Nondefiant failure to do assignments or carry out directions
 Dress Code Violations wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶ or any violation of school board policy 6.310
 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

Immediate intervention by the staff member.
 Determine what offense was committed and its severity.
 Determine the offender and that he/she understands the nature of the offense.
 Employ appropriate disciplinary options.
 Record of the offense and disciplinary action maintained by staff members.
 Communicate with the parent or guardian of the student if the disciplinary action is referred outside of the classroom.

Disciplinary Options:

Verbal reprimand
 Special Assignment
 Restricting activities
 Assigning work details
 Counseling
 Withdrawal of privileges
 Issuance of demerits which might affect citizenship or department grades
 Strict supervised study
 Detention
 Corporal punishment
 In-school suspension
 Out-of-school suspension

Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction and Intervention for behavior), multi-tiered system of supports, behavior intervention plans, ACEs (Adverse Childhood Experiences).

MISBEHAVIORS: Level II

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

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors
 School or class tardiness
 Use of tobacco, vaping, or e-cigarettes
 Using forged notes or excuses
 Disruptive classroom behavior
 Disruptive school bus behavior
 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
 Violations to the AUP (Acceptable Use Policy) in regards to the internet and devices

Disciplinary Procedures:

Students are referred to the principal for appropriate disciplinary action.
 Principal meets with the student and teacher.
 Principal or teacher attempts to notify and communicate with the parent/guardian of the student.
 Principal hears accusations made by the teacher, permits the student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
 Principal takes appropriate disciplinary action and notifies the teacher of action.
 Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

Teacher/schedule change
 Modified probation
 Behavior modification
 Social probation
 Peer counseling
 Referral to outside agency
 In-school suspension
 Transfer
 Detention
 Suspension from school-sponsored activities or from riding school bus

Corporal punishment

Restricting school related honors student is otherwise due

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

Referral to law enforcement.

Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction and Intervention for behavior), multi-tiered system of supports, behavior intervention plans, ACEs (Adverse Childhood Experiences).

For use of tobacco, vaping or e-cigarettes- 1st offense 2 days ISS (in-school suspension), 2nd offense-3 days ISS (in-school suspension), 3rd offense- 5 days ISS (in-school suspension), 4th or more offenses: Suspension in addition to the foregoing, when a student is found to be in possession of tobacco or nicotine. For each offense a court petition must be filed.

MISBEHAVIORS: Level III

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

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

Fighting

Vandalism (minor) Less than \$500.00

Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes

Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of, selling or attempting to see, distributing or transmitting alcoholic beverages.

Stealing

Threats to others-A threat communicated verbally or demonstratively to inflict physical or other harm on any school employee, any other person acting in an official capacity on behalf of the school, or any other student. To be a violation of this rule, the threat must be one which would cause a person to reasonably fear imminent bodily injury or well-being.

Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school property, by a student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety.

Disciplinary Procedures:

Students are referred to the principal for appropriate disciplinary action.

Principal meets with the student and teacher.

Notify the parent or guardian of the student.

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

Principal takes appropriate disciplinary action.

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

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

Disciplinary action can be appealed to the SDHA (Student Discipline Hearing Authority) under board policy guidelines.

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

Disciplinary Options:

In-school suspension

Alternative School

Detention

Corporal punishment

Restitution from loss, damage or stolen property

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

Social adjustment classes

Transfer

Referral to law enforcement

Expulsion

Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction and Intervention for behavior), multi-tiered system of supports, behavior intervention plans, ACEs (Adverse Childhood Experiences).

Alcohol- 30 day suspension or alternative school placement

MISBEHAVIORS: Level IV

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

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing):⁸

Unmodified Level I, II and III behaviors

Death threat (hit list)

Bomb threat

Extortion

Possession/use/transfer of dangerous weapons (as defined below)*

Bringing a firearm to school or being in possession of a firearm at school or knowingly possessing, handling, transmitting, or using a weapon, or knowingly possessing an object with the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons include, but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives with blades of 2 1/2 inches or more in length, switchblades, razorblades, box cutters, bowie knife, hawk bill knife, or other like instruments utilizing a razor blade and ice picks, daggers, slingshots, leaded canes, blackjacks and knuckles.

Other Weapon Offenses: A student shall not knowingly possess, handle, or transmit oleoresin capsicum (pepper spray), a knife with blade less than 2 1/2 inches in length or a weapon replica. An exception applies to weapon replicas when school authorities specifically authorize the use of weapon replicas in instances such as the color guard, a prop in a school play, and the like.

Threat of mass violence on school property or at a school-related activity*

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

Aggravated assault*

Electronic Threats as defined in 6.309*

Vandalism (excess of \$500)

Theft/possession/sale of stolen property (excess of \$200)

Arson

Use/transfer of unauthorized substances

Possession of unauthorized substances(as defined below)*

Drugs- unlawfully possessing, acquiring, attempting to acquire, using, being under the influence of, selling or attempting to sell, distributing or transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants, or any other controlled substance.

Drug Paraphernalia-Drug look-alikes or paraphernalia shall include pills, powder or any substance which gives the appearance of prohibited drugs. Drug paraphernalia shall include roach clips, rolling papers, pot pipes, dab pens, pagers or any other device or materials used with illegal substances

Representation of any Substance as an Illegal Drug or Controlled Substance Possessing, Acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being under the influence of, selling or attempting to sell, distributing or transmitting any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any substance that causes impairment, any substance which is inappropriately used to alter the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense covers anything used as a drug not covered in the Drugs section of the Zero-Tolerance Offenses.

Harassment /Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

Principal confers with appropriate staff members and with the student.
 Principal hears the accusation by the accusing party and permits the offender an opportunity of explaining conduct.
 Parents are notified.
 Law enforcement officials are contacted.
 Incidents are reported and recommendations made to the director of schools.
 Complete and accurate reports are submitted to the director of schools.
 Students can appeal the disciplinary action to the SDHA (Student Discipline Hearing Authority) under the board policy guidelines.

