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**REGULAR BOARD MEETING**  
**Monday, March 2, 2020 7:00 PM**  
**Room 203 Central Office**

- I. Call To Order
- II. Approval of February 3, 2020 Regular Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
  - A. Employee of the Month
  - B. Student Athletic Recognition
- V. Communications to the Board
  - A. Director's Report
  - B. Financial Report
  - C. High School Dual Enrollment
  - D. Director of Schools Evaluation
- VI. Items Requiring Board Action
  - A. Trip Requests
    - 1. HCHS HOSA
    - 2. HCHS FCCLA
    - 3. HCHS FFA
    - 4. EHHS FBLA
    - 5. EHHS FCCLA
    - 6. EHHS HOSA
    - 7. EHHS Marching Eagles
  - B. EHHS vs HCHS Soccer Game
  - C. Budget Amendments
  - D. Amended Fund Balance
  - E. 2020-2021 Attendance Zones
  - F. Chromebook Bids
  - G. E-Rate Equipment Bid
  - H. Desktop Computers and Monitors Bids
  - I. Internet Services Contract
  - J. CIS Job Share Requests
  - K. Land for Sale behind HCMS
  - L. Revised Board Policies 4.2013, 3.204, 4.302, 4.606 (1st Reading)
  - M. Board Policy Review 4.300--4.407
- VII. Announcements
- VIII. Adjourn

Monday, February 3, 2020  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, February 3, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, Vance Willis, and Jim Hudgins.

Steve Gianakos made a motion to approve the minutes from the meeting held on Monday, January 6, 2020. Jane Herron seconded the motion.

Monday, January 6, 2020  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, January 6, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, and Jane Herron. Jim Hudgins and Vance Willis were absent from the meeting.

Tim Hobbs made a motion to approve the minutes from the meeting held on December 2, 2019. Steve Gianakos seconded the motion. On a voice vote the motion was approved 5-0.

Steve Gianakos made a motion to amend the agenda to add revised board policies 6.300 and 6.312 on first reading to item E. Revised Board Policies. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the amended agenda. Jane Herron seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, January 6, 2020, at 7:00 p.m. in Room 203 at the Central Office. A work session will be held at 6:00 p.m. in Room 203 of the Central Office.

- I. Call to Order
- II. Approval of December 2, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
  - A. Employee of the Month (Amy Bryant)
- V. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
- VI. Items Requiring Board Action
  - A. Trip Requests--Sponsor and Students
  - B. Budget Amendments--Business Officer
  - C. ADA Ramp at HCHS--Maintenance Director
  - D. Resolution No.19-02--Director of Schools

- E. Revised Board Policies 6.300, 6.312 (1st reading ), 4.201, 6.411 (2nd Reading)--Director of Accountability
- F. Board Policy Review 3.300-3.602--Director of Accountability

VII. Announcements--January 25, 2020, 8:00 a.m.-12:00 p.m. at Centerville Intermediate School

VIII. Adjourn

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

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

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: December 19, 2019  
RE: January Director's Report

**Leave of Absence**

Professional  
Support Staff

**Hiring**

Professional  
Jennifer Lange EHIS Teacher  
Support Staff

**Resignation**

Professional  
Support Staff  
Jared Carkuff HCMS In School Suspension/Asst. Football Coach  
Autumn Goltz HCMS Special Education Assistant  
Lance Standridge Bus Driver  
Deborah McCoy Food Service

**Retirement**

Professional  
Support Staff

**Transfers**

Professional  
Support Staff

**Appointment**

Professional  
Support Staff

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

Ron Gammons made a motion to accept the Financial Report. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve Budget Amendment #5. Ron Gammons seconded the motion.

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

Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins  
Vance Willis

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

Tim Hobbs made a motion to approve the HCHS auditorium stage ADA Ramp quote from EZ Access. Steve Gianakos seconded the motion.

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

Jim Hudgins  
Vance Willis

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

Steve Gianakos made a motion to approve Resolution 19-02. Jane Herron seconded the motion.

Resolution No. 19-02

Guidelines to Govern the Hickman County Board of Education's GASB 45 Trust

WHEREAS, A contract with the Hickman County Education Association (HCEA) established a medical insurance premium payments for retired teachers; and

WHEREAS, The Hickman County Board of Education entered into an agreement with the Tennessee School Boards Association's GASB 45 Trust ("the Trust" or "Trust") to fund such a program; and

WHEREAS, The contract with the HCEA expired on June 30, 2014; and

WHEREAS, The Hickman County Board of Education adopted Resolution 16-01 in order to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients; and

WHEREAS, The Hickman County Board of Education now desires to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients from henceforth;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education in Hickman County, Tennessee, assembled in regular session this 6th day of January 2020 that:

Section 1: The Trust is applicable (i.e., open to participation) to those licensed employees according to the guidelines set forth herein, who meet the following criteria:

- A. Licensed employees who were hired on or before June 30, 2015, or;
- B. Licensed employees who were employed by the Hickman County School System during the time the Trust has been in effect from its inception through June 30, 2015, and who left the Hickman County School System and then became re-employed by the Hickman County School System on or after July 1, 2015.

Section 2: To be eligible to participate in receiving funds from the Trust, an employee must meet all of the requirements of this Resolution, must complete state and local forms at the time of filing for retirement, which must be no later than the date of the last payroll payment for the school year in which the employee is retiring.

Section 3: For those not eligible for Medicare at the time of retirement, the Board will contribute the following from the time of retirement until the retiree becomes eligible for Medicare or for a maximum of six (6) years, whichever comes first. However, if a retiring teacher has provided 35 or more years of continuous service in the Hickman County School System, premiums will be paid for a maximum of ten (10) years or until retiree becomes eligible for Medicare, whichever comes first, according to the following schedule:

- A. 30 or more years of service in Hickman County Schools
  - 1. 55% of a single policy premium
  - 2. 30% of a family policy premium
- B. 20-29 years of service in Hickman County Schools
  - 1. 45% of a single family policy premium
  - 2. 25% of a family policy premium
- C. 10-19 years of service in Hickman County Schools
  - 1. 35% of a single policy premium
  - 2. 15% of a family policy premium

Section 4: Retirees who meet the following conditions shall be eligible for reimbursement for Medicare supplement insurance in accordance with the schedule set below:

- A. Must meet State of Tennessee requirements to enroll in the State of Tennessee plan for Medicare supplement insurance:

- B. Are eligible for Medicare at the time of retirement; or
- C. Become eligible for Medicare after participating in Section 3, above;
- D. Medicare supplement payments shall be paid as a reimbursement, one time per year, in the month of December, according to the following rate schedule:

(i) Retirees with 30 or more years of service in the Hickman County Schools shall receive a local contribution, which when combined with the State of Tennessee contribution, shall equal 100% of premium cost.

(ii) Retirees with 20-29 years of service in the Hickman County Schools shall receive a local contribution, which, shall equal 35% of premium cost.

(iii) Retirees with 10-19 years of service in the Hickman County Schools shall receive a local contribution, which, shall equal 25% of premium cost.

Section 5: Upon exhaustion of funds in the Trust, membership in the Trust is abolished. If sufficient funds are not available to make a complete payment during any fiscal year to eligible retirees participating in the Trust, the remaining Trust funds are to be prorated and each participant will receive an equal share, with the exception if there is an odd amount, the last eligible participant, arranged alphabetically, will receive an odd amount to zero the Trust account out.

Section 6: The Board hereby ratifies and approves all Medicare supplement payments which have been made to any retirees since the expiration of the Agreement between the Board of Education and the Hickman County Education Association, subject to approval by the State of Tennessee and applicable rules and regulations.

Adopted, this 6th day of January 2020.

Action:

\_\_\_5\_\_\_ Aye \_\_\_0\_\_\_ Nay \_\_\_0\_\_\_ Pass \_\_\_2\_\_\_ Absent

Aye:  
 Amy Bryant  
 Ron Gammons  
 Steve Gianakos

Absent:  
 Jim Hudgins  
 Vance Willis

Jane Herron  
Tim Hobbs

Adopted:

Attest:

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

Amy Bryant made a motion to approve revised board policies 6.300 and 6.312 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0. Jane Herron made a motion to approve revised board policies 4.201 and 6.411 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to accept the review of board policies 3.300-3.602. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

An announcement was made that a board retreat would be held on Saturday, January 25, 2020, from 8:00 a.m.-12:00 p.m. at Centerville Intermediate School.

The meeting was adjourned at 7:22 p.m.

On a voice vote, the motion was approved 6-0-1, with Vance Willis passing on the motion since he was not in attendance at the January 6 meeting.

Ron Gammons made a motion to approve the meeting agenda for February 3, 2020. Vance Willis seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, February 3, 2020, at 7:00 p.m. in Room 203 at the Central Office. A work session will be held at 6:00 p.m. in Room 203 of the Central Office.

- I. Call to Order
- II. Approval of January 6, 2020 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
  - A. Employee of the Month (Vance Willis)
- V. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. OPEB Trust Financial Statement--Director of Schools
- VI. Items Requiring Board Action
  - A. Trip Requests--Sponsor and Students
    1. East Hickman High School FFA--Sponsor and Students
    2. Hickman County High School Girls Soccer--Coach and Players
    3. Hickman County High School JROTC--Sponsor and Students
    4. Hickman County High School JROTC--Sponsor and Students
    5. Hickman County High School JROTC--Sponsor and Students
    6. Hickman County High School JROTC--Sponsor and Students
  - B. Hickman County High School JROTC Military Formal--Sponsor and Students
  - C. Budget Amendments--Business Officer
  - D. School Bus Bids--Director of Transportation

- E. Engine Replacement Proposal--Director of Transportation
- F. EHES Job Share Request--Principal and Supervisor
- G. Land for Sale behind HCMS--Director of Schools
- H. Revised Board Policies 6.300, 6.312 (2nd Reading)--Director of Accountability
- I. Board Policy Review 4.100-4.211--Director of Accountability
- VII. Announcements--Board Retreat scheduled for February 8, 2020 has been cancelled
- VIII. Adjourn

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

Anndrea Eubanks was recognized as February Employee of the Month by Vance Willis.

Steve Gianakos made a motion to accept the Director's Report. Ron Gammons seconded the motion.

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: January 28, 2020  
 RE: February Director's Report

**Leave of Absence**

Professional

Robyn Emerson FMLA (January 6-February 10, 2020)  
 Kim Jenkins FMLA (January 6-February 10, 2020)

Support Staff

**Hiring**

Professional

Christy Uhl Project AWARE Student Support  
 Jennifer Armstrong Project AWARE Student Support  
 Ashley Easley Project AWARE Student Support  
 Lonnie Horner HCHS Biology (100-day contract)

Support Staff

Tracy Rivers HCHS In-School Suspension  
 Sarah Eisenhuth HCMS Special Education Assistant  
 Horace Dunnivant Substitute Bus Driver

**Resignation**

Professional

Support Staff

Stephanie Bodine EHES Special Education Assistant

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

Floy Ann McCutchen Substitute Bus Driver to Full Time Bus Driver  
 Jessie Waters Substitute Bus Driver to Full Time Bus Driver  
 Ronnie Lewis Substitute Bus Driver to Full Time Bus Driver

**Appointment**

Professional

Support Staff

Brett Lovett HCHS Interim Head Football Coach

**Open Positions**

- 1 Music Position
- 1 School Counselor Position
- 1 Secondary Math Position
- 2 Special Education Positions
- 1 Bookkeeper Position
- 1 Special Education Assistant

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

Ron Gammons made a motion to accept the Financial Report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the OPEB Trust Financial Statement. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs made a motion to approve the trip request from EHHS FFA for 9 students to attend State Convention in Gatlinburg, TN on March 29-April 1, 2020. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve an overnight girls soccer camp at HCHS on July 19-23, 2020. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve a trip request for the HCHS JROTC to attend JCLC in Greenville, KY, from 6/4-6/8, 2020. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve a trip request for the HCHS JROTC to attend the 7th Brigade Regional Academic, Air Rifle, Drill, and Robotics Competition in Fort Knox, KY on March 14, 2020. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve a trip request for the HCHS JROTC to host a Resident Raider Training Camp at HCHS on July 30-August 2, 2020 for 12-15 students. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the HCHS JROTC request to host a military formal and awards banquet at HCHS on May 2, 2020. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve budget amendments 6, 7, and 8. Jim Hudgins seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs  
Jim Hudgins  
Vance Willis

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

Vance Willis made a motion to approve the purchase of 6 Type C 78-passenger buses and 1 Type C 39-passenger bus, all with propane and seat belts options. Jim Hudgins seconded the motion.

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

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

Ron Gammons made a motion to approve the bus engine replacement to Underwood Tire at a cost of \$17,000.00. Steve Gianakos seconded the motion.

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

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

Vance Willis made a motion to approve the Job Share request for 2nd grade at East Hickman Elementary School. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to provide the Director of Schools authority to negotiate and make an offer on the land behind Hickman County Middle School up to \$20,000.00. Ron Gammons seconded the motion.

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

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Vance Willis made a motion to approve revised board policies 6.312 and 6.300 with the revision in 6.300 to say Principal Discretion for the Cell Phone Violation section. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the review of board policies 4.100-4.211. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Chair Amy Bryant announced that the board retreat date scheduled for February 8, 2020, had been cancelled.

The meeting was adjourned at 7:36 p.m.



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

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

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

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

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

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, March 2, 2020, at 7:00 p.m. in Room 203 at the Central Office. A work session will be held at 6:00 p.m. in Room 203 of the Central Office.