Disciplinary Options

Expulsion
 Alternative schools
 Other hearing authority or Board action which results in appropriate placement
 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.
 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction and Intervention for Behavior), multi-tiered system of supports, behavior intervention plans, ACEs (Adverse Childhood Experiences).

ADDITIONAL GUIDELINES:

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

2. An administrator that suspects a student of behavior that is unlawful in nature shall report the suspicion to the school resource officer for investigation and possible referral to juvenile court.
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.²
4. A teacher or other school official shall not reduce or authorize the reduction of a student's academic grade because of discipline problems except in deportment or citizenship. Only deportment or citizenship grades may be reduced because of discipline actions.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.

* Zero tolerance offenses

Special Education Procedure: The discipline of special education students is governed by federal and state laws. If an offense is committed by a special education student, the federal laws may or may not permit punishment as set forth above. In addition, special and different procedures must be followed when an offense is committed by a special education student.

Director's Right to Modify: The director of schools has the right to modify disciplinary sanctions. Such modification may only be done on a case-by-case basis considering the specific circumstances surrounding the disciplinary sanction.

Safe Harbor Provision:

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing in the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to discipline under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian.
2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the rules solely by making such a

report. School officials shall use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Corporal Punishment 6.314
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Hickman County Board of Education

	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 04/03/23
		Rescinds: 6.309	Issued: 02/01/21

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

3 **WEAPONS & DANGEROUS INSTRUMENTS**

4 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school
5 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school
6 grounds at a school-sponsored activity, function or event.

7 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
8 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily
9 injury or anything that in the manner of its use or intended use is capable of causing death or serious
10 bodily injury.

11 Violators of this section shall be subject to suspension and/or expulsion from school.

12 *Firearms (as defined in 18 U.S.C. § 921)*²

13 In accordance with state law, any student who brings or possess a firearm on school property shall be
14 expelled for a period of not less than one (1) calendar year. The director of schools shall have the
15 authority to modify this expulsion requirement on a case-by-case basis.⁶

16 **DRUGS**³

17 In accordance with state law, any student who unlawfully possesses any drug including any controlled
18 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The
19 director of schools shall have the authority to modify this expulsion requirement on a case-by-case
20 basis.⁶

21 **ASSAULT**^{4,5}

22 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102
23 upon any teacher, principal administrator, any other employee of the school or school resource officer
24 or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or
25 SRO shall be expelled for a period of not less than one (1) calendar year. The director of schools shall
26 have the authority to modify this expulsion requirement on a case-by-case basis.⁶

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

Threats of mass violence on school property or at a school-related activity.⁶

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 49-6-3401(g)(2); TCA 49-6-3402; Public Acts of 2020, Chapter No. 603; Public Acts of 2023, Chapter No. 299

Cross References

Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319
Safe Relocation of Students 6.4081

7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Hickman County Board of Education

Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 05/01/23
	Rescinds: 6.314	Issued: 03/01/21

1 1. The principal or assistant principal may use corporal punishment in a reasonable manner
2 against a student for good cause in order to maintain discipline and order within the public
3 schools in accordance with the following guidelines:¹ Corporal punishment shall be
4 administered only after other less stringent measures have failed or if the conduct of a student is
5 of such nature that corporal punishment is the only reasonable form of punishment under the
6 circumstances; **Prior to administering the punishment, the student's teacher or principal shall**
7 **document that he/she has:**

8 a. **Acted to address the student's behavior;**

9 b. **Provided consequences to the student to address the behavior;**

10 c. **Consulted with the student's parent/guardian; and**

11 d. **Considered the need to conduct an evaluation to determine whether the student has a**
12 **disability per federal law.²**

13
14
15 2. The instrument to be used shall be approved by the principal;

16
17 3. Corporal punishment shall be administered in the presence of another professional employee;

18
19 4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
20 the apparent motive and disposition of the student, and the influence of the student's example
21 and conduct on others;

22
23 5. Corporal punishment shall only be administered when the school has received written parental
24 permission and followed procedures for the appropriate grade band.

25 **GRADES K – 8:**

26 Parents of students that persist in violating the school rules and discipline policy in grades K-4 may
27 request corporal punishment for their child. The principal or assistant principal will use corporal
28 punishment only if the parents have signed a permission form. The principal or assistant principal will
29 use customary discretion in the administration of the corporal punishment, but no student should
30 receive more than three (3) licks on any given day. Consideration shall be given to the age, size,
emotional condition, and physical condition of the child.

1 **GRADES 9 – 12:**

2 No corporal punishment will be administered to a student in grades 9-12. Alternative forms of
3 punishment/suspension will be provided.

4 **STUDENTS WITH DISABILITIES**

5 If a student has a disability, corporal punishment shall be administered only when the school has
6 received written parental permission. The parental permission must include the type of corporal
7 punishment that is allowed and the circumstances under which it is permitted. This information will be
8 kept on file at the school. It may be revoked at any time. The principal shall notify the
9 parent(s)/guardian(s) any time corporal punishment is used.

10 A disciplinary record shall be maintained and shall contain the name of the student, the type of
11 misconduct, the type of corporal punishment administered, the name of the person administering the
12 punishment, the name of the witness present, and the date and time of the punishment.

13 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
14 students, whichever is appropriate.

15 The Director of Schools shall develop administrative procedures to implement this policy, including
16 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402
2. 20 USCA § 1400 et. seq.; Public Acts of 2023, Chapter No. 275

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Corporal Punishment

School administrators will follow the procedures in Board Policy 6.314.

Corporal punishment will only be administered if a parent has signed a parent permission form.

Corporal punishment will be administered in the presence of another professional employee.

The request to use corporal punishment shall be reported to the Director of Accountability for recordkeeping and reporting.

Hickman County Board of Education

	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/02/21
		Rescinds: 6.319	Issued: 03/01/21

1 *General*

2 The Board shall operate an alternative school program for students in grades 6-12 who have been
3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
5 programs shall be mandatory and students attending an alternative school located other than at their
6 home school shall provide their own transportation.

7 An alternative school is a short-term intervention program designed to provide educational services
8 outside the regular school program for students who have been suspended or expelled. The alternative
9 school is located in a separate facility from the regular school program.

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
11 Board of Education and instruction shall proceed as nearly as practicable in accordance with the
12 instructional programs at the student's home school.²

13 The director of schools shall develop procedures that provide appropriate educational opportunities for
14 all students assigned to an alternative education program. These educational opportunities shall utilize
15 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
16 instructional techniques, and provide the resources necessary to foster student learning and
17 achievement.

18 Annually, the director of schools/designee shall submit the following information to the Department of
19 Education:

- 20 1. Alternative school(s) or program(s) currently in operation in the district;
- 21 2. Number and grade level of students served in an alternative education program;
- 22 23
- 24 3. Primary reason for student assignment to an alternative education program; and
- 25
- 26 4. Number of faculty and staff serving each alternative education program.

27 **ASSIGNMENT³**

28 The Director of Schools/designee is not required to assign a student to the alternative school or
29 program if the student committed one of the following:

1. A zero tolerance offense;⁴ or

1 2. ~~An offense of violence or threatened violence, or an offense that threatened the safety of~~
2 ~~other students at the school, if the location of the alternative school or program is on the same~~
3 ~~grounds as the school from which the student was disciplined.~~⁵ **An offense of violence or**
4 **threatened violence, or an offense that threatened the safety of other students at the school if the**
5 **location of the alternative school or program is on the same grounds as the school from which**
6 **the student was disciplined or assigning the student to that location would endanger the safety**
7 **of the students or staff.**⁵

8 Prior to the assignment of the student to an alternative school program, the director of schools/designee
9 shall provide written notice to the student's parent/guardian stating the reason for the student's
10 placement.⁶

11 Placement in an alternative education setting shall be reserved for students who significantly disrupt
12 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
13 suspected of having a disability, all state and federal laws, rules, and regulations related to special
14 education shall be followed. The director of schools/designee shall develop procedures regarding
15 placement of students in the program, taking in to consideration the impact of exclusionary discipline
16 practices.⁷

17 Attendance in alternative school programs shall be mandatory, and students attending an alternative
18 school located outside of the school district shall provide their own transportation.

19 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
20 student enrolled in an alternative education program.

21 **REMOVAL**⁸

22 A student may be removed from the alternative school or program if:

- 23 1. He/she violates the rules of the alternative school or program; or
- 24 2. He/she is not benefitting from the assignment and all interventions have been exhausted
25 unsuccessfully.

26 **ADDITIONAL OFFENSES**⁹

27 Any new disciplinary offense committed during a student's original suspension or expulsion period
28 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
29 original suspension or expulsion.

30 **TRANSITION PLANS**¹⁰

31 The director of schools/designee shall develop procedures regarding the implementation of transition
32 plans 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; Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(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
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Hickman County Board of Education

	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 06/07/21
		Rescinds: 6.600	Issued: 02/04/19

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the
3 student through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
5 on the birth certificate, unless evidence is presented that such name has been legally changed. If the
6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
7 student shall be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same
9 as that shown on records from the school previously attended unless evidence is presented that such
10 name has been legally changed as prescribed by law.

11 When a student transfers to another school within the system, copies of the student's records, including
12 the student's disciplinary records, shall be sent to the transfer school.²

13 When a student transfers to a school outside the system, copies of the student's records, including the
14 student's disciplinary records, shall be sent to the transfer school.²

15 All records shall be remitted in accordance with the Family Education Rights and Privacy Act
16 (FERPA).³

17 ACCESS TO STUDENT RECORDS

18 Student records shall be confidential. Authorized school officials shall have access to and permit
19 access to student education records for legitimate educational purposes.⁴ A "legitimate educational
20 interest" is the official's need to know information in order to:

- 21 1. Perform required administrative tasks;
- 22 2. Perform a supervisory or instructional task directly related to the student's education;
- 23 3. Perform a service or benefit for the student or the student's family such as health care,
24 counseling, student job placement, or student financial aid.

25 Authorized school officials may release information from or permit access to a student's education
26 record without the parent(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
reasonable effort to notify the student's parent(s) or the eligible student before making a

1 disclosure;⁵

- 2
- 3 2. If the disclosure is an item of directory information;⁶
- 4
- 5 3. To comply with the requirements of child abuse reports to the extent known by the school
- 6 officials including the name, address, and age of the child; the name and address of the person
- 7 responsible for the care of the child, and the facts requiring the report;⁷
- 8
- 9 4. When certain federal and state officials need information in order to audit or enforce legal
- 10 conditions related to federally-supported education programs in the school system;⁸
- 11
- 12 5. When the school system has entered into a contract or written agreement for an organization to
- 13 conduct scientific research on the system's behalf to develop tests or improve instruction,
- 14 provided that the studies are conducted in a manner which will not permit the personal
- 15 identification of students and their parents by individuals other than representatives of the
- 16 organization and the information will be destroyed when no longer needed for the purpose for
- 17 which the study was conducted;⁹
- 18
- 19 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
- 20 Internal Revenue Code;¹⁰
- 21
- 22 7. To accrediting organizations to carry out their accrediting functions;¹¹
- 23
- 24 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
- 25 Parent(s) of students or eligible students have a right to obtain copies of records transferred
- 26 under this provision;¹²
- 27
- 28 9. To financial institutions or government agencies that provide or may provide financial aid to a
- 29 student in order to establish eligibility, to determine the amount of financial aid, to establish
- 30 conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
- 31
- 32 10. To make the needed disclosure in a health or safety emergency when warranted by the serious-
- 33 ness of the threat to the student or other persons, when the information is necessary and needed
- 34 to meet the emergency, when time is an important and limiting factor, and when the persons to
- 35 whom the information is to be disclosed are qualified and in a position to deal with the
- 36 emergency;¹⁴
- 37
- 38 11. To the Attorney General or his designee for official purposes related to the investigation or
- 39 prosecution of an act of domestic or international terrorism. An educational agency that, in
- 40 good faith, produces education records in accordance with an order issued under this Act shall
- 41 not be liable to any person for that production;¹⁵
- 42
- 43 12. To any agency caseworker or other representative of a state or local child welfare agency or
- 44 tribal organization authorized to access the student's educational records when such agencies or
- 45 organizations are legally responsible for the care and protection of the student;¹⁶