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  - B. Student Athletic Recognition—Steve Gianakos
- V. Communications to the Board
  - A. Director's Report—Director of Schools
  - B. Financial Report—Business Officer
  - C. High School Dual Enrollment--EPSO Coordinator and Counselors
  - D. Director of Schools Evaluation—Board Chair
- VI. Items Requiring Board Action
  - A. Trip Requests--Sponsor and Students
    1. HCHS HOSA--Sponsor and Students
    2. HCHS FCCLA--Sponsor and Students
    3. HCHS FFA--Sponsor and Students
    4. EHHS FBCLA--Sponsor and Students
    5. EHHS FCCLA--Sponsor and Students
    6. EHHS HOSA--Sponsor and Students
    7. EHHS Marching Eagles--Sponsor and Students
  - B. EHHS vs. HCHS Soccer Game--EHHS Athletic Director and Coach
  - C. Budget Amendments--Business Officer
  - D. Amended Fund Balance--Director of Schools
  - E. 2020-2021 Attendance Zones--Director of Schools
  - F. Chromebook Bids--Director of Technology
  - G. ERATE Equipment Bid--Director of Technology
  - H. Desktop Computers and Monitors Bids--Director of Technology
  - I. Internet Services Contract--Director of Technology and ENA
  - J. CIS Job Share Requests--Principal and Supervisor
  - K. Land for Sale behind HCMS--Director of Schools
  - L. Revised Board Policies (1st Reading)--Director of Accountability
  - M. Board Policy Review 4.300-4.407--Director of Accountability
- VII. Announcements
- VIII. Adjourn



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

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

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

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

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

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

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

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

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: February 21, 2020  
RE: March Director's Report

**Leave of Absence**

Professional

Melanie Livengood  
Mindy James

FMLA (January 7-March 4, 2020)  
FMLA (February 3-end of year)

Support Staff

Vicki Cravens

January 28, 2020-September 1, 2020

**Hiring**

Professional

Ronnie Sullivan\*\*

Interim Teacher EHMS

Support Staff

Stephanie Bodine  
Charlee Fowlkes  
Sherri Goins  
Tracy Hudgins  
Mitchell Johnson  
Kaitlyn Loveless  
Lienora McNatt  
Marcille Pence  
Holly Poth  
Joanne Ezell  
Laura Limon

Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Food Service  
Food Service

**Resignation**

Professional

Ashley Easley

Project AWARE Student Support

Support Staff

Kayla Simpson  
Judy Kennedy  
Kim Harmon  
Felicia Johnson  
Lindsey Cook  
Amy Gwaltney

HCHS In-School Suspension  
HCHS Bookkeeper  
Food Service  
Food Service  
Food Service  
Food Service

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Support Staff

Kenny Long

Dylan Gianakos\*

EHMS Softball Coach

EHHS Assistant Boys Soccer Coach

**Open Positions**

1 Music Position

1 School Counselor Position

1 Secondary Math Position

2 Special Education Positions

1 Bookkeeper Position

1 Special Education Assistant

1 Student Support Project AWARE

\*denotes a relationship under the nepotism policy 1.108—child of a school board member

The prospective employee(s) is duly qualified to occupy the position.

\*\*denotes a relationship under the nepotism policy 1.108—parent of a school board member

The prospective employee(s) is duly qualified and licensed to occupy the position.

**SECTION II-QUANTITATIVE:  
APPENDIX C-Achievement of Board Goals/Strategic Plan**

Annual Objectives	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	Don't Know
<b>Performance Objective 1: Ensure that there is a continuous improvement plan for student achievement.</b>						
Performance Indicator - The performance objective is complete when the Director of Schools reports:						
1. Grades 3-5 Achievement Success Rate Score		X				
2. Grades 6-8 Achievement Success Rate Score				X		
3. Grades 9-12 Achievement Success Rate Score				X		
4. High School ACT scores increased by .2		X				
5. Graduation Rate Achievement Score		X				
6. Chronically Out of School Achievement Score		X				
	20					
<b>Performance Objective 2: Ensure that there is a continuous improvement plan for student growth.</b>						
Performance Indicators - The performance objective is complete when the Director of Schools reports:						
1. Grades 3-5 Growth Score					X	
2. Grades 6-8 Growth Score					X	

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	Don't Know
3. Grades 9-12 Growth Score					X	
4. Graduation Rate Growth Score			X			
5. Chronically Out of School Growth Score		X				
<b>Performance Objective 3: Reduce student chronic absenteeism.</b>	10					
Performance Indicators - The performance objective is complete when the Director of Schools reports:						
1. Rate of chronic absenteeism decreased from previous year or is at 10% or lower as reported by the TNDOE.		X				
<b>Performance Objective 4: Provide effective teachers and leaders.</b>	4					
Performance Indicators - The performance objective is complete when the Director of Schools reports:						
1. Seventy percent of teachers and leaders scored at a level 3 or above as measured by the overall level of effectiveness in TNCompass and at least a level C in the School Level Accountability Model.	X					

Teacher Scores (LOE)

5

$$\frac{5}{11.2\%}$$

$$\frac{4}{52.1\%}$$

$$\frac{3}{27.3\%}$$

$$\frac{2}{5.24\%}$$

$$\frac{1}{0\%}$$

$$\frac{PVE}{4.2\%}$$

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	Don't Know
<b>Performance Objective 5: Ensure that an effective human capital development process is in place.</b>						
Performance Indicator - The performance objective is complete when the Director of Schools reports:						
1. A systematic process that utilizes a set of criteria that is consistent with the system's strategic plan and supports rigorous student achievement goals has been created and implemented.						
2. Training and development that supports the system's strategic plan and rigorous student achievement goals have been provided to all employees.						
3. A teacher retention plan is in place.						
4. An improved teacher salary and benefits package has been developed.						
<b>Performance Objective 6: Ensure all CTE courses are aligned with post secondary opportunities.</b>						
Performance Indicator - The performance objective is complete when the Director of Schools reports:						
1. Local businesses have been contacted and have provided the school system with the skills needed for the jobs they have available.		X				
2. All CTE courses have been reviewed by staff and relevant to the available jobs.		X				

# HOSA

I would like to ask the Board permission to attend and take 3 students to the HOSA State Leadership Conference at Opryland in Nashville, Tennessee ; April 6th - April 9th. The following students will be competing in State Competitions:

Hannah Arcega - Bio Med Lab  
Rebecca Watson - Prepared Speaking  
Savannah Wesbrooks - Voting Delegate

I am very proud of our HOSA students!

HOSA will raise the money to pay for rooms and transportation.

Thank you,



Libby Claud

HOSA Advisor



Hickman County Schools Board Agenda Item Request

Date: 2-12-20

Name of School: EHHS

Item Request: FBLA overnight state convention

Explanation: See Attached

Multiple horizontal lines for additional notes or details.

Attachments (if necessary and appropriate):

Two horizontal lines for listing attachments.

Signature of Person requesting to be placed on the agenda:

Andi Morgan

Signature of Building Principal:

Mark E. Freeman

To: Michelle Gilbert and School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: February 12, 2020

RE: FBLA state competitions

I am requesting to be put on the March 2 School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state convention. This is an overnight trip to Chattanooga, TN on April 5-8. Six students will be attending the conference and will be accompanied by myself. I will drive a personal automobile and insurance has been cleared through Don Qualls.

Details are as follows.

- Advisor: Cindi Morgan
- Dates: April 5-8
- Student Attendees:
  - Jesse Pickard - Entrepreneurship
  - Brandon Aldrich - Entrepreneurship
  - Slaid Rhea - Entrepreneurship
  - Mason Taylor - Impromptu Speaking
  - Taylor Tidwell - Economics
  - Dylan Wann - Business Law

● Cost:

● Morgan Sub 3 days @ \$68.90 x 3	\$206.70
● Hotel Rooms 4 rooms x 3 nights @ \$170/night	\$2,040.00
● Conference Registration 6 x \$93	\$558.00
● Mileage to/from Chattanooga .130 @ \$.47	\$155.10

● **Total      \$2,959.80**

- Funding will be provided by the EHHS FBLA account, CTE account (Don Qualls) and the student attendees.



Hickman County Schools Board Agenda Item Request

Date: 2/20/20

Name of School: EHHS

Item Request: School Trip

Explanation:  
Attached

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Charlotta Baeus

Signature of Building Principal:

Paul Ryan

To: Michele Gilbert

From: Charlotte Boehms, EHHS FCCLA Advisor

Date: February 20, 2020

RE: FCCLA state competitions

**Qualifying Students to Attend the FCCLA State Competitions**

This is an overnight trip to Chattanooga, TN on March 25-27. Seven students will be attending the conference and will be accompanied by myself. My personal vehicle will be used to transport the students to Chattanooga. Personal automobile insurance has been cleared for myself.

Details are as follows.

- Advisor: Charlotte Boehms

- Dates: March 25-27

- Student Attendees:

- Allyssa Barnhill- Culinary Arts
- Chasity McGill- Culinary Arts
- Emily Bentley- Repurpose and Re:design
- Shelby Bentley- Nutrition and Wellness
- Samantha Reese- Website Design
- Katie Horner- Job Interview
- Abby Howell- Focus on Children

- Cost:

○ Hotel Rooms 3 rooms x 2 nights @ \$133/night	\$798.00
○ Advisor Conference Registration 1 x \$105	\$105.00
○ Student Conference Registration 7 x \$115	\$805
○ Meal Reimbursement- Breakfast and Lunch x 3	\$81
○ Mileage to/from Chattanooga 348 @ \$.47 x 1	\$163.56

○ **Total      \$1952.56**



Hickman County Schools Board Agenda Item Request

Date: 2/21/20

Name of School: EHHS

Item Request: HOSA State Competition

Explanation:

Students will be competing at state level for HOSA April 7<sup>th</sup> - April 9<sup>th</sup>. Students will travel in two school vans and stay at Opryland for two nights. Twelve students will attend competition with two chaperones.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Bonnie Kelley

Signature of Building Principal:

Michael Be...



Hickman County Schools Board Agenda Item Request

Date: January 23, 2020  
 Name of School: East Hickman High School  
 Item Request: Permission for Overnight Band Camp

Explanation:

The East Hickman High School Marching Eagles  
would like to have band camp on the campus of  
EHS during the week of July 13. We will be staying  
on campus from Sunday evening (July 12) through Friday noon  
(July 17) We will be using classrooms as sleeping  
facilities and basketball locker rooms for shower facilities.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Gregory W. Gantner

Signature of Building Principal:

Michael Beem



Hickman County Schools Board Agenda Item Request

Date: 2-14-20

Name of School: EHHS

Item Request: Soccer Game During School Day

Explanation:

March 20th @ 1p.m @ EHHS  
vs. HCHS

HCHS will travel to EHHS during  
the school day to play their game

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Amos Taylor - Wendell Gordon

Signature of Building Principal:

Paul Beese

Hickman County Board of Education  
 Budget Amendment No. 9  
 General Purpose (141)  
 March 2, 2020

Account	Description	Debit	Credit	Justification
72120 - 189 - CHG	Other Salaries & Wages	19,350.00		
72120 - 189 -	Other Salaries & Wages		19,350.00	To budget expenditures to correct Cost Center
72120 - 201 -	Social Security	19,350.00		
72120 - 201 - CHG	Social Security		19,350.00	
72120 - 499	Other Supplies & Materials	300.00		To cover excess in 413
72120 - 413	Drugs & Medical Supplies		300.00	
72130 - 123	Gudiance Personnel	370.00		To cover excess in 188
72130 - 189	Other Salaries & Wages	2,130.00		
72130 - 188	Bonus Payments		2,500.00	
72710 - 412	Diesel Fuel	15,000.00		To cover excess in 453
72710 - 453	Vehicle Parts		15,000.00	
<b>TOTALS</b>		<u>\$ 56,500.00</u>	<u>\$ 56,500.00</u>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

Hickman County Board of Education  
 Budget Amendment 10  
 Federal Programs (142)  
 March 2, 2020

Account	Description	Debit	Credit	Justification	
72130 - 105 - - 964	Supervisor	16,200.00			
72130 - 189 - - 964	Other Salaries & Wages	116,400.00			
72130 - 198 - - 964	Substitutes		1,000.00		
72130 - 201 - - 964	Social Security	10,142.20			
72130 - 204 - - 964	State Retirement	17,967.80			
72130 - 207 - - 964	Medical Insurance		19,750.00	Project Aware Adjustment to agree with approved ePlan Budget - thru 04/30/2020	
72130 - 307 - - 964	Communications		10,000.00		
72130 - 355 - - 964	Travel		4,070.00		
72130 - 435 - - 964	Office Supplies		9,000.00		
72130 - 499 - - 964	Other Supplies and Materials		13,390.00		
72130 - 524 - - 964	In-Service		760.00		
72130 - 599 - - 964	Other Charges		73,740.00		
72130 - 790 - - 964	Other Equipment		29,000.00		
72130 - 524 - PD 801	Inservice	\$ 1,500.00			To Cover Travel for State Competitions
72130 - 355 - C 801	Travel		1,500.00		
<b>TOTALS</b>		<u>\$ 162,210.00</u>	<u>\$ 162,210.00</u>		

Approved:

Attest:

Amy Bryant

Michelle Gilbert

**Hickman County Board of Education**  
**Budget Amendment No. 11**  
**General Purpose (141)**  
**March 2, 2020**

Account	Description	Debit	Credit	Justification
46980	Revenue	349,686.00		To budget revenue from State Bus Grant and Seatbelt Grant
72710    729	Transportation Equipment		349,686.00	
<b>TOTALS</b>		<u>\$ 349,686.00</u>	<u>\$ 349,686.00</u>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

**Hickman County Government  
Amendment to Fund Balance**

<b>Fund</b>	<b>Description</b>	<b>2019-2020</b>	<b>2019-2020</b>
		<b>Estimated</b>	<b>Amended</b>
101	County General	4,000,000.00	4,463,353.00
122	Drug Fund	130,000.00	146,065.00
125	Adequate Facilities	600,000.00	644,519.00
131	Highway	700,000.00	1,066,093.00
151	General Debt Ser.	1,800,000.00	1,828,835.00
156	Educ. Debt Ser.	92,000.00	72,860.00
141	General Purpose School	8,040,971.00	8,800,863.00

It is the recommendation of the Director of Schools that the boundaries for the school zones remain the same as originally drawn for the 2007-2008 school year and that the Attendance Zone Review Committee remain active for the 2020-2021 school year.

Invitation to  
Bid

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

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebooks and Chrome Management Licenses". Bids will be opened on Monday, February 10, 2020 at 10:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

BBC Unit price \$289.00

Firefly \$242.00  
\$249.00

V+S Technologies 148.91  
218.00

Present Penny Mayberry  
Dorinda Dunn



**Hickman County Schools  
Chromebook Bid**

**HP Chromebook 14 G5  
Model: 3NU63UT#ABA**

**Specifications:**

Processor: Intel Celeron N3350 Dual-Core, 1.10GHz  
RAM: 4GB  
Hard Drive: 16GB Solid State  
Wireless: IEEE 802.11ac, Bluetooth 4.2  
Screen: 14" Active Matrix Color LED HD LCD, 1366 x 768  
Color: Black (choice of Hickman Co. of availability)  
Warranty: Limited 1 Year  
Ports: USB, HDMI, and Headphone Jack

**Included Software:**

Google Chrome Management Console License  
Education, 36-month Perpetual License (CROSSWDISEDU)

**Total Unit Cost: \$289.00**  
(unit pricing includes shipping/freight)

**Price Guaranteed until June 12<sup>th</sup>, 2020**  
**Delivery within 18 days of order request is accepted during the entire bid term.**



### **Services Included in Unit Pricing**

- ✚ Any and all purchased Chromebooks will be delivered to your desired location/locations already configured and setup with your school's Google Domain.
- ✚ Should you have an Asset Tag inventory system and wish for us to place the Asset Tags on each machine we will inventory them into the Google Management Console for your convenience. We will assign them locations, asset tag numbers, and specified names for easy tracking and management. If you have multiple locations that you would like for us to accommodate during the inventory process that can be arranged as well.
- ✚ If you have corresponding storage carts for these Chromebooks, we will unbox and place each Chromebook in their desired carts as well as run and organize the charges inside the cart.