1 Authorized school officials may release information from a student's education record if the student's
2 parent(s) or the eligible student gives written consent for the disclosure. The written consent must
3 include:¹⁷

- 4 1. A specification of the records to be released;
- 5
- 6 2. The reasons for the disclosure;
- 7
- 8 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
9 made;
- 10
- 11 4. The signature of the parent(s) or eligible student;
- 12
- 13 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
14 student's parent(s) or the eligible student* may obtain a copy of any records disclosed under
15 this provision.

16 The school system will maintain an accurate record of all requests to disclose information from or to
17 permit access to a student's education records. The system will maintain an accurate record of
18 information it discloses and access it permits. The system will maintain this record as long as it
19 maintains the student's education record.¹⁸

20 The record will include at least:¹⁸

- 21 1. The name of the person or agency that makes the request;
- 22
- 23 2. The interest the person or agency has in the information;
- 24
- 25 3. The date the person or agency makes the request; and
- 26
- 27 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
28 made.

29 * *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary
30 school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

Hickman County Board of Education

Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 06/07/21
	Rescinds: 6.601	Issued: 02/04/19

1 Within the first three weeks of each school year, the school system shall notify parent(s) of students and
2 eligible students* of each student's privacy rights.¹ For students enrolling after the above period, this
3 information shall be given to the student's parent(s) or the eligible student at the time of enrollment.²
4 The notice shall include the right of the student's parent(s) or the eligible student to:

- 5 1. Inspect and review the student's education records;
- 6 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in
7 violation of the student's rights, including the right to a hearing upon request;
- 8 3. File a complaint with the appropriate state or federal officials when the school system violates
9 laws and regulations relative to student records;
- 10 4. Obtain a copy of this policy and a copy of the student's educational records;
- 11 5. Exercise control over other people's access to the records, except when prior written consent is
12 given, or under circumstances as provided by law or regulations, or where the school system has
13 designated certain information as "directory information." Parent(s) of students or eligible
14 students have two weeks after notification to advise the school system in writing of items they
15 designate not to be used as directory information. The records custodian shall mark the
16 appropriate student records for which directory information is to be limited, and this designation
17 shall remain in effect until it is modified by the written direction of the student's parent(s) or the
18 eligible student.

19 DIRECTORY INFORMATION

20 "Directory information" means information contained in an education record of a student which would
21 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited
22 to the student's name, address, telephone number, e-mail address, photograph, date and place of birth,
23 dates of attendance, grade level, enrollment status, participation in officially recognized activities and
24 sports, weight and height of members of athletic teams, degrees, honors and awards received, and the
25 most recent educational agency or institution attended.³

26 Student directory information for 11th and 12th graders shall be made available upon request to persons
27 or groups which make students aware of occupational and educational options, including official
28 recruiting representatives of the military forces of the State and the United States.⁴

29 **The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary
30 school, at which time all of the above rights become the student's rights.⁵*

Legal References

1. 34 CFR §§ 99.4, 99.7
2. 34 CFR § 99.7
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 USCA § 503(c)
5. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

Hickman County Board of Education

	Descriptor Term: Rights and Responsibilities of Students of Legal Age	Descriptor Code: 6.6011	Issued Date: 02/06/23
		Rescinds:	Issued:

1 Every student eighteen (18) years of age or older shall be an eligible student as defined in Hickman
2 County Board of Education policy 6.601 and 6.6011. Such students, like all other students, shall
3 comply with the rules established, pursue the prescribed course of study, and submit to the authority of
4 teachers and other in a position of authority.

5 **FIELD TRIPS/ATHLETIC PROGRAMS**

6 Approved forms for participation shall be required of all students. The form should indicate that the
7 signature is that of the parent or guardian or the eligible student. Sponsors and/or coaches shall be
8 required to confirm the ages of those students signing their own forms.

9 **ATTENDANCE**

10 Notes submitted for attendance-related reasons, normally signed by parents/guardians, may be signed
11 by eligible students.

12 **DISCIPLINE PROCEDURES**

13 Discipline procedures and proceedings shall conform to the requirements established in board policies
14 for student discipline. Notification of discipline infractions shall continue to be communicated with
15 parents and/or guardians. Eligible students, however, are permitted to represent themselves upon
16 reinstatement to school following a suspension. If a student wants to represent himself or herself
17 without parental involvement, he or she shall sign a statement to that effect.

18 **WITHDRAWAL FROM SCHOOL**

19 Eligible students may withdraw from school without parent/guardian approval. Efforts shall be made to
20 contact parents/guardians and the students for a conference and explanation of the consequences that
21 may result from dropping out of school. Assistance shall be provided for educational opportunities that
22 are available to the student.

23 **REPORT CARDS**

24 Progress reports, reports cards, and other documents communicating student progress will be made
25 available to parents.

RESIDENCE REQUIREMENTS

- 1 The regulations pertaining to residence requirements shall pertain to eligible students.
- 2 **FINANCIAL RESPONSIBILITY**
- 3 Eligible students can be held financially responsible for damage to school property.

Cross References

Attendance 6.200
Student Records Annual Notification of Rights 6.601 Field
Trips, Excursions, Competitions 4.302 Interscholastic
Athletics 4.301
Athletic Regulations 4.3011
Textbooks 4.401
Reporting Student Progress 4.601
Interrogations and Searches 6.303
Discipline Procedures 6.313

Hickman County Board of Education

	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 06/07/21
		Rescinds: 6.602	Issued: 02/04/19

1 INSPECTION PROCEDURE

2 Parent(s) of students and eligible students* may inspect and review the student's education records upon written
3 request.¹

4 Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as
5 possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the
6 request.

7 The right to inspect and review educational records includes the right to a response from school officials
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the parent
9 has the authority to inspect and review records relating to his/her child unless the school sys-tem has been advised
10 that the parent does not have the authority under applicable state law governing guardianship, separation, and
11 divorce.²

12 When a record contains information about students other than the parent's child or the eligible student, the
13 parent(s) or eligible student may not inspect and review that information.²

14 FEES FOR COPIES

15 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools.
16 If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³

17 CORRECTION PROCEDURES

18 Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be
19 incorrect.⁴ The director of schools shall develop an acceptable procedure to establish an orderly process to review
20 and potentially correct an education record.

21 **The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at*
22 *which time all of the above rights become the student's rights.*

Legal References

1. 34 CFR §§ 99.3, 99.10; TCA 49-1-704
2. 34 CFR § 99.4
3. 34 CFR § 99.11
4. 34 CFR §§ 99.20, 99.21, 99.22

Parents or eligible students may inspect and review the student's education records upon written request.

Procedure to inspect records:

- Submit an inspection request to the records custodian and identify as precisely as possible the records to inspect. When the student reaches age 18 or enrolls in postsecondary school, rights become the student's rights.
- Inspection of the records must be complete within 45 days from the receipt of the transcript request.
- Parents have the authority to inspect and review records unless that parent does not have the authority under applicable state law governing guardianship, separation, and divorce.

Correction procedures:

Parents of students or eligible students may seek to change any part of the student's record they believe to be incorrect. If there is a name change, change of address, change of contact information the parent should fill out a new enrollment form at the school the child attends. If the child has a name change the same process should be followed along with proof from the birth certificate of new name.

Hickman County Board of Education

Descriptor Term: Directory Information Procedure	Descriptor Code: 6.6031	Issued Date: 06/07/21
	Rescinds: 6.6031	Issued: 03/05/19

1 Statistical information not identified with a particular student may be released to any person, agency, or
2 the public.¹

3 “Directory Information” relating to a student includes the following: name, address, telephone listing,
4 date and place of birth, major field of study, participation in officially recognized activities and sports,
5 weight and height of members of athletic teams, dates of attendance, degrees and awards received and
6 the most recent or previous educational agency or institution attended by the student.²

7 Within the first three weeks of each school year, the school district will notify parents and eligible
8 students* of the items it proposes to designate as “directory information.” For students enrolling after
9 this notice is published, a list of the directory items will be given to the student’s parent(s) or eligible
10 student at the time and place of enrollment.³

11 After the parent(s) or eligible students have been notified, they will have two weeks to advise the school
12 system in writing (a letter to the director of schools’ office) of any or all of the items they refuse to permit
13 the school system to designate as directory information about that student. At the end of the two-week
14 period, each student’s records will be appropriately marked by the records custodian to indicate the items
15 the school system will designate as directory information about that student. This designation will
16 remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible
17 student.³

18 Student directory information for 11th and 12th graders shall be made available upon request to persons
19 or groups which make students aware of occupational and educational options, including official
20 recruiting representatives of the military forces of the State and the United States.⁴

21 **The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary*
22 *school, at which time all of the above rights become the student’s rights.*

Legal References

1. TCA 10-7-504(b)
2. 20 USCA 1232g(a)(5)(A)
3. 20 USCA 1232g(a)(5)(B)
4. TCA 49-6-406

Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;">Media Access to Students</p>	Descriptor Code: <p style="text-align: center;">6.604</p>	Issued Date: <p style="text-align: center;">06/07/21</p>
		Rescinds: <p style="text-align: center;">6.604</p>	Issued: <p style="text-align: center;">03/05/19</p>

- 1 School administrators shall be authorized to grant permission and set parameters for media access to
- 2 students in their respective schools. Media representatives shall be required to report to the
- 3 administration for prior approval before accessing students involved in instructional programs and
- 4 activities not attended by the general public. The media may interview and photograph students involved
- 5 in instructional programs and school activities including athletic events. Such media access shall not be
- 6 unduly disruptive and shall comply with Board policies.

- 7 Each year parents/guardians will be given the option to withhold permission for public news media
- 8 interviews or photographs of their child at school.

- 9 Specific parental/guardian permission must be obtained if the story or photograph covers topics of a
- 10 sensitive nature.

- 11 If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or
- 12 videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

- 13 District employees may release student information to the media only in accordance with applicable
- 14 provisions of the education records law and Board policies governing directory information and
- 15 personally identifiable information.¹

- 16 Parents will be advised of the Board's media access to students policy at the time of the student's
- 17 registration and each fall in the student/parent handbook.

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)

Cross References

News Releases, News Conferences, and Interviews 1.503

Hickman County Board of Education			
	Descriptor Term: Student Publications	Descriptor Code: 6.704	Issued Date: 06/07/21
		Rescinds: 6.704	Issued: 03/05/19

1 **STUDENT RIGHTS**

2 The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in
3 writing.¹

4 Any student may submit articles and editorials for school-sponsored publications. The procedure for
5 submission of materials shall be published and distributed to all students.

6 **STANDARDS**

7 School-sponsored publications shall adhere to commonly accepted community standards, and no printed
8 material may be distributed which:

- 9 1. Is obscene³
10 2. Is libelous
11 3. May create a material and substantial disruption of the normal school activity or appropriate
discipline in the school.

13 **CONTROL AND SUPERVISION**

14 Student publications shall be under the control of the principal. Each school shall have a faculty sponsor
15 who reviews all publications proposed to be distributed in the school by a student or school group.²

16 **DISTRIBUTION**

17 School authorities shall regulate the time, manner, place and duration for the distribution of publications
18 on school grounds.

19 As it pertains to the school, distribution shall be defined as any manner of disseminating written or
20 printed materials equally, systematically or merely at random to several or many persons on school
21 grounds.