All Terms and Conditions are accepted as printed in the schools Invitation to Bid.

BGCS is a registered company, licensed to do business in Hickman, Co. TN with a valid Hickman Co. Business License. No subcontractors will be used.



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

**ATTENTION:**

**Hickman Co. Schools**

**FROM:**

**Bluegrass Computer Systems, LLC  
174 Saundersville Road, Suite 503  
Hendersonville, TN 37075**

**SUBJECT: Chromebook Bid**

Non-Technical Acknowledgements/ Notes

- 1) All Equipment is Brand New, Non- Refurbished
- 2) BGCSystems acknowledges that net 30 terms is to be extended for all purchases.
- 3) BGCSystems acknowledges that the school district is exempt of all sales taxes.
- 4) BGCSystems promises to provide delivery of all goods within 15 days of Purchase Order date. This statement is provided that all products are in manufacture "stock". Certain items may require longer periods of time for delivery. Estimates are available before purchase if requested.
- 5) All Orders will be delivered to the school location of choice FOB.
- 6) All pricing is guaranteed until June 12<sup>th</sup>, 2020.

- 7) BGCSystems has been in operation since 2010 and operates in multiple states and was awarded Ingram Micro's SMB Award as being the 12<sup>th</sup> fastest growing IT company in the nation for periods of 2012-2015. Proof of Financial and Business Capability is available per request.
- 8) BGCSystems will NOT subcontract in any way.
- 9) BGCSystems carries \$4,000,000 of General Liability Insurance and can provide proof if request.
- 10) BGCSystems maintains their corporate sales and service office in Hendersonville, TN.
- 11) BGCSystems has provided very competitive pricing that is based on reasonable quantity order as recorded by sales history to other districts that compare to the student population of the school district. However, additional discounts may be offered for additional quantities.
- 12) Length of Years in Business: 10 total years with direct focus of K-12 Education in the Missouri and Tennessee markets.
- 13) Warranty/Service Experience: School District. may request warranty service through our help desk at 888-423-0769, by emailing [max@bgcsystems.com](mailto:max@bgcsystems.com) or by submitting a warranty ticket at the BGCSystems Online Client Portal. BGCSystems will work directly with the manufacture to provide warranty assistance. School District will NOT have to call manufacture directly for any type of support, however, a toll free support line to each manufacture will be made available to the district if the district wishes.

- 14) Vendor Help Desk: BGCSystems Help Desk is available from 8am to 5pm Monday- Friday at 888-423-0769. Additional time may be requested at no additional charge for after hour or weekend support. The BGCSystems Online Client Portal will be available to the district 24 hours a day, 7 days a week. The Client Portal will allow for warranty tickets to be created, help desk (general questions) tickets to be created and provide a custom knowledgebase of articles pertaining to products owned by the school district.
- 15) BGCSystems has provided detailed explanation of compliance of bid specification on this document, however in addition, BGCSystems provides a blanket compliance of all bid specifications as outlined in the bid packet.
- 16) BGCSystems agrees to purchase and secure and bid, performance, and/or payment bonds as requested by school district.
- 17) Please consider our services, listed below, that are included free of charge in each of our bid prices.



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

### Technical Acknowledgements/ Notes

Chromebooks- BGCSYSTEMS will providing the following services for Chromebook purchases

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

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

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



## Education Client References

This is a list of several customers of Bluegrass Computer Systems, LLC. Please feel free to use these individuals should you seek personal and professional references on our behalf.

- Stewart County Schools  
Dover, TN  
Chris Guynn – (931) 232-5176
- Delta R-V Schools  
Delta, MO  
Scott Crabtree – (573) 794-2511
- Henry County Schools  
Paris, TN  
Denton Jordan – (731) 644-2521
- Charleston R-1 School District  
Charleston, MO  
Nate Burton - (573) 683-3776
- Humboldt City Schools  
Humboldt, TN  
Wayne Sheehan- (731) 414-8625



**FireFly Computers**  
 1271 Red Fox Road  
 Saint Paul, MN 55112  
 fireflycomputers.com

**Quote #: E000014605**

<b>Hickman County Schools</b> Brad Gilbert 931-729-3391 brad.gilbert@hickmank12.org	<b>Customer Number</b> 70338	<b>Quote Date</b> 2/3/2020	<b>Expiration Date</b> 3/2/2020	<b>Terms</b> Net 30
----------------------------------------------------------------------------------------------	---------------------------------	-------------------------------	------------------------------------	------------------------

Google Chrome Education Upgrade  
 Pricing prior to March 2, 2020.

Ryan Lapadat  
 Direct: 651-400-1042  
 Fax: 612-392-2155  
 Email: RLapadat@fireflycomputers.com

Quantity	Item	Unit Price	Extended Price
1	HP Chromebook 14A G5 - Rugged MIL-STD-810G Construction - 14" Anti-Glare HD Display (1366 x 768) - AMD A4-9120c Dual-Core - 4 GB DDR4 SDRAM - 16 GB eMMC Flash Memory - 2x USB-C, 2x USB 3.0 - Chrome OS - 1 Year Depot Warranty	212.00	212.00
1	Google Chrome Education Upgrade	24.00	24.00
1	FireFly White Glove Under 300 Units FireFly White Glove Under 300 Units - Preconfigured wireless access settings - Pre-enrolled in Google Apps® domain - Chrome OS® updates installed - Custom themes and settings applied - Hardware functionality check - Google Console OU management	6.00	6.00
1	FireFly Asset Tags with White Glove FireFly Asset Tags with White Glove	0.00	0.00
1	FF-SUPPORT-HP - Easy-to-use Online RMA Portal for Simplified Warranty Claim Submissions - FireFly SMART RMA Boxes for Convenient Bulk Warranty Returns and Bulk Paid Repairs - Unlimited Chromebook Technical Support by Phone or Email from Google-Certified Engineers - Access to FireFly Repair Zone Website for Easy Ordering of Chromebook Parts and Repairs - Complimentary Assistance Claiming Free Offers, when available	0.00	0.00



**FireFly Computers**  
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**Quote #: E000014605**

<b>Hickman County Schools</b>  Brad Gilbert 931-729-3391 brad.gilbert@hickmank12.org	<b>Customer Number</b>  <b>70338</b>	<b>Quote Date</b>  <b>2/3/2020</b>	<b>Expiration Date</b>  <b>3/2/2020</b>	<b>Terms</b>  <b>Net 30</b>
--------------------------------------------------------------------------------------------------	--------------------------------------------	------------------------------------------	-----------------------------------------------	-----------------------------------

Ryan Lapadat  
 Direct: 651-400-1042  
 Fax: 612-392-2155  
 Email: RLapadat@fireflycomputers.com

<b>Sale Amount:</b>	242.00
<b>Freight:</b>	0.00
<b>Sales Tax:</b>	0.00
<b>Total Amount:</b>	242.00

**Terms And Conditions:**

Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Ordering:**

Please email purchase orders to [orders@fireflycomputers.com](mailto:orders@fireflycomputers.com) or fax orders to 612-392-2155

**Questions:**

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.



**FireFly Computers**  
 1271 Red Fox Road  
 Saint Paul, MN 55112  
 fireflycomputers.com

**Quote #:** E000014610

<b>Hickman County Schools</b> Brad Gilbert 931-729-3391 brad.gilbert@hickmank12.org	<b>Customer Number</b>  70338	<b>Quote Date</b>  2/3/2020	<b>Expiration Date</b>  6/12/2020	<b>Terms</b>  Net 30
----------------------------------------------------------------------------------------------	-------------------------------------	-----------------------------------	-----------------------------------------	----------------------------

Google Chrome Education Upgrade  
 Pricing after March 2, 2020

Ryan Lapadat  
 Direct: 651-400-1042  
 Fax: 612-392-2155  
 Email: RLapadat@fireflycomputers.com

Quantity	Item	Unit Price	Extended Price
1	HP Chromebook 14A G5 - Rugged MIL-STD-810G Construction - 14" Anti-Glare HD Display (1366 x 768) - AMD A4-9120c Dual-Core - 4 GB DDR4 SDRAM - 16 GB eMMC Flash Memory - 2x USB-C, 2x USB 3.0 - Chrome OS - 1 Year Depot Warranty	212.00	212.00
1	Google Chrome Education Upgrade	31.00	31.00
1	FireFly White Glove Under 300 Units FireFly White Glove Under 300 Units - Preconfigured wireless access settings - Pre-enrolled in Google Apps@ domain - Chrome OS@ updates installed - Custom themes and settings applied - Hardware functionality check - Google Console OU management	6.00	6.00
1	FireFly Asset Tags with White Glove FireFly Asset Tags with White Glove	0.00	0.00
1	FF-SUPPORT-HP - Easy-to-use Online RMA Portal for Simplified Warranty Claim Submissions - FireFly SMART RMA Boxes for Convenient Bulk Warranty Returns and Bulk Paid Repairs - Unlimited Chromebook Technical Support by Phone or Email from Google-Certified Engineers - Access to FireFly Repair Zone Website for Easy Ordering of Chromebook Parts and Repairs - Complimentary Assistance Claiming Free Offers, when available	0.00	0.00



**FireFly Computers**  
 1271 Red Fox Road  
 Saint Paul, MN 55112  
 fireflycomputers.com

**Quote #: E000014610**

**Hickman County Schools**  
 Brad Gilbert  
 931-729-3391  
 brad.gilbert@hickmank12.org

Customer Number	Quote Date	Expiration Date	Terms
70338	2/3/2020	6/12/2020	Net 30

Ryan Lapadat  
 Direct: 651-400-1042  
 Fax: 612-392-2155  
 Email: RLapadat@fireflycomputers.com

**Sale Amount:** 249.00  
**Freight:** 0.00  
**Sales Tax:** 0.00  
  
**Total Amount:** 249.00

**Terms And Conditions:**

Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Ordering:**

Please email purchase orders to orders@fireflycomputers.com or fax orders to 612-392-2155

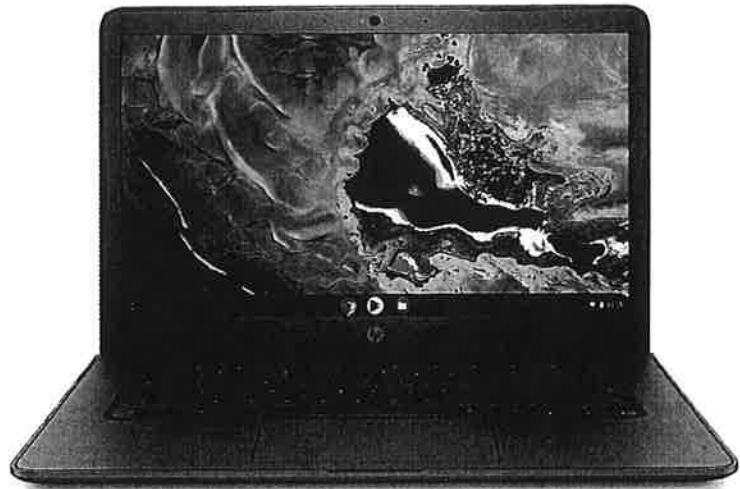
**Questions:**

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.



# HP Chromebook 14A G5

Master productivity with the HP Chromebook 14A G5, a 14" diagonal Chromebook™ with the manageable, secure, and intuitive Chrome OS™. The durable design is driven by the latest AMD processors<sup>1</sup>, has future-ready, universal USB-C™ compatibility, and a choice of HD or FHD IPS panel.



## Speed through your day

Launch more apps, quickly browse the web, and manage battery power with the latest AMD processors<sup>1</sup>, 4 GB memory, and up to 64 GB eMMC storage<sup>2</sup>. Connect in large spaces with 2x2 802.11ac<sup>3</sup> and MIMO<sup>4</sup> wireless. Charge your device and add accessories with USB-C™.

## Durable with a modern aesthetic

Deploy a sleek Chromebook™ that's just <19mm thin<sup>5</sup> and still stands up to daily wear and tear with a durable 180° hinge. It also undergoes MIL-STD 810G<sup>6</sup> and IP 41<sup>7</sup> testing.

## Built-in interactivity

Collaborate across the room and the world with an optional FHD IPS touchscreen<sup>2</sup>, 180° hinge that lies completely flat, wide-angle HD webcam, dual mic, and access to Google Meetings<sup>8</sup>. See clearly in dark rooms with the optional backlit keyboard.<sup>2</sup>

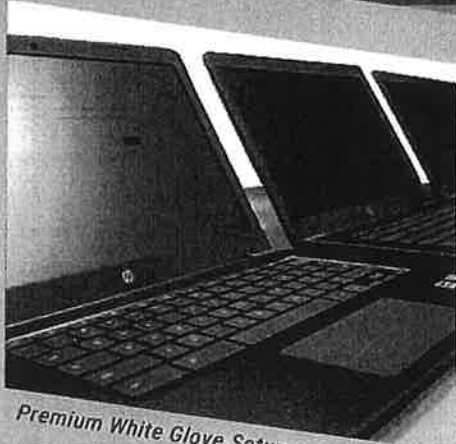
- Get a low-maintenance experience with the automatic software updates and virus protection of the Chrome OS™.<sup>6</sup>
- Use the USB-C™ port to access and charge your USB-C™ accessories from your Chromebook™ or charge your Chromebook™ from any USB-C™ adapter.
- Search, stream, and collaborate through the school day and beyond with a long battery life. Recharge with HP Fast Charge Technology, which gives you 90% battery life in just 90 minutes.<sup>9</sup>
- Help prevent degradation, water intrusion, and tampering with a keyboard that resists picks, minor spills, and key removal. Choose an optional backlit keyboard for easy navigation in dark settings.<sup>2</sup>
- Take control of the classroom, manage class PCs, and collaborate with students with the intuitive toolset of HP Classroom Manager.<sup>10</sup>
- Add an extra layer of functional, all-day protection with the optional HP Always-On Case that wraps around your Chromebook™ and zips flat.<sup>2</sup>
- Get access to thousands of innovative enterprise and educational Android™ apps that are instantly shareable and easily manageable through the Google Play™ Store.<sup>11</sup>
- Rely on support you can trust with HP's world-class limited warranty.