22 **APPEALS**

23 If a request for distributing any portion of a student publication is denied by the faculty sponsor, the
24 decision may be appealed to the principal, then to the director of schools, and ultimately to the Board.

Legal References

1. U.S. Constitution, Amendment 1
2. *Tinker v. Des Moines Independent Community District*, 393 U.S. 503 (1969)
3. *Shamley v. Northwest Ind. School District*, 462 F. 2d 960, 970-71, 5th Cir., 1972

Cross References

- Use of Copyrighted Materials 4.404
- Use of the Internet 4.406
- Web Pages 4.407
- Controversial Issues 4.800

Hickman County Board of Education

Descriptor Term: Student Fees and Fines	Descriptor Code: 6.709	Issued Date: 06/07/21
	Rescinds: 6.709	Issued: 03/05/19

1 School fees are defined as follows:¹

- 2 1. Fees for activities that occur during regular school hours, including field trips;
- 3 2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
- 4 3. Equipment and supplies required to participate in interscholastic athletics and marching band, if
- 5 taken for credit;
- 6 4. Fees or tuition for courses taken for credit or grade during summer school;
- 7 5. Fees required for graduation ceremonies;
- 8 6. Fees for a copy of the student's records; and
- 9 7. Refundable deposits for locks or other security devices required for protection of school
- 10 property when used in conjunction with courses taken for credit or a grade.

11 School fees are not:¹

- 12 1. Fines for overdue library books;
- 13 2. Fines for the abuse of school parking privileges and other school rules developed for the safe
- 14 and efficient operation of the school;
- 15 3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school
- 16 property;
- 17 4. Charges for debts owed the school;
- 18 5. Refundable deposits for locks or other security devices required for protection of school
- 19 property when used in not-for-credit extracurricular activities;
- 20 6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
- 21 7. Tuition for non-resident students.

22 No fee will be charged any student as a condition to attending school,² but students shall be responsible

23 for normal school supplies, such as pencils and paper.

24 School fees shall be waived for students who receive free or reduced-price school lunches. The

25 application for determining eligibility for free or reduced-price lunches or a form supplied by the State

26 Department of Education shall be used to verify student eligibility for fee waivers.

27 At the beginning of the school year, each principal shall be responsible for providing to all students

28 and their parents or guardians written notice of the required student fees and the process for fee waiver

29 for students who receive free or reduced-price lunches. The parent or guardian of an eligible student

30 must sign the appropriate application for free or reduced-price lunches and the waiver of school fees,

31 but may pay for all or a portion of the school fees.

1 Written notice of approval or denial of request for fee waivers shall be provided to all parents or
2 guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or
3 guardian to meet with appropriate school personnel.

4 Persons collecting fees shall be provided a list containing only the names of those students eligible for
5 waivers and for whom they are responsible for collecting fees. Any records related to this program
6 which identify particular students shall be maintained in strictest confidence.

7 Prior to the beginning of school each year, the Board, upon the recommendation of the principals and
8 superintendent, shall approve all student fees for the upcoming school year. Additional fees may be
9 approved during the year as needed. The superintendent shall be responsible for maintaining copies of
10 all correspondence relating to this program.

11 No employee may charge a student for any service rendered on the school premises. Tutoring one's
12 own student for pay is prohibited.

13 **FINES³**

14 Students who destroy, damage, or lose school property, including but not limited to buildings, school
15 buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing
16 such materials or equipment.

17 The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or
18 who has otherwise incurred a debt to a school may be held until the student or the student's
19 parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the
20 district shall provide a program of voluntary work for the minor. Upon completion of the work, the
21 student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if
22 the student is not at fault.⁴

23 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements
24 with the administration for payment may result in suspension of the student. If payment is not
25 remitted, the matter will be referred to the Board for final disposition.

26 Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the
27 proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition
28 of each book and a book number shall be recorded by the teacher issuing it.

29 The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life
30 of the book. Damage fines will be based on the wear beyond that normally expected for one year. For
31 one year's wear there will be no charge.

32 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the
33 current cost of replacing the book.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-02-.16
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 37-10-101, 102
4. TRR/MS 0520-01-02-.16

Cross References

Revenues 2.400
Textbooks 4.401
Care of School Property 6.311

Hickman County Board of Education

Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 02/06/23
	Rescinds: 5.602	Issued: 11/02/20

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of eight hours¹ and will
3 continue until professional responsibilities to the student and the school are completed. Administrative
4 meetings, curriculum development, student supervision, assigned duties, parent conferences, group or
5 individual planning and extra-curricular activities will require hours beyond the stated minimum.
6 Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to
7 provide time for planning, preparation for effective teaching and attention to major program
8 improvement.² Work schedules for other employees will be defined by the director of schools or
9 his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

10 WORKWEEK DEFINED

11 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
12 secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and
13 state regulations. The director of schools will ensure that job positions are classified as exempt or non-
14 exempt and that employees are made aware of such classifications. Supervisors will make every effort
15 to avoid circumstances which will require non-exempt employees to work more than forty (40) hours
16 each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school
17 district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

18 OVERTIME AND COMPENSATORY TIME⁴

19 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not
20 work overtime without the express approval of his/her supervisor. All overtime work must be
21 expressly approved in writing by the director of schools or his/her designee. All supervisory personnel
22 must monitor overtime on a weekly basis and report such time to the director of schools/designee.
23 Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this
24 policy and the Fair Labor Standards Act are followed and will ensure that all employees are
25 compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to
26 prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and
27 complete time sheets of actual hours worked during the workweek will be signed by each employee
28 and submitted to the finance director. The finance director will review work records of employees on a
29 regular basis to make an assessment of overtime use.

30 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
31 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory
32 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.

1 Employees will be allowed to use compensatory time within a reasonable period after requesting such
 2 use if the requested use of the compensatory time does not unduly disrupt the operation of the school
 3 division. Employees may accrue a maximum of 240 compensatory time hours before they will be
 4 provided overtime pay at the rate earned by the employee at the time the employee receives such
 5 payment. In addition, upon leaving the school division, an employee must be paid for any unused
 6 compensatory time at the rate of not less than the higher of (1) the average regular rate received by the
 7 employee during his/her last three (3) years of employment, or (2) the final regular rate received by the
 8 employee.