## HP Chromebook 14A G5 Specifications Table

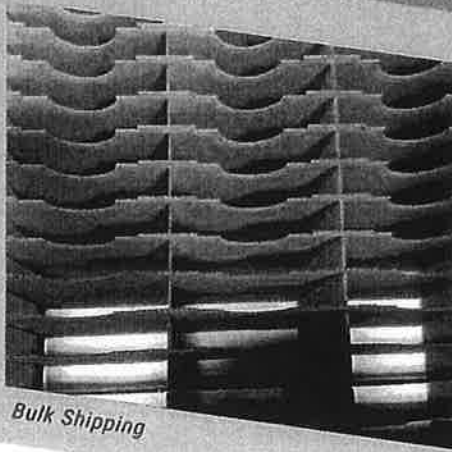


<b>Available Operating System</b>	Chrome OS™
<b>Processor Family</b>	AMD A6-Series APU processor; AMD A4-Series APU processor
<b>Available Processors</b>	AMD A6-9220C APU with Radeon™ R5 Graphics (1.8 GHz base clock, up to 2.7 GHz max boost clock, 1 MB cache, 2 cores) AMD A4-9120C APU with Radeon™ R4 Graphics (1.6 GHz base clock, up to 2.4 GHz max boost clock, 1 MB cache, 2 cores) <small>1,2,3</small>
<b>Maximum Memory</b>	4 GB DDR4-1866 SDRAM (Onboard memory, Supports Single Channel Memory.)
<b>Internal Storage</b>	16 GB up to 64 GB eMMC 5.0 <sup>4</sup>
<b>Display</b> <sup>6,8,9,10</sup>	14" diagonal FHD IPS BrightView WLED-backlit touch screen, 220 cd/m <sup>2</sup> , 100% sRGB (1920 x 1080) 14" diagonal HD SVA BrightView WLED-backlit touch screen, 220 cd/m <sup>2</sup> , 100% sRGB (1366 x 768) 14" diagonal FHD IPS anti-glare WLED-backlit, 220 cd/m <sup>2</sup> , 100% sRGB (1920 x 1080) 14" diagonal HD anti-glare WLED-backlit, 220 cd/m <sup>2</sup> , 100% sRGB (1366 x 768)
<b>Available Graphics</b>	Integrated: AMD Radeon™ R5 Graphics; AMD Radeon™ R4 Graphics <sup>6</sup> (Support HD Decode, DX12, and HDMI 1.4b.)
<b>Wireless Technologies</b>	Qualcomm® Wireless-AC 802.11 a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, non-vPro™ <sup>5</sup> (MU-MIMO supported)
<b>Expansion Slots</b>	1 multi-format digital media reader (Supports SD, SDHC, SDXC.)
<b>Ports and Connectors</b>	2 USB 3.1 Type-C™ Gen 1 (Power delivery, DisplayPort™); 2 USB 2.0; 1 Stereo headphone/microphone combo jack
<b>Audio</b>	HD audio, dual speakers, integrated microphone
<b>Input Device</b>	Full-size textured island-style keyboard, spill-resistant, pick resistant and optional backlit; <sup>7</sup> ; Touchpad with multi-touch gesture support, taps enabled as default
<b>Camera</b>	720p HD camera <sup>6</sup>
<b>Available Software</b>	HP Classroom Manager; Google One <sup>11,12</sup>
<b>Security Management</b>	H1 Security IC; Nano Security lock slot <sup>14</sup>
<b>Management Features</b>	Management Console <sup>13</sup>
<b>Power</b>	HP Smart 45 W USB Type-C™ adapter <sup>18</sup> HP Long Life 2-cell, 47.36 Wh Li-ion polymer <sup>16,17</sup> Up to 9 hours <sup>15</sup> Battery is internal and not replaceable by customer. Serviceable by warranty.
<b>Dimensions</b>	13.26 x 8.93 x 0.72 in 33.7 x 22.6 x 1.83 cm
<b>Weight</b>	Starting at 3.48 lb Starting at 1.57 kg (Weight will vary by configuration.)
<b>Environmental</b>	Low halogen; TCO 8.0 Certified <sup>21</sup>
<b>Energy Efficiency Compliance</b>	ENERGY STAR® certified; EPEAT® Silver <sup>20</sup>
<b>Warranty</b>	HP Services offers 1 year and 90 day limited warranty options depending on country. Batteries have a default 1 year limited warranty except for Long Life batteries which will have same 1 year or 3 year limited warranty as the platform. On-site service and extended coverage is also available. HP Care Pack Services are optional extended service contracts that go beyond the standard limited warranties. Service levels and response times for HP Care Packs may vary depending on your geographic location. To choose the right level of service for your HP product, use the HP Care Pack Services Lookup Tool at: <a href="http://www.hp.com/go/cpc">http://www.hp.com/go/cpc</a> <sup>19</sup>

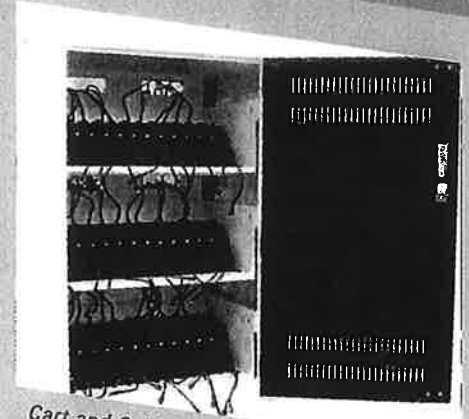
# FF firefly **PRE-DEPLOYMENT SERVICES**



*Premium White Glove Setup*



*Bulk Shipping*



*Cart and Cabinet Pre-Wiring*

## DEPLOYMENT SOLUTIONS

*WE DO THE WORK. YOU GET THE CREDIT.*



### 1-TO-1 MADE EASY

*Chromebook solutions for a pain-free deployment:*

#### Premium White Glove Setup

- Enroll in Google Apps domain
- Pre-configure WiFi settings
- Update Chrome OS to the latest stable release
- Basic testing to replace defective and DOA units
- Apply district-specific settings and customizations
- Assign subsets of devices to specific OUs, if desired

#### Etching and Asset Tagging

- Customizable to your district

#### Bulk Packaging and Shipping

- Eco-friendly packaging saves time, money, and the pain (literally) of opening hundreds of boxes
- Paired with White Glove, it's the fastest way to distribute new devices



### CARTS, CASES, AND MORE

*More solutions and accessories:*

#### Charging Carts and Cabinets

- Top manufacturers and models for education
- Professionally pre-wired with your adapters
- Devices ship inside carts for easy deployment (by request)

#### Cases and Shells

- Compare styles and brands with the FireFly Case Demo Box
- Devices pre-installed in cases or shells (by request)

#### FireFly 48-Hour Chromebook Classroom

- 30-40 HP Chromebooks + Google Licenses shipped in a pre-wired LocknCharge cart and at your school in 2 days

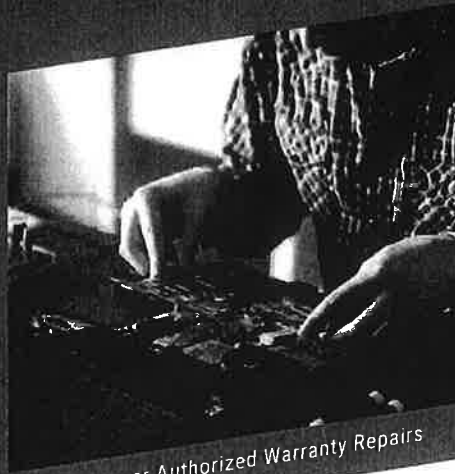
**CALL US TOLL FREE | 1-866-950-8868**



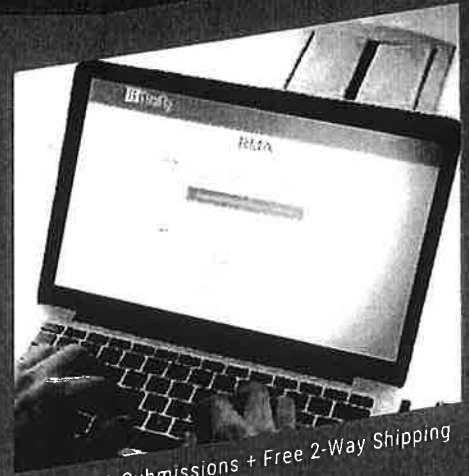
# WARRANTIES, REPAIRS AND MORE



Chromebook Parts + DIY Repair Kit



Manufacturer Authorized Warranty Repairs



Bulk RMA Submissions + Free 2-Way Shipping

## AFFORDABLE AND FLEXIBLE CHROMEBOOK MAINTENANCE



### SAVE TIME

*Solutions for the time-conscious:*

#### Bulk Online RMA Submissions

- File up to 50 serial numbers on a single ticket
- Spreadsheets accepted

#### Extended Warranties & Accidental Damage

- Authorized Services Provider for most manufacturers
- Fast turn-around times
- We support self-maintainers - get parts for repairs you want to handle yourself and send the rest to us

#### FireFly Smart RMA Box

- Free shipping both ways for bulk device repairs
- Convenient packaging provided



### SAVE MONEY

*Solutions for the budget-conscious:*

#### FireFly Smart Repair™

- All the convenience of a warranty, but only pay for the repairs you need
- Cause of breakage doesn't matter. Serial numbers don't matter. **Usable on any device**, even if you didn't purchase it from us
- Unused credits roll-over from year to year. Add more credits at any time.
- Credits good for professional repairs and Chromebook parts

#### FireFlyRepairZone.com

- Online portal for finding and buying Chromebook parts

#### DIY Repair Kit

- Professional tools for two or more technicians to complete nearly every Chromebook repair
- Get started with our free FireFly Student Repair Guide

VISIT US ONLINE | [fireflycomputers.com](http://fireflycomputers.com)



# ABOUT FIREFLY

We're a different kind of IT partner



At FireFly, we focus on helping you be less busy, so you can focus on the things that matter most. It's a philosophy we call "K-12 Technology Made Easy" and it's what's built us into the company we are today - one of the fastest-growing vendors of K-12 technology in the US and one of the top 10 vendors of Google Chrome products worldwide. Whether it's reducing costs, saving time, or **simpli-flying** a process (yep, we went there), we're raising the bar on what a true technology partner can do to make deploying, managing, and maintaining your school technology a breeze.

From Chromebooks and laptops, to pre-wired carts and cabinets, to simple setup, warranty, and repair options, your personal, US-based FireFly Account Manager will make sure **you always get the fast, convenient service you deserve**. Our unique solutions are perfect for everyone from the time-constrained to the budget-minded. At FireFly we're not just another technology vendor, we're K-12 Technology Made Easy... and we look forward to welcoming you to our FireFly Family!

**Inc.**  
**500**

4 Years! 2016-2019



Google for Education  
**Partner**  
Premier



## FOCUSED

FireFly is all about K-12, which means our most important customer is *you*. We specialize exclusively in selling, configuring and supporting the best products for education.



## INNOVATIVE

We listen hard to the struggles IT departments face and we flip those pain points into unique solutions designed to make your job easier. We're not just a vendor, we're a partner.



## PERSONAL

We build relationships, not prospects. Our fast, dedicated Account Managers will give you the personalized service you deserve and make sure your experience is always fantastic.

ONLINE

[FIREFLYCOMPUTERS.COM](http://FIREFLYCOMPUTERS.COM)

TOLL-FREE

**866-950-8868**

PARTS STORE

[FIREFLYREPAIRZONE.COM](http://FIREFLYREPAIRZONE.COM)



1271 Red Fox Road, Saint Paul, MN 55112

February 6, 2020

Hickman County Finance Office  
Attn: Brad Gilbert, Technology Coordinator  
114 North Central Ave.  
Suite 203  
Centerville, TN 37033

## ITB: Chromebooks and Chrome Management Licenses

To Mr. Gilbert and Whom It May Concern,

### Introduction

Please accept our enclosed proposal for your *Chromebooks and Chrome Management Licenses* invitation to bid. FireFly Computers is a top national provider of innovative classroom computing solutions for education. Since 2011, we've reimagined what a technology vendor can do to help school administrators meet their technology goals. FireFly focuses on providing knowledgeable, end-to-end customer support and innovative service options to save schools time, effort, and money. Unlike vendors who just focus on the initial sale, our products and services support you throughout the entire device lifecycle, from finding the right equipment to deployment, teacher professional development, warranty support, parts and repairs, and even buy-back for used devices.

FireFly's unique, customer-focused approach has earned us several awards, including four years in a row on the Inc. 5000 list of the fastest-growing companies in America, the Deloitte 'Fast 500' list, and Inc. Magazine's 'Best Workplaces' list 2018. We currently do business with over 2,500 school districts and organizations across all 50 US states. FireFly is a Google for Education Premier Partner and one of the top 10 vendors of Google Chrome products worldwide. We are also an HP Platinum Partner and HP Authorized Services Provider.

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

### Proposal Overview

We are proposing the HP Chromebook 14A G5 with Google Chrome Education Upgrade (Chrome Management License), and White Glove Setup with Asset Tagging. All products are brand new, and free FOB destination shipping is included. As requested in the bid specifications, our proposal will be valid until June 12<sup>th</sup>, 2020.

The HP Chromebook 14A G5 is equipped with an AMD A4-9120c Dual-Core Processor with 4GB RAM and 16GB eMMC storage. The 14" HD display is anti-glare, and its front-facing webcam captures video in 720p. To withstand the frequent handling that occurs in a school environment, the Chromebook has a water-resistant keyboard with pick-resistant keys.



Last fall, Google Extended the Auto Update Expiration (AUE) on many Chromebooks currently for sale, as well as new Chromebooks launching in the future. In addition to the extended AUE, the Google Chrome Education Upgrade (formerly Chrome Education License) will have over 200 policies for administrators to use while Google adds even more new features based on educator feedback. In line with these enhancements to the Chrome Education Upgrade, Google is increasing its MSRP from \$30 to \$38 effective on March 9<sup>th</sup>, 2020. Because of this, our price we offer the Google Chrome Education Upgrade at will change, effective March 2<sup>nd</sup>, 2020.

Because we want to give the District the option to purchase the Google Chrome Education Upgrade at the lower price of \$24.00, we have provided a quote that reflects the early purchase price. If the District wants to capture the early savings, the Chrome Education Upgrades may be purchased separately from the additional products and services. The Chrome Education Upgrades will remain in the District's account until a Chromebook is available to assign to it. If the District wishes to purchase all line items at the same time after March 2<sup>nd</sup>, the pricing for the Google Chrome Education Upgrade will change.

FireFly Computers is a stocking partner of HP, which means right now we have over 20,000 HP Chromebook devices in-stock and ready to go in our own private, climate-controlled warehouse, along with thousands more on the way. By controlling our own stock, we're able to avoid backorders and confidently commit to delivering the devices when the District needs them.

#### FREE Technical Assistance from FireFly Computers Engineers

At FireFly Computers, we have unparalleled experts in deploying 1-to-1 Chromebooks in education. If awarded, our support team will be available to you by phone or email at no additional charge to answer unlimited questions about how to configure your Chrome Management Console or tackle any troublesome issues that arise.

#### Warranty

FireFly Computers is an HP Authorized Services Provider, which allows us to be a one-stop-shop for any warranty or repair services needed throughout the life of your devices. We make submitting warranty claims easy, just contact FireFly Computers by toll-free phone (866-950-8868), email ([rma@fireflycomputers.com](mailto:rma@fireflycomputers.com)), or web (<http://fireflycomputers.com/support/>).

We further simplify and streamline your warranty process through our free FireFly *Smart* RMA™ program. With the delivery of your order, we'll include several FireFly *Smart* RMA™ boxes. Whenever a device needs repair, just record the serial number, insert it into the protective packaging provided, and when you have anywhere from 5-12 devices ready to go, simply contact us for a pre-paid UPS shipping label. Additional *Smart* RMA™ boxes will be replenished as needed throughout the length of the warranty term. This program is solely for your convenience and does not interfere with your rights to send individual devices for repair under the standard warranty terms.

#### Premium Customizable White Glove Setup with Asset Tagging

Our Google® Certified support team has set up and configured Chrome Management settings for hundreds of thousands of Chromebooks, from large deployments of 10,000+ all the way down to small deployments of just a few dozen devices. We will work with you to go beyond the basic white glove enrollment most vendors offer, and we'll pre-configure your Chromebooks exactly the way you want



them. We can pre-assign Chromebooks to specific OUs (organizational units), apply customized desktop backgrounds, and even sort your shipments into separate groups according to OU, grade level, or school destination. Sometimes this means sorting devices onto separate pallets, but it can also be as simple as us putting a colored sticker on the outside of each box or bulk-shipped device bag that identifies its OU, building, or room designation. No other vendor goes as far as we do to provide the customization and expertise perfect for your unique District's needs. Our typical "White Glove" setup includes:

- Pre-enrolling devices in the District's G Suite (Google Apps) Domain
- Preconfiguring Wi-Fi settings for all devices
- Updating Chrome OS to the latest stable public release
- Applying District-specific settings and customizations to each device, if desired
- Assigning subsets of devices to specific Organizational Units (OUs), if desired
- Basic testing to replace defective and DOA units prior to shipping
- Attaching asset tags to District specifications
- Fully charging the device and powering it down after enrollment

#### Optional Off-Warranty Parts and Repairs

Many of our customers have chosen to self-maintain their Chromebooks that are no longer under warranty. In support of this effort, FireFly Computers has launched an easy-to-use website for locating and purchasing Chromebook repair parts at <http://fireflyrepairzone.com>. For repairs that are beyond your expertise, or if you're just too busy, our certified technicians can also perform "break-fix" repairs after the warranty period using the same convenient RMA portal and free two-way shipping on devices bulk-packed in our provided Smart RMA boxes. Have a mixture of warrantied and off-warranty devices? No problem. Just submit them all together and we'll sort out which repairs are outside the warranty, send you a quote for the cost of repairs, and wait for your answer on whether to repair each device or just send some of them back unrepaired at no cost. Buying lots of post-warranty parts and repairs? Instead of purchasing them individually, you can pre-purchase a lump-sum of "FireFly Smart Repair Credits" and get a 10% credit bonus. Smart Repair credits never expire and can be used for all off-warranty repairs or individual repair parts.

FireFly has also recently created the first-of-its-kind "FireFly Do-It-Yourself Chromebook Repair Kit." The kit includes the same tools, parts, and supplies our own FireFly technicians use in a unique 5-drawer mobile storage cart. It's enough for two or more simultaneous technicians to perform almost every Chromebook repair. The kit optionally includes access to FireFly's professional online video library of step-by-step Chromebook repair videos and live on-demand consultation with our FireFly Solutions Engineers by phone or email. It's a great way to launch a student repair program and a cost-effective way to extend the life of district technology.



Conclusion

We hope we've helped show you that our proposal provides the very best solution for your upcoming technology purchase. Please let us know if we can send any additional information or answer any questions. FireFly Computers is proud to be a 100% woman-owned small business. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kari Phillips', is written over a light blue horizontal line.

Kari Phillips  
CEO, FireFly Computers LLC

**Primary Sales Contact:**

**Ryan Lapadat**

651-400-1042 (direct)

1-866-950-8868 x 120 (toll-free)

612-392-2155 (fax)

[rlapadat@fireflycomputers.com](mailto:rlapadat@fireflycomputers.com)

## **Bid Specifications for Chromebooks:**

Chrome OS

HP preferred but other brands would be considered

14 inch screen (non-touch) preferred

4 GB RAM preferred

16 GB Hard Drive Size Preferred

Wireless Compatible

USB and HDMI ports available

Headphone Jack

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

Any color choice is determined by Hickman County Schools.

Specifications for Management software:

perpetual license term

36 month support term for Chromebook

Bid price shall be good from February 10th, 2020 through June 12th, 2020. Questions should be directed to Brad Gilbert, Technology Coordinator, at 931-729-3391 Ext. 2229.

Quantity to be ordered is undetermined. A price breakout dependent on quantity purchased will be accepted. There could be multiple orders purchased at different times through the period that the bid is good for.

# Y&STechnologies

Solutions that drive results

Date 02/04/2020  
Hickman County Schools  
Chromebooks and Chrome OS licenses  
Brad Gilbert

Vendor Y&STechnologies  
383 Kingston AVE STE 357  
Brooklyn NY 11213  
Email Address: saul@yandstech.com  
Cage Code: 5A2W3  
D&B# 82-8859616  
FED# 61-1569225  
Type of business: S Cooperation

## Chromebooks and Chrome OS licenses

### Proposal

Dear Brad,

After extensive research for the **Chromebooks** we are suggesting **2 solution from Lenovo**. Lenovo will not release a product into the market unless the product meets their highest standards. They make their product very strong and durable and that is why you can spill water on their keyboards and drop their laptops from a table and in most cases nothing will happen to the product. **Gartner**, an independent and well known testing lab actually rates Lenovo as the leader in this industry.

With that in mind, two years ago Lenovo became the largest PC manufacturer in the world and they are the only PC manufacturer which has actually grown in the last few years while DELL and HP have shrunk. Lenovo has expanded its high tech offering by purchasing IBM's X series server line and purchasing Google's Motorola line of cell phones so that they can offer full line of products in the high tech sector.

### Option 1

**100e Chromebook MFR# 81QB0000US** Lenovo 100e Chromebook 2nd Gen, MTK 8173C (1.70 GHz, ), **11.6 1366x768, Google Chrome, 4.0GB, 1x32GB EMMC**, Gray, Imagination GX6250, 802.11 2\*2+5.0, 720p Camera , 3 Cell Li-Polymer, **HDMI and USB Ports. Google AUE Jun 2025. 1 Year Mail-in**

# Y&Stechnologies

*Solutions that drive results*

## Google License

We are offering as requested. Please note Google License pricing is valid till March 9<sup>th</sup> as Google is rising their prices by \$4 a unit.

## Pricing for Option 1

Part Number	Description	Qty.	Unit Price
	<b>Computer</b>		
81QB0000US	Lenovo 100e Chromebook 2nd Gen MTK, MTK MTK 8173C (1.70 GHz, ), 11.6 1366x768 11.6 1366x768, Google Chrome, 4.0GB, 1x32GB EMMC, Gray, Imagination GX6250, 802.11 2*2+5.0, 720p Camera , 3 Cell Li-Polymer, 1 Year Mail-in	1	\$148.91
Google License	Google Chrome License (Please note Google License pricing is valid till March 9th as Google is rising their prices by \$4 a unit)	1	\$23.70
ChromeOS White Glove Configuration Services	ChromeOS White Glove Configuration Services	1	\$4.99
Asset Tagging of Chromebooks	Asset Tagging of Chromebooks	1	\$2.49

## Option 2

We are offering the **Lenovo 14e Chromebook MFR# 81MH0006US 14" Chromebook - 1920 x 1080 - A-Series A4-9120 - 4 GB RAM - 32 GB Flash Memory - Chrome OS - AMD Radeon R3 Graphics - Twisted nematic (TN) - English (US) Keyboard - Bluetooth 32GB 14IN BT CHROME. Two Type-C USB 3.0, two USB 3.0. Google AUE Jun 2026. 1 Year Mail-in warranty.**

## Google License

We are offering as requested. Please note Google License pricing is valid till March 9th as Google is rising their prices by \$4 a unit.

# Y&Stechnologies

Solutions that drive results

## Pricing for Option 2

Part Number	Description	Qty.	Unit Price
	<b>Computer</b>		
<b>81MH0006US</b>	<b>Lenovo 14e Chromebook MFR# 81MH0006US 14" Chromebook - 1920 x 1080 - A-Series A4-9120 - 4 GB RAM - 32 GB Flash Memory - Chrome OS - AMD Radeon R3 Graphics - Twisted nematic (TN) - English (US) Keyboard</b>	<b>1</b>	<b>\$218.00</b>
<b>Google License</b>	<b>Google Chrome License. (Please note Google License pricing is valid till March 9th as Google is rising their prices by \$4 a unit).</b>	<b>1</b>	<b>\$23.70</b>
<b>ChromeOS White Glove Configuration Services</b>	<b>ChromeOS White Glove Configuration Services</b>	<b>1</b>	<b>\$4.99</b>
<b>Asset Tagging of Chromebooks</b>	<b>Asset Tagging of Chromebooks</b>	<b>1</b>	<b>\$2.49</b>

## Datasheets

Y&S has provided datasheets of all items we are suggesting.

## Optional Warranties for – Optional Warranties and Pricing for the Lenovo Chromebooks

# Y&Stechnologies

Solutions that drive results

Part Number	Description	Unit Price
5WS0H71477	Lenovo Warranty/Support - 1 Year Upgrade - Warranty - Carry-in/Service Depot - Maintenance - Parts & Labor - Electronic and Physical Service (Lenovo pays freight)	\$7.99
5WS0H71480	Lenovo Warranty/Support - 2 Year Upgrade - Warranty - Carry-in/Service Depot - Maintenance - Parts & Labor - Electronic and Physical Service (Lenovo pays freight)	\$14.99
5WS0H71479	Lenovo Warranty/Support - 4 Year Upgrade - Warranty - Carry-in/Service Depot - Maintenance - Parts & Labor - Electronic and Physical Service (Lenovo pays freight)	\$29.25
5WS0M77013	Lenovo Warranty/Support - 4 Year Upgrade - Warranty - Carry-in/Service Depot - Maintenance - Parts & Labor - Electronic and Physical Service (Lenovo pays freight)	\$49.50
5WS0H71477 and 5PS0K75680	Lenovo Depot Repair + ADP - Extended service agreement - parts and labor - 1 year	\$22.85
5WS0H71480 and 5PS0K75679	Lenovo Depot Repair + ADP - Extended service agreement - parts and labor - 2 years	\$44.00
5WS0H71479 and 5PS0K75681	Lenovo Depot Repair + ADP - Extended service agreement - parts and labor - 3 years	\$66.00
5WS0N75564 and 5PS0F04090	Lenovo Depot Repair + ADP - Extended service agreement - parts and labor - 4 years	\$90.00

## Price Valid

**Our price is valid till June 12<sup>th</sup> 2020 for the chromebooks and March 9<sup>th</sup> for the Google licenses. If you purchase Google licenses after March 9<sup>th</sup> there will be a \$4 increase.**

## Contact Info for Warranty Support

For support on the Lenovo equipment, the district can contact either Lenovo support directly or contact our customer Service Dept. The Phone number for Lenovo support is #800-426-7378 or our Customer support at #888-491-8910.

# Y&S Technologies

*Solutions that drive results*

## Acceptance terms and conditions

Y&S Technologies acknowledge and accepts all contract terms on the bid

### Lead Time

We can provide delivery of the equipment in **15 days or less** and our price includes shipping and handling

### Y&S References

Y&S has a vast experience in supplying, installing and configuring Lenovo Chromebooks all over the country. Here are a few references for your convenience.

- 1) **Bridgeport Public Schools, Bridgeport CT** (Largest School District in CT). We have provided over **7000 Chromebooks with White Glove, Laser Etching and installation services in the last 2 years'** worth **\$2,000,000**, and we are in the process of supply an additional 1500 Chromebooks to the public schools. Point of contact is Allen Fuchs who is the Assistant Director of Information Technology. Ph #203-275-1102, E-mail [afuchs@bridgeportedu.net](mailto:afuchs@bridgeportedu.net).
- 2) **Carbon School District.,PRICE, UT.** We sold them over **\$150,000** worth of lenovo Chromebooks in **July of 2018**. Point of contact is Phil Feichko IT director who can be reached at [feichkop@gmail.com](mailto:feichkop@gmail.com)
- 3) **Wilton Public Schools, Wilton Ct.** we sold them over **\$2,000,000** worth of Lenovo equipment in 2016/2017 and **2,500 Lenovo Chromebooks with White Glove, Laser Etching and installation services in the last 2 years**. The point of contact is Helaine Walker who is the director of IT Helaine can be reached at 203-762-3381x8326 Email [walkerh@wiltonps.org](mailto:walkerh@wiltonps.org)
- 4) **Grand County School District, Moab, UT.** We sold them over **\$150,000** worth of Lenovo equipment in 2017. Point of contact is Eric Still Director of IT who can be reached at 435-259-6909 or by E-mail at [stille@grandschools.org](mailto:stille@grandschools.org)
- 5) **Emery School District, Huntington UT.** We sold them over \$75,000 worth of Lenovo equipment in 2017 Point of contact is Doug Johnson Director of IT who can be reached at 435-687-9846 or by E-mail at [Doug@emeryschools.org](mailto:Doug@emeryschools.org)
- 6) **Community College of Denver, Denver CO.** We have sold the over **\$1,000,000** Worth Of lenovo equipment in the last 3 years and are currently in the process of supplying an additional \$200,000 worth of Lenovo Computers, Laptops, and workstations. The point of Contact is Chris Arcarese who can be reached at **(303) 352-3032**  
[Chris.Arcarese@ccd.edu](mailto:Chris.Arcarese@ccd.edu)

### Point of Contact

Saul Finck (Sales Manager) will be your point of contact for this contract and will assist the School Districts and its personnel in any matters related to this contract. Saul's Contact Information is as follows: PH #718-473-0284x203.Fax number 718-360-9627 E-mail [Saul@yandstech.com](mailto:Saul@yandstech.com)

# *Y&S Technologies*

Solutions that drive results

**Insurance**

Y&S Technologies maintains all required commercial insurance policies and will be more than happy to provide proof of insurance if the School District requests it.