9 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
 10 pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or
 11 compensatory time as provided for working more than forty (40) hours in a workweek.

12 This policy shall be included in the staff handbook, however, employees will be provided with a copy
 13 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
 14 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file
 15 and shall constitute the written agreement required in this section.

16 ATTENDANCE EXPECTATIONS

17 All employees are expected to be present during all work hours. Absence without prior approval,
 18 chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect
 19 of duty and will result in disciplinary action up to and including dismissal.

I certify that I have read this policy, and that I understand the overtime and compensatory time provisions of this policy.

Sign

Date

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302(e)(2)
3. 29 CFR 553.20—23
4. 29 CFR 541.100—101, 200, 204, 300, 303

Cross References

- School Day 1.801
 Curriculum Development 4.200
 Reporting Student Progress 4.601
 In-Service and Professional Learning Opportunities 5.113

Hickman County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Student Board Representative	Descriptor Code: 1.206	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Board recognizes the value of communicating with students and considering their ideas and
2 perspectives regarding the educational program. The Board also believes in supporting student
3 leadership and fostering interest in public service. In order to facilitate student input and involvement,
4 the Board establishes an advisory, non-voting Student Board Representative position.

5 One Student Board Representative will be selected from each High School by their principal or his/her
6 designee from the TSBA Scope Candidates and shall serve a 1-year term, starting in September. S/he
7 shall be a current Hickman County High School or East Hickman High School student in good
8 standing entering his/her junior or senior year. In order to receive a diversity of opinions and
9 perspective, the children of HCSS Staff and Board Members are not preferred.

10 The Board may remove a Student Board Representative during the term if s/he becomes ineligible or
11 fails to fulfill his/her responsibilities. In the event of a vacancy prior to the expiration of the term, an
12 alternate will be appointed by the Hickman County High School/East Hickman High School principal
13 from the remaining TSBA Scope Candidates. If one is not able to serve, then the principal (s) shall
14 select a student.

15 Student Board Representative will:

- 16 • Attend all regularly scheduled, monthly board work sessions and business meetings.
- 17 • Contribute to board discussion by being prepared for meetings and providing student insight
18 and perspective.
- 19 • Report to students about the work of the board and district activities.
- 20 • Give a report to the Board at the end of their 1-year term regarding their experience of serving
21 and provide any appropriate information that may help to improve the effectiveness of such a
22 service.
- 23 • Act and dress, while serving, in a manner consistent with other school board members and in
24 accordance with the school board Code of Ethics.
- 25 • Maintain his/her status as a student in good standing during his/her term of service.

26 Student Board Representative may:

- 27 • Attend some board special events and meetings after consultation with the Board mentor, and if
28 scheduling allows.
- 29 • Present a report at regular meetings regarding student activities in the district.

30 Student Board Representative will NOT:

- 31 • Make motions, second motions, or vote.
- 32 • Attend executive sessions.

- 1 • Hold board offices.
- 2 • Participate in board discussions or receive board materials concerning topics such as, but not
- 3 limited to sensitive personnel matters, legal action strategy, negotiations strategy, individual
- 4 student discipline, or other confidential matters as deemed necessary by the Board.
- 5 • Receive compensation for their service to the school board.

6 The Board will:

- 7 • The Chair shall appoint a board member to serve as a mentor to each of the student board
- 8 members. This mentor shall serve as the primary contact between the student members and
- 9 the full board. The mentor will work with the student board members to support scheduling,
- 10 meeting preparation, and other duties as necessary.
- 11 • Ensure that the Student Board Representative receives training and monthly materials needed to
- 12 satisfactorily serve.
- 13 • Consider, respectfully, the Student Board Representative's positions and recommendations as
- 14 one element of its decision-making process.

Hickman County Board of Education

	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 11/01/21
		Rescinds: 1.501	Issued: 07/01/19

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all
 2 visitors will report to the school office when entering the school and will sign a log book, present their
 3 ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the Raptor
 4 System each new school year by way of student packets and/or handbooks. Signs will be posted outside
 5 of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the building
 6 or on the school campus will be determined by the principal or designee. Guest passes shall be issued
 7 for all persons other than students and employees of the school. ¹

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
 9 the grounds or into the school buildings during the hours of student instruction except students assigned
 10 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
 11 on the school premises.

12 The principal or his/her designee has the authority to exclude from the school premises any persons
 13 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students
 14 on the premises, or on the premises for the purpose of committing an illegal act.²

15 The principal shall engage law enforcement officials when he/she believes the situation warrants such
 16 measures.

17 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors
 18 to school must be submitted to the principal.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

Cross References

Section 504/ADA Grievance Procedures 1.802
 Vendor Relations 2.809
 Security 3.205
 Care of School Property 6.311

Hickman County Board of Education

Descriptor Term: Student Concerns	Descriptor Code: 6.305	Issued Date: 04/03/23
	Rescinds: 6.305	Issued: 02/01/21

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students
2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
3 appealed to the school principal/designee. To appeal, students shall contact the principal's office in their
4 school and provide their name, the issue, and the reason for their appeal on a printed form available at
5 the school office within **four (4) school days**. The appeal shall be decided confidentially and promptly,
6 preferably within five (5) school days.

7 However, if the principal does not make a decision within five (5) school days **or not to the satisfaction**,
8 students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee
9 at the central office. The information provided should include the student's name, the school, and a
10 description of the problem.

11 An investigation and decision shall be made within two (2) school days by the Director of Schools and
12 communicated to the school principal and student by telephone. A written copy of the decision also shall
13 be sent to the student and the principal.