## **Brief History of our Company**

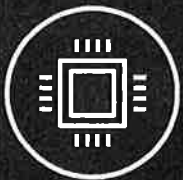
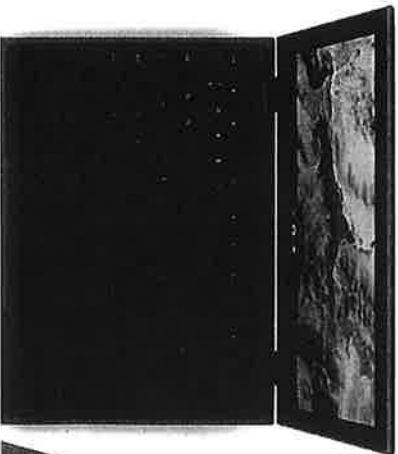
Y&S Technologies have been in business for over thirteen years with our primary focus on the education and government sector. Our senior staffs have over 40 years of combined experience, selling and servicing the academic and government market. Y & S Technologies was established in the midst of the worst recession since the Great Depression. We have not only survived but we have grown our business every year by a minimum of 20%. We offer our customers highly competitive solutions, the best products at the best prices, and a high level of service and support. These directly contribute to our successful and expanding business. If you should need any further information please feel free to contact me at your earliest convenience. Thank you for the opportunity to do business with your organization.

Saul Finck  
  
Sales Manager  
Y&S Technologies

# New Year. New 100e Chromebook.

SCHOOL'S IN SESSION, AND THE 100e CHROMEBOOK IS READY TO WORK.

Engineered to earn perfect attendance, the 100e never takes a day off from learning. Its powerful, portable design features state-of-the-art learning tools that will suit any size school or budget. And thanks to its user-friendly interface, students and teachers can easily access Google Classroom, G Suite for Education and today's most popular education apps, all through their own personalized Google IDs. Plus, the Chrome Education license allows school administrators to control their entire fleet of devices, so safety and security always remain top of mind. And if you're worried about durability, don't be. The 100e was built to withstand even the most chaotic of classrooms. All-in, this machine was made to excel in every learning environment.



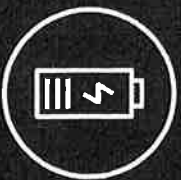
## A+ ACCESSIBILITY

From its easy-to-use interface to its powerful MediaTek Processor, the 100e is a total learning tool. Thanks to its unparalleled speed, there's never any lag time when it comes to learning; students can always depend on immediate access to their assignments and favorite education apps. And between Google Classroom and G Suite for Education, teachers can easily stay organized and promote a collaborative learning environment where students share work and stay connected all year long.



## BUILT FOR BUMPS

From class to class, hallways to backpacks to bus rides, the 100e was built with every busy student in mind. That's why its sleek design features rubber bumpers that can handle a drop up to 75 cm and reinforced ports for all those unintentional bumps along the way. When you factor in the mechanically anchored keys and water-resistant design, you've got a machine tough enough to last an entire school year.



## BIG FEATURES, COMPACT CHROMEBOOK

The 100e is light done right. Weighing in at only 2.68 lbs, the 100e is effortless to carry, but full of powerful possibilities. With up to 10 hours\* of battery life, students can spend more time on their schoolwork and less time worrying about charging their PCs. Plus, its anti-glare display helps put a little less eye strain on screen time.

\*Based on Google Chrome Power. LoadTest, a battery run down test. For more information about Google Chrome Power, LoadTest, visit [www.chromium.org](http://www.chromium.org). Test results should be used only to compare one product with another and are not a guarantee; you will experience the same battery life. Battery life may be significantly less than the test results and varies depending on your product's configuration, software, usage, operating conditions, power management settings and other factors. Maximum battery life will decrease with time and use.

# Lenovo 100e Chromebook (MTK)

## PERFORMANCE

Processor	MediaTek™ 8173C Processor
Operating System	Chrome OS™
Graphics	Imagination GX6250 Integrated graphics
Memory	4 GB
Storage	32GB eMMC
Audio	3.5mm Combo Audio
Battery	42 Whr, Up to 10 hrs*

## DESIGN

Display	11.6" HD antiglare display (1366x768) TN 250
Camera	720p Front-Facing Camera
Dimensions	290 x 204 x 20.4mm / 11.41" x 8.03" x .80"
Weights	1.21kg, 2.68lbs
MIL-SPEC Standard	Yes
Keyboard	Water-resistant (330 ml) with touchpad & mechanically anchored keys
Durability Features	Reinforced ports & hinges, drop-resistant up to 29.5" (75cm)

## CONNECTIVITY

Ports & Slots	1 x USB-C, 1 x USB 3.0, HDMI, WiFi 802.11 AC (2 x 2), Bluetooth 4.2, Micro SD card reader Combo mic / audio jack, Kensington lock slot
---------------	----------------------------------------------------------------------------------------------------------------------------------------

## lenovo.com/chromebook

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\*Based on Google Chrome Power LoadTest, a battery run down test. For more information about Google Chrome Power LoadTest, visit [www.chromium.org](http://www.chromium.org). Test results should be used only to compare one product with another and are not a guarantee you will experience the same battery life. Battery life may be significantly less than the test results and varies depending on your product's configuration, software, usage, operating conditions, power management settings and other factors. Maximum battery life will decrease with time and use.



## LENOVO OFFERINGS & SERVICES

### Chrome Education license

Chrome Education license enables IT administrators to manage a few or a fleet of Chrome devices within a centralized, easy and intuitive software interface. Lenovo makes it easy to acquire as an OEM authorized reseller of Chrome Education license.

### Warranty upgrades - onsite and next business day

Maximize PC uptime and productivity by providing convenient, fast repair service at your organization.

### Warranty extensions (1-3 years total duration)

This fixed-term, fixed-cost service helps accurately budget for Chromebook expenses, protects your valuable investment and lowers the cost of ownership over time.

### Accidental damage protection

Avoid the hassles of unexpected repair costs. Provides coverage for non-warranted damage incurred under normal operating conditions, such as minor spills, drops or screen damage.

### G Suite for Education

Easy access to Google's G Suite family of apps keeps everything under one roof and free of software licensing fees. Simple cloud management and 24/7 support make Chromebooks easily scalable to any size classrooms, big or small.

## OPTIONS / ACCESSORIES



Lenovo USB-C Travel Hub



Lenovo Wireless Mouse Keyboard



On-Ear-Headphones



## Lenovo 14e Chromebook

### PERFORMANCE

Processor	2.4 GHz A4 AMD® dual-core processor
Operating System	Chrome OS™
Graphics	AMD® Integrated graphics
Memory	4GB, 8GB DDR4
Storage	32GB or 64GB eMMC
Audio	3.5mm Combo Audio
Battery	57 Whr, Up to 10 hrs*

### DESIGN

Display	14" FHD TN & FHD IPS touch Option
Camera	HD w/2 Mic
Dimensions	328 x 225 x 17.7mm / 12.91" x 8.85" x 0.69"
Weights	1.21kg, 3.27 lbs
MIL-SPEC Standard	Yes
Keyboard	Full-sized, water-resistant (330 ml) with touchpad & mechanically anchored keys. Black-lit option available.

### CONNECTIVITY

Ports & Slots	2 x USB-C, 2 x USB 3.0, WiFi 802.11 AC (2 x 2), Bluetooth 4.2, Micro SD card reader, Combo mic / audio jack, Kensington lock slot
---------------	-----------------------------------------------------------------------------------------------------------------------------------

### lenovo.com/chromebook

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\*Based on Google Chrome Power\_LoadTest, a battery run down test. For more information about Google Chrome Power\_LoadTest, visit [www.chromium.org](http://www.chromium.org). Test results should be used only to compare one product with another and are not a guarantee you will experience the same battery life. Battery life may be significantly less than the test results and varies depending on your product's configuration, software, usage, operating conditions, power management settings and other factors. Maximum battery life will decrease with time and use.

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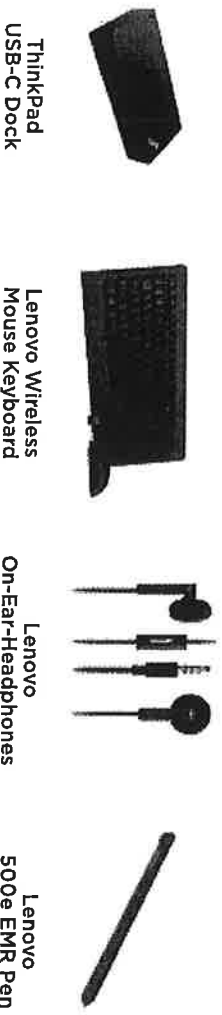
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#### G Suite for Education

Easy access to Google's G Suite family of apps keeps everything under one roof and free of software licensing fees. Simple cloud management and 24/7 support make Chromebooks easily scalable to any size classrooms, big or small.

### OPTIONS / ACCESSORIES



ThinkPad  
USB-C Dock

Lenovo Wireless  
Mouse Keyboard

Lenovo  
On-Ear-Headphones

Lenovo  
500e EMR Pen

**E-Rate Mini-Bid Assessment Worksheet**  
**Category 2 Internal Connections**  
**Funding Year 2020**

District Name Hickman County Board of Education

Bid # (if applicable) N/A

Form 470# \_\_\_\_\_

Mini-Bid Due Date \_\_\_\_\_

Allowable Contract Date \_\_\_\_\_

Feb 14th, 2020

2020-2021

**Project or Service Description**

**Switches and Installation**

**Directions:** Each factor is worth the same number of points as the weighting percentage. Vendors are rated on how well they meet each factor. The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest number of total points. The cost of E-Rate eligible goods and services must be weighted most heavily.

**USAC highly recommends (requires) Cost to be 50%**

No.	Factor	Vendor Name (click each cell for a drop-down menu of vendor names)		%	%	%	%	%	%	%	
		Manufacturer Proposed	Central Technologies								ENAs
1	Cost of eligible goods and services (Must have the most available points)			50	67%	100%	0%	0%	0%	0%	0%
2	Past Successful K-12 Experience			25	33,500	50,000	0,000	0,000	0,000	0,000	0,000
3	Understanding of needs			5	5	4					
4	Completeness of response			15	15	14					
5	Vendor quote meets district's minimum specifications**			5	5	4					
<b>Total Points</b>		<b>100</b>	<b>83.50</b>	<b>92.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*DO NOT USE the "Total Cost to District" when evaluating "COST". Only consider E-Rate Eligible Cost when scoring cost.

\*\* Per USAC Schools and Libraries News Brief dated December 3, 2010: "Applicants can have a bid evaluation criterion for preferred make and model or for adherence to local IT Standards in their bid evaluation matrix."

**EVALUATION NOTES**

HCBOE has been given assurance of service after the sale by Central Technologies. ENA has had great success in our district with regards to service.

Vendor Selected: Central Technologies

Approved By: Michelle Gilbert

Print Name: Director of Schools

Title: 4-Mar-20

Date: \_\_\_\_\_

Mini-Bid Review Committee:

Name: Brad Gilbert

Name: Mike Elkins

Name: Michelle Gilbert

## Invitation To Bid

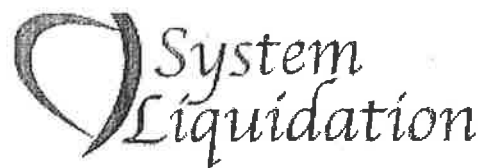
The Hickman County Finance Office is accepting bids for Desktop Computers and Monitors.

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Desktop Computers and Monitors". Bids will be opened on Monday, February 10, 2020 at 10:30 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Present Renny Mayberry  
Dorinda Duno

Please see attached bids



## Desktop Computers & Monitors Bid

### Index

Page 1-4. Cover Letter.

Page 5. Option 1 Quote and Description

Page 6. Option 2 Quote and Description

Page 7. Option 3 Quote and Description

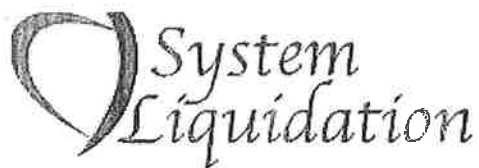
Page 8. Warranty Policy.

Page 9. Product preparation and testing.

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

 **Microsoft**  
AUTHORIZED  
Refurbisher

① 



### **Company Overview**

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

### **Company Strategy and Mission**

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

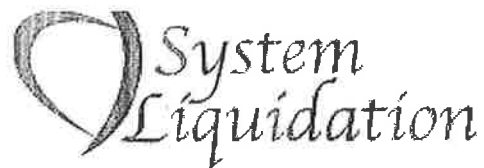
### **Business Scope**

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

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



Handwritten initials, possibly "Q" and "A", written in black ink.



### **Background and Workforce**

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

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

### **Trust**

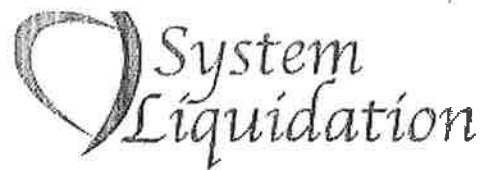
We trust our customers implicitly and run our company accordingly. A good example is our warranty policy. When a customer needs to fulfill warranty, we no longer have to verify whether they are at fault or retrieve the damaged equipment first. Our clients simply tell us what parts are needed and we ship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

**System Liquidation Inc**  
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Plainfield, NJ 07061  
Ph: 908-668-0008 X 322  
Fax: 908-668-0088  
Contact: [Ken@systemliquidation.com](mailto:Ken@systemliquidation.com)



③

A handwritten signature in black ink, appearing to be "Ken", written over the Microsoft logo.



**Financial And Business Viability**

System Liquidation Inc. confirms that we have not:

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

**Proof Of Insurance**

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

**Deliverables**

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

**Non-Collusion**

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

**Bid Compliance**

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

**Willingness To Enter Into Agreement**

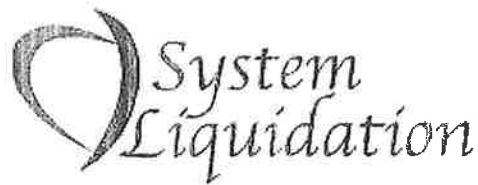
System Liquidation Inc. confirms that we are prepared to enter into an agreement with the School District.

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



(4)

A handwritten signature in black ink, appearing to be "Ken".



**Option 1: Dell OptiPlex 9020 SFF**

Model	Dell OptiPlex 9020 SFF
Processor	Intel Core i5-4570 3.2GHz 4th Gen
Ram	8GB DDR3 Ram
Video	EVGA GF 210 MODEL # 01G-P3-1313-KR <b>-BRAND NEW</b>
Sound	On-Board
Hard Drive	240GB Solid State Hard Drive
Optical Drive	DVD +/-RW
Network	10/100/1000 Onboard NIC
Operating System	Windows 10 Pro 64-Bit
Warranty	5 year on system. Video card carries manufacturer Warranty
<b>Price</b>	<b>\$257 Each Inclusive of Freight</b>
Upgrade to 512GB Solid State drive	Additional \$30
Upgrade to 16GB Ram	Additional \$25

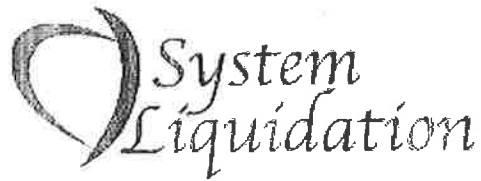
*[Handwritten Signature]*  
11/29/2010

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

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



(5)



**Option 2: HP EliteDesk 800 G1 SFF**

Model	HP EliteDesk 800 G1 SFF
Processor	Intel Core i5-4570 3.2GHz 4 <sup>th</sup> Gen
Ram	8GB DDR3 Ram
Video	EVGA GF 210 MODEL # 01G-P3-1313-KR - <b>BRAND NEW</b>
Sound	On-Board
Hard Drive	240GB Solid State Hard Drive
Optical Drive	DVD +/-RW
Network	10/100/1000 Onboard NIC
Operating System	Windows 10 Pro 64-Bit
Warranty	5 year on system. Video card carries manufacturer Warranty
Price	<b>\$245 Each Inclusive of Freight</b>
Upgrade to 512GB Solid State drive	Additional \$30
Upgrade to 16GB Ram	Additional \$25

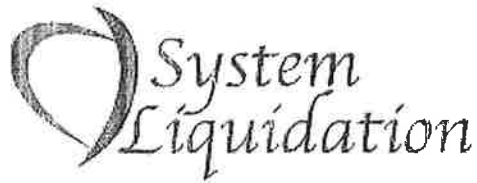
*Ken*  
1/27/2020

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

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Plainfield, NJ 07061  
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**Option 3: Monitors**

Model	DELL 22" LCD GRADE A
Screen Size	22"
Warranty	5 years
<b>Price</b>	<b>\$59</b>
Includes	VGA cable and Power cord

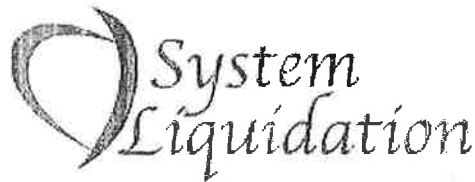
Model	HP 22" LCD GRADE A
Screen Size	22"
Warranty	5 years
<b>Price</b>	<b>\$59</b>
Includes	VGA cable and Power cord

Model	DELL 24" LCD GRADE A
Screen Size	24"
Warranty	5 years
<b>Price</b>	<b>\$99</b>
Includes	VGA cable and Power cord

*Ken*  
12/27/2020  
**System Liquidation Inc.**  
1652 South 2nd Street  
Plainfield, New Jersey 07063

**System Liquidation Inc**  
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Contact: Ken@systemliquidation.com





## Warranty Policy

System Liquidation Inc Re-Certified computers are scrutinized closely prior to shipment that we include a **5 Years parts replacement Warranty** on all of our fully Re-Certified Desktops.

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

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

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

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

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

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8



## Product Preparation and Testing

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

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

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 **Microsoft**  
AUTHORIZED  
Refurbisher

9





Clary Business Machines

Quote by Clary  
Business Machines

Desktop Computers and  
Monitors

Clary Business Machines  
8170 Miramar Road  
San Diego, CA, 92126

Phone # (800) 992-5279

Fax # (858) 552-8609



**Date: February, 4<sup>th</sup> 2020**

**Attn: Brad Gilbert**

SUBJECT: Desktop Computers and Monitors

Clary Business Machines is pleased to submit the enclosed quote in response to your RFQ for the purchase of desktop computers and monitors. Clary has the commitment, experience and expertise to deliver a solution that meets all the requirements specified in your RFQ.

This bid form has been prepared as per instructions given in the RFQ. Furthermore, the specifications for the items have been attached.

I will be the main point of contact for this project. Please feel free to call me at my cell (858) 232-4525 or via email [sufian@claryco.com](mailto:sufian@claryco.com) if you need any assistance.

Sincerely,

Sufian Munir  
CEO | Clary Business Machines  
8170 Miramar Road  
San Diego, CA 92126  
Cell: 858-232-4525  
Email: [sufian@claryco.com](mailto:sufian@claryco.com)

# **Specifications**

## **SH370R6V2 Cube**

Dim.	332.1(l) x 251.5 (w) x 190.1(h) mm
CPU	Intel Core i3-8100
Core	Quad Core
Graphics	Intel UHD Graphics 630 (4K support)
OS	Win 10 Pro 64 bit (OOBE)
RAM	8 GB RAM
SSD	250 GB SSD
Video Out	1x HDMI, 2x DP (Triple Display)
USB	12 USB, 3 LAN
Cooling Method	With Fan

Secondary Video Card available with VGA and HDMI OUT\* (Optional)

## **Monitor**

Viewsonic LED monitor - 20" (19.5" viewable) - 1920 x 1080 Full HD (1080p)

# Cost Proposal

Item	Qty (Estimated)	Cost per unit	Total Cost
SH370R6V2 Cube Computer	50	\$ 900.00	\$ 45,000.00
Additional Graphic Card (Optional)	50	\$ 180.00	\$ 9000.00
Monitor 20"	50	\$ 140.00	\$ 7000.00
<b>Total</b>			<b>\$ 61,000.00</b>



Munir Shaikh  
President, Clary Business Machines

Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-59189-P4P2V6	1/31/2020

**Rep Contact Info:**

Mark Domsic  
 2NDGEAR  
 1818 Pot Spring Road, Suite 102  
 Lutherville, MD 21093  
 Phone: 410-657-7389  
 Fax:  
[mdomsic@2ndgear.com](mailto:mdomsic@2ndgear.com)

**Bill To:**

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

**Remit To:**

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

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
50	DELL	9020, SFF INTEL CORE i5-3.2-4570 8GB RAM 256GB SSD, NEW Keyboard and Mouse Windows 10 PRO	3-Year Advance Replacement Warranty	\$289.59	\$14,479.50
50	MSI	MSI GT710 2GB PC video card - Fanless VGA/DVI/HDMI	Full Manufacturer's Warranty	\$70.00	\$3,500.00
50	2nd Gear	5 Year Warranty	Included	\$20.00	\$1,000.00
50	IMAGE	Load OS/Customer Image 4GB	Included	\$10.00	\$500.00

**Limited Warranty Period(s):** As specified above.

Freight ID:	21682
Subtotal:	\$19,479.50
Shipping:	\$633.24
Estimated Tax:	Per State
<b>Total Purchase:</b>	<b>\$20,112.74</b>

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

**Freight Terms:** FCA Origin

**Proposal Expiration Date:** While Quantities Last

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

**Additional Comments:**

	Dollar Buyout Purchase Option	FMV Purchase Option
*Leasing Options: 24 Months	\$884.37	\$845.41
36 Months	\$609.71	\$580.49

**Agreed to and Accepted by:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**PO#:** \_\_\_\_\_

**Ship To:**

\*Subject to credit approval and execution of 2NDGEAR Capital Lease Agreement  
 The Sales terms and Limited Warranty terms governing this Proposal can be found at:  
[2NDGEAR Sales Agreement Terms and Conditions](#)    [2NDGEAR Leasing](#)    [2NDGEAR Replacement Warranty](#)



Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-59189-P4P2V6	1/31/2020

**Rep Contact Info:**

Mark Domsic  
 2NDGEAR  
 1818 Pot Spring Road, Suite 102  
 Lutherville, MD 21093  
 Phone:410-657-7389  
 Fax:  
[mdomsic@2ndgear.com](mailto:mdomsic@2ndgear.com)

**Bill To:**

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

**Remit To:**

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

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
50	HPXX	800 G1 SFF INTEL CORE i5-3.2Ghz-4570 8GB RAM 256GB SSD New Keyboard and Mouse Windows 10 PRO	3-Year Advance Replacement Warranty	\$254.13	\$12,706.50
50	MSI	MSI GT710 2GB PC video card - Fanless VGA/DVI/HDMI	Full Manufacturer's Warranty	\$70.00	\$3,500.00
50	2nd Gear	5 Year Warranty	Included	\$20.00	\$1,000.00
50	IMAGE	Load OS/Customer Image 4GB	Included	\$10.00	\$500.00

**Limited Warranty Period(s):** As specified above.

Freight ID:	21682
Subtotal:	\$17,706.50
Shipping:	\$633.24
Estimated Tax:	Per State
<b>Total Purchase:</b>	<b>\$18,339.74</b>

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

**Freight Terms:**

**Proposal Expiration Date:** Quote Valid for 30 days and/or While Supplies Last

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

**Additional Comments:**

**Agreed to and Accepted by:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**PO#:** \_\_\_\_\_

**Ship To:**

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

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

[2NDGEAR Advance Replacement Warranty](#)

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



Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-59189-P4P2V6	1/31/2020

**Rep Contact Info:**

Mark Domsic  
 2NDGEAR  
 1818 Pot Spring Road, Suite 102  
 Lutherville, MD 21093  
 Phone:410-657-7389  
 Fax:  
[mdomsic@2ndgear.com](mailto:mdomsic@2ndgear.com)

**Bill To:**

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

**Remit To:**

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

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
50	HPXX	600 G1 SFF INTEL CORE i5-3.2Ghz-4570 8GB, 256GB-SSD NEW Keyboard and Mouse Windows 10 PRO	3-Year Advance Replacement Warranty	\$232.85	\$11,642.50
50	MSI	MSI GT710 2GB PC video card - Fanless VGA/DVI/HDMI	Full Manufacturer's Warranty	\$70.00	\$3,500.00
50	2nd Gear	5 Year Warranty	Included	\$20.00	\$1,000.00
50	IMAGE	Load OS/Customer Image 4GB	Included	\$10.00	\$500.00

Limited Warranty Period(s): As specified above.

Freight ID:	21682
Subtotal:	\$16,642.50
Shipping:	\$633.24
Estimated Tax:	Per State
<b>Total Purchase:</b>	<b>\$17,275.74</b>

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

**Freight Terms:**

**Proposal Expiration Date:** Quote Valid for 30 days and/or While Supplies Last

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

**Additional Comments:**

**Agreed to and Accepted by:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**PO#:** \_\_\_\_\_

**Ship To:**

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

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

[2NDGEAR Advance Replacement Warranty](#)

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



Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-59249-G6G1V0	1/31/2020

**Rep Contact Info:**

Mark Domsic  
 2NDGEAR  
 1818 Pot Spring Road, Suite 102  
 Lutherville, MD 21093  
 Phone: 410-657-7389  
 Fax:  
[mdomsic@2ndgear.com](mailto:mdomsic@2ndgear.com)

**Bill To:**

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

**Remit To:**

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

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
50	HPXX	20", WIDE, VGA cable	3-Year Advance Replacement Warranty	\$53.00	\$2,650.00

**Limited Warranty Period(s):** As specified above.

Freight ID:	216932
Subtotal:	\$2,650.00
Shipping:	\$537.30
Estimated Tax:	Per State
<b>Total Purchase:</b>	<b>\$3,187.30</b>

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

**Freight Terms:**

**Proposal Expiration Date:** Quote Valid for 30 days and/or While Supplies Last

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

**Additional Comments:**

**Agreed to and Accepted by:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**PO#:** \_\_\_\_\_

Ship To:

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

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

[2NDGEAR Advance Replacement Warranty](#)

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



Account Name	Proposal Number	Date
Hickman County BOE (HIC04)	QUO-59250-K1Z4G9	1/31/2020

**Rep Contact Info:**

Mark Domsic  
 2NDGEAR  
 1818 Pot Spring Road, Suite 102  
 Lutherville, MD 21093  
 Phone: 410-657-7389  
 Fax:  
[mdomsic@2ndgear.com](mailto:mdomsic@2ndgear.com)

**Bill To:**

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

**Remit To:**

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

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
50	DELL	22", WIDE, VGA cable	3-Year Advance Replacement Warranty	\$60.00	\$3,000.00

**Limited Warranty Period(s):** As specified above.

Freight ID:	21694
Subtotal:	\$3,000.00
Shipping:	\$492.07
Estimated Tax:	Per State
<b>Total Purchase:</b>	<b>\$3,492.07</b>

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

**Freight Terms:**

**Proposal Expiration Date:** Quote Valid for 30 days and/or While Supplies Last

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

**Additional Comments:**

**Agreed to and Accepted by:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO#: \_\_\_\_\_

Ship To:

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

2NDGEAR Sales Agreement Terms and Conditions

2NDGEAR Advance Replacement Warranty

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



500 North Michigan Ave., Ste 600  
Chicago, Illinois 60611  
1.888.226.5727  
cditechnologies.com

## Hickman County Board of Education

Brad Gilbert  
Finance Office  
114 N. Central Ave. Suite 203  
Centerville, TN 37033

### Desktop Computers and Monitors



Barry Masters  
Account Manager

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

**Connect. Deploy. Inspire.**



**Connect. Deploy. Inspire.**

Hickman County Board of Education

Brad Gilbert  
Finance Office  
114 N. Central Ave. Suite 203  
Centerville, TN 37033

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

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

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

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

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

Looking forward to working with you,

A handwritten signature in cursive script that reads 'Paul Champion'.

Paul Champion  
Bids Manager

For More Information, Please Contact  
Barry Masters  
Account Manager  
888-226-5727 ext. 3892  
[bmasters@cditechnologies.com](mailto:bmasters@cditechnologies.com)

■ 888.226.5727

■ [cditechnologies.com](http://cditechnologies.com)

■ [info@cditechnologies.com](mailto:info@cditechnologies.com)



**Connect. Deploy. Inspire.**

## Table of Contents

- About CDI Technologies
- Warranty and Customer Service
- Product Quotes

# About CDI Technologies



**Connect. Deploy. Inspire.**

We are ready to change student lives with you.

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

How CDI adds value for educators:



Dedicated account manager



Trustworthy warranties



Superior logistics



Leasing & financing



Stellar service and technical support



Deployment services



We are inspired by what education can do

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

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

Let us help your school!



**Connect**

We offer best-in-class devices, carts & interactive flat panels.



**Deploy**

We configure devices, admin console and handle your school's deployment.



**Inspire**

We inspire students with intuitive software & learning tools.