14 If the decision is not made to the satisfaction of the students or parent(s)/guardian(s) they may appeal to
15 the School Board within (5) school days. The information provided should include the student's name,
16 the school, description of the complaint and all written documentation including but not limited to prior
17 written decision(s) that were provided by the principal and Director of Schools. The student(s), or
18 parent(s)/guardian(s) will send with their appeal whether it is to be an open or closed meeting
19 (disciplinary hearing on suspensions of greater than 10 days only).

20 All documentation will be provided to the School Board from the Director of Schools.

21 The Board Chairman will call a special called meeting to handle the appeal.

22 An appeal from a disciplinary hearing (see conditions above) will only be in a closed meeting unless the
23 student or student's parent or guardian requests in writing within 5 days after the receipt of written notice
24 of the hearing that the hearing will be conducted as an open meeting. The Board cannot conduct any
25 other business if the hearing is closed to the public.

26 The appeal will then be heard and voted on by the School Board and this decision will be final.

27 The Director of Schools will implement the decision of the School Board. A written copy of the decision
28 will be sent to the principal, student, and parent (s)/guardian(s).

TCA 49-6-3401 (c)(6)

TCA 8-44-101

Cross References

Appeals To & Appearances Before the Board 1.404
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041



PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Yearbook

Account Number 812

Proposed fundraising activities: Sponsorship

Purposed Uses of funds raised: Prom expenses

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

Soliciting of Sponsorships by Yearbook + Prom Committee Students

Method by which school will receive profit: Cash, Check

Requested by: Jennie Prosson / Prom Chair + ybook sponsor 7/25/23
Name/Title Date

Approved by: [Signature] 7/25/23
Principal Date

Approved by: John Mullins 7/25/23
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Yearbook

Account Number 812

Proposed fundraising activities: Sale of ads & yearbooks

Purposed Uses of funds raised: Yearbook Production Costs, Yearbook expenses, Potential Senior Yearbook fieldtrip,
~~expenses~~

Expected Student involvement (school-wide or specific school organization): Yearbook Students
Will sell ads

Method by which school will receive profit: Cash, check

Requested by: Jennie Presson / Yearbook Advisor 7/25/23
Name/Title Date

Approved by: [Signature] 7/25/23
Principal Date

Approved by: John Mullins 7/25/23
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Bookstore EHHS

Account Number 845

Proposed fundraising activities: EHHS school bookstore

Purposed Uses of funds raised: Funds are used to purchase inventory to restock. Excess funds are used for FBLA & CTE Activities

Expected Student Involvement (school-wide or specific school organization):
Work based learning students

Method by which school will receive profit: as items are sold

Requested by: Candi Morgan 7-27-23
Name/Title Date

Approved by: [Signature] 7/25/23
Principal Date

Approved by: John Mullins 7-25-23
Director of Schools* Date

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



PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name CDC

Account Number 824

Proposed fundraising activities: sale of lunch plates

Purposed Uses of funds raised: classroom trips & rewards

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

Method by which school will receive profit: cash, credit, check

Requested by: Sheryl Robinson / sr sponsor
Name/Title

7/31/23
Date

Approved by: [Signature]
Principal

7/31/23
Date

Approved by: John Mullins
Director of Schools*

7-31-23
Date

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



PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Class of 2024

Account Number 702

Proposed fundraising activities: sale shirts

Purposed Uses of funds raised: expenses for class of 2024

Expected Student involvement (school-wide or specific school organization): class of 2024

Method by which school will receive profit: CASH / check

Requested by: Sheryl Robinson / Sr. Sponsor
Name/Title

7/31/23
Date

Approved by: [Signature]
Principal

7/31/23
Date

Approved by: [Signature]
Director of Schools*

7-31-23
Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 822 - Cheer - Basketball/Football

Proposed fundraising activities: "Sponsor My Cheer Season"
Donation Cards with multiple \$ amounts

Purposed Uses of funds raised Cheer uniforms, New Conditioning
equipment, Warm ups, Banner supplies.

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

Method by which school will receive profit Donations

Requested by Jillian Estes / Coach
Name/Title

Date 6/13/23

Approved by [Signature]
Principal

Date 6/19/23

Approved by [Signature]
Director of Schools*

Date 7-31-23

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 822 - Cheer - Basketball/Football

Proposed fundraising activities: Dodgeball Tournament
hosted at HCHS

Purposed Uses of funds raised
Cheer uniforms/supplies, New
Conditioning equipment, Warm ups, Banner supplies

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

Method by which school will receive profit Sign-up
entry fee for each team

Requested by Jillian Estes /coach
Name/Title

Date 6/13/23

Approved by [Signature]
Principal

Date 6/19/23

Approved by [Signature]
Director of Schools*

Date 7-31-23

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 822 - Cheer - Basketball/Football

Proposed fundraising activities: Trivia Night hosted at
HCHS

Purposed Uses of funds raised
Cheer uniforms, New conditioning
equipment, Warm ups, Banner supplies

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

Method by which school will receive profit Ticket sale

Requested by Jillian Estes / coach
Name/Title

Date 6/13/23

Approved by [Signature]
Principal

Date 6/19/23

Approved by [Signature]
Director of Schools*

Date ~~6-19~~ 7-31-23

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Golf Team

Proposed fundraising activities: Golf Tournament (DGC Tall Grass Scramble) Saturday, September 9

Purposed Uses of funds raised To help pay for equipment, fees & tournaments

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

The entire golf team will participate.

Method by which school will receive profit Cash, checks

Requested by Chris Dawson Golf Coach Date 7/28/23
Name/Title

Approved by [Signature] Date 7/31/23
Principal

Approved by John Mullins Date 7-31-23
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library # 805

Proposed fundraising activities: Scholastic Book Fair

Sep. 25 - Oct. 6th

Purposed Uses of funds raised
Library Supply

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

Method by which school will receive profit Scholastic dollars
or Cash (depends on how much we make)

Requested by Robin DeVault Library media specialist Date 7/28/23
Name/Title

Approved by Ima S. Hupp Date 7-31-23
Principal

Approved by John Mullins Date 7-31-23
Director of Schools*

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