888.226.5727

cditechnologies.com

info@cditechnologies.com

## What makes us different



### **Dedicated Account Manager**

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



### **Stellar Customer Service**

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



### **Trustworthy Warranties**

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



### **Consistent Products**

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



### **Save Time**

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



### **Simplify your life**

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

# Warranty and Customer Service

## Trustworthy warranties: We mean it



Satisfaction Rate

You only really get to know a vendor when claiming warranty on classroom devices. In some cases, you get to know a partner instead. CDI warranty is easy to fulfill and it has become the most predictable warranty in the industry with a \$0 cost of ownership guarantee.

Educators are delighted to be treated as top priority, by a resourceful team of 15 in-house customer service representatives.

### \$0 Cost of Ownership Guarantee

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



#### Premium Extended Warranty

Get premium coverage on PCs for up to five years and mobile devices for up to four years. Coverage on I.T. Infrastructure products is for up to three years.



#### Accidental Damage Warranty

Protect your investment even further. The Accidental Damage Warranty covers notebooks and Chromebooks for up to four years.



#### Lifetime Warranty

CDI's Mobile Charging solutions (cabinets and carts) come with lifetime warranty on parts and 3-year warranty on electrical components and doors.

### Benefits of CDI Warranty

- Speak to our technicians and solve the problem remotely
- Send a unit to CDI for repair or request a full replacement
- Over 20 years of expertise with school-specific issues
- Single point of contact who solves all issues without transfers or delays

*"Excellent company to work with! I had many questions answered in a timely manner and always felt great about all purchases. The few times I had to use warranty was very impressive and the turnaround extremely quick."*

**Angela Sikes, Technology Coordinator**  
Garrett Elementary School, AL



**Connect. Deploy. Inspire.**

Customers always come first; no matter what.



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

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

### Reach out

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

■ 888-314-4471    ■ [service@cditechnologies.com](mailto:service@cditechnologies.com)    ■ Customer Service Portal



#### Response Time

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



#### Customer Satisfaction

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

### Don't just take our word for it

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

**Russ Davis, Principal**  
Garland Christian Academy, TX  
Customer since 2010

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

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

■ 888.226.5727    ■ [cditechnologies.com](http://cditechnologies.com)    ■ [info@cditechnologies.com](mailto:info@cditechnologies.com)

# Product Quotes



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

**Quote**

**Customer:** Hickman County Schools  
**Contact:** Brad GILBERT  
**Quote:** 1174760  
**Date:** 06-Feb-2020  
**Expiry Date:** 08-Mar-2020

**BARRY MASTERS** x3892  
 bmasters@cditechnologies.com

**Invoice To:**

Hickman County Schools  
 Brad GILBERT  
 115 Murphree Ave  
  
 Centerville  
 TN, USA 37033  
 Phone: 9317293391

**Ship To:**

HICKMAN CO SCHOOL DISTRICT  
 Brad GILBERT  
 115 Murphree Ave  
  
 Centerville  
 TN, USA 37033  
 Phone: (931) 729-3391

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

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1	218418	HP,ELITE 8300, SFF, I5 3470, 3.2 GHZ, DDR3, 4.0 GB, 250GB, DVD, GB NIC	UPGRADED TO VC-EVGA-1313 EVGA GF 210 1GB DDR3 PCI-E DVI/VGA/HDMI (015367)WITH FAN  SYSTEM UPGRADED TO 8GB RAM AND 240GB SSD  CDI Recertified Keyboard Kit Compact Packaging for PCs (6 per box) WIN 10 PRO Generic, 240GB SSD SOLID STATE HARD DRIVE, 2.5" 4 Gb DDR3 Memory	\$239.00	50	\$11,950.00
2	296675	HP,ELITEDISPLAY E201, VGA & DVI & DISPLAYPORT, 20W LCD, Black, REGULAR STAND Already Boxed Product 5 YEAR LCD Warranty	1600 x 900 at 60 Hz	\$62.00	50	\$3,100.00

Terms	Notes
NET 30 DAYS	

<b>Sub-total:</b>	\$15,050.00
<b>Shipping:</b>	\$0.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$15,050.00

**Shipping Method:** SELECT CARRIER: **Currency:** US

Signed: Paul Champion  
 Paul Champion, Bids Manager

**HOWARD**

888.912.3151 | howardcomputers.com



Response To  
**Hickman County BOE**  
Request for Proposals  
For  
Desktop Computers & Monitors

Due:  
February 10, 2020 @ 10:30 AM

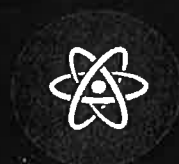
Presented By



edu

Our Vision and Strategy

**We do IT**



## Letter of Transmittal

**February 10, 2020**

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

### **RE: Desktop Computers and Monitors**

Dear Hickman County :

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

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

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

Contract and price negotiations as well as clarifications and questions should be directed to

### **Contact for Pricing**

**Mike Scherer**  
**TN K-12 Inside Sales Rep.**  
**601-399-5055**  
[mscherer@howard.com](mailto:mscherer@howard.com)

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

**HOWARD**™  
TECHNOLOGY SOLUTIONS

888.912.3151 general • 601.399.5077 fax  
888.323.3151 technical support

www.Howard.com

A Division of Howard Industries, Inc.

Sincerely,



Jessica Hayes

Bids Specialist

Phone: 601.425-3181

Fax: 601.399.5077

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

## Invitation To Bid

The Hickman County Finance Office is accepting bids for Desktop Computers and Monitors.

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

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Desktop Computers and Monitors". Bids will be opened on Monday, February 10, 2020 at 10:30 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

## **PART B SPECS FOR DESKTOP COMPUTERS**

Windows 10 64-bit Operating System

HP or Dell preferred but other brands will be considered

SFF preferred

Each CPU should come correctly provided with sysprep for an OOBE (out of box experience) that would allow for seamless domain addition and integration.

Each CPU should have no additional security programs, etc. other than what is included from Windows 10.

8 GB memory minimum, 240 GB SSD minimum

Secondary Video Card Supporting Dual Displays With VGA and HDMI Out (EVGA Brand Preferred, Fan-less Preferred)

Headphone Jack

Refurbished computers with 3-5 year replacement warranty will be considered

Delivery will be at the location requested by Hickman County Schools

Minimum 50 computers will be ordered with more possible

Bid price shall be good through June 12th, 2020

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

**PART B SPECS FOR MONITORS**

HP or Dell preferred but other brands will be considered

20" - 23" inch screen size preferred

HD resolution preferred

Bid price shall be good through June 12th, 2020

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



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

## Online Quotation

<b>Quote No:</b>	MS5 992646.00	<b>Quote Date:</b>	January 23, 2020
<b>Customer Name:</b>	Brad Gilbert	<b>Phone Number:</b>	9317293391
<b>Company Name:</b>	Hickman County Schools	<b>Fax Number:</b>	
<b>Quote Name:</b>	Desktop Computer RFP		

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type:</b>	<b>Howard H310LPKB</b>	1	\$749.00	\$749.00
<b>Processor:</b>	Intel Core i3 9100 - 3.6 GHz - 4 cores - 4 threads - 6 MB cache - LGA1151 Socket - Box			
<b>Operating System:</b>	Microsoft® Windows® 10 Professional 64-bit OEM, with DVD Media, COA			
<b>Memory:</b>	8GB DDR4 - DIMM 288-pin - 2666 MHz / PC4-21300 - CL13 - 1.35 V - unbuffered - non-ECC - black			
<b>Hard Drive:</b>	SDD - 250 GB -2.5" - SATA 6Gb/s - Encrypted			
<b>Removable Storage:</b>	No Removable Drive Selected			
<b>USB Memory Keys:</b>	No USB Memory Key selected			
<b>Optical Drive 1:</b>	DVD+/-RW- 24X SATA BLK			
<b>Disc Burning and Playback Software:</b>	No DVD Playback Software			
<b>Graphics Card:</b>	GeForce GT 710 - 2 GB DDR3 - PCIe 2.0 x16 - DVI, D-Sub, HDMI			
<b>Network Card:</b>	Integrated 10/100/1000 Gigabit LAN			
<b>Additional Network Interface:</b>	No Additional Network Interface Card Selected			
<b>Motherboard:</b>	<b>M.2 Storage</b> - micro ATX - LGA1151 Socket - H310 - USB 3.1 Gen 1 - Gigabit LAN - onboard graphics (CPU required) - HD Audio (8-channel)			
<b>Case:</b>	Low-Profile Micro-ATX SFF, Black, Front 2x USB 3.0, HD Audio + Mic, 200W SFX PSU			
<b>Bundled Software:</b>	No Bundled Software Selected			
<b>AntiVirus:</b>	No Anti-Virus Software Selected			
<b>Keyboard:</b>	Wired USB Multimedia Keyboard and 3-Button Optical Mouse Combo			
<b>Mouse:</b>	No Mouse Selected			
<b>Speakers:</b>	No External Speakers Selected			
<b>Surge Protectors:</b>	No Power Accessories Selected			
<b>Monitor:</b>	No Monitor Selected			
<b>Monitor 2:</b>	No Second Monitor Selected			
<b>Warranty:</b>	3-Year Limited Hardware Warranty with 1-Year Next-Business-Day, Onsite Response			
<b>Accessories:</b>	No Additional Accessories Selected			
<b>Security Accessories:</b>	No Security Accessories Selected			
<b>Accessory option 2:</b>	No Additional Accessories Selected			
<b>Web Cam:</b>	No WebCam Selected			
<b>Accessory option 3:</b>	No Additional Accessories Selected			
<b>Heat Sink:</b>	No Add-in Heatsink			

<b>Sub-Total:</b>	<b>\$749.00</b>
<b>Systems Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total for Item 1:</b>	<b>\$749.00</b>

**This quote will expire February 22, 2020.**  
**To expedite your order, please include your quote number with your Purchase Order.**

**Item 2**

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	<b>Accessories</b>			
1:	HP N223 - LED monitor - 21.5' (21.5' viewable) - 1920 x 1080 Full HD (1080p) - TN - 250 cd/m <sup>2</sup> - 600:1 - 5 ms - HDMI, VGA - black - promo	1	\$99.00	\$99.00

<b>Sub-Total:</b>	<b>\$99.00</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total for Item 2:</b>	<b>\$99.00</b>

This quote will expire February 22, 2020.  
To expedite your order, please include your quote number with your Purchase Order.

**Total for all pre-configured items**

<b>Sub-Total:</b>	<b>\$848.00</b>
<b>Systems Shipping:</b>	<b>Included</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$848.00</b>

**Notes:**

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

# HOWARD

## The H310 Desktop

### 8<sup>th</sup> Generation processing—made affordable!



Step up to 8<sup>th</sup> Generation processing for unrivaled PC performance, and do it without spending a bundle! It's possible with Howard's new H310 desktop computer. The H310 offers a premium layout that includes the latest Intel® processors, as well as X-Boost and Core Boost technology, that enable it to support more cores for faster, undistorted data transfer. It features DDR4, HDMI, and Audio Boost for studio-grade sound quality. The H310 balances its impressive, high-speed performance with low power consumption to ensure cool, efficient operation and an extended lifespan. Howard's low price-point on this model makes it ideal for use by cost-conscious business professionals, teachers and students; in training facilities, schools and computer labs—anywhere budget is a consideration.

The H310—stable, reliable high-performance made affordable by Howard.

Back Ports



- ✓ X-Boost: Software that auto-detects and allows you to boost the performance of any storage or USB device
- ✓ Core Boost: With premium layout and fully digital power design to support more cores and provide better performance
- ✓ Audio Boost: Reward your ears with studio grade sound quality.
- ✓ EZ Debug LED: Easiest way to troubleshoot

### The Howard Advantage!

With every Howard product purchase, you receive the following for **FREE!**

- Phone and web tech support for the LIFE of your system
- 100% US-based, English-speaking customer support 24/7/365
- Phone hold times < 1 minute



Ultrabook, Celeron, Celeron Inside, Core Inside, Intel, Intel Logo, Intel Atom, Intel Atom Inside, Intel Core, Intel Inside, Intel Inside Logo, Intel vPro, Itanium, Itanium Inside, Pentium, Pentium Inside, vPro Inside, Xeon, Xeon Phi, Xeon Inside, and Intel Optane are trademarks of Intel Corporation or its subsidiaries in the U.S. and/or other countries.

# HOWARD

## H310 Desktop Specifications

### Chipset

Intel® H310

### Operating System

Microsoft Windows® 10, 64-bit

### Processors

Supports 8<sup>th</sup> Generation Intel® Core™ Processors, Pentium® Gold and Celeron® Processors for Socket LGA1151

### System Memory

Up to 32GB of DDR4 ( 2 Slots, DIMM)

### Audio

Realtek® ALC 887 8-channel  
High-definition

### Network

Realtek RTL8111H, 1 x Gigabit LAN

### Internal Ports

- (1) PCIe 3.0 x16 slot
- (2) PCIe 2.0 x1 slots
- (1) 24-pin ATX main power connector
- (1) 8-pin ATX 12V power connector
- (4) SATA 6Gb/s connectors
- (1) USB 3.1 Gen1 connector (supports additional 2 USB 3.1 Gen1 ports)
- (1) USB 2.0 connector (supports additional 2 USB 2.0 ports)
- (1) Clear CMOS jumper
- (2) Front panel connectors
  - (1) Serial port connector
  - (1) TPM module connector
  - (1) Chassis Intrusion connector
  - (1) Front panel audio connector
  - (1) 4-pin CPU fan connector
  - (1) 4-pin system fan connector

### External Ports

- (1) DVI-D
- (1) VGA
- (1) HDMI
- (1) LAN (RJ45) port
- (2) USB 3.0 (Gen 1, type A-front)
- (2) USB 3.0 (Gen 1, type A-rear)
- (2) USB 2.0 (Front)
- (4) USB 2.0 (Rear)
- (3) Audio jacks- (1) MONO out header \*3
- (1) PS/2 Combo Port

### Chassis Technical Specifications

(Cases subject to change due to configuration and/or availability)

#### MKB

Dimensions: 14.25"(H) x 7"(W) x 17.2"(D)  
Drive Bays: 3.5" (2) Internal (2) External and  
5.25" (2) External  
Front Panel: USB=2, Audio=1 Line Out /1 Mic  
PSU: 300W (110 to 240V AC)

#### AKB

Dimensions: 19.30 (H) x 7.5 (W) x 16.7 (D)  
Drive Bays: 3.5" (5) Internal (2) External and  
5.25" (3) External (0) Internal  
Front Panel: USB=2, Audio=1 Line Out /1 Mic  
PSU: 300W (110 to 240V AC), Upgradable to  
1200W

### Warranty & Support

- Howard Technology Solutions' standard warranties apply.
- **FREE** customer and technical support to purchaser via telephone or web for the life of the system.
- Expedite your troubleshooting process by participating in our Howard Technical Partnership Program (HTPP) which certifies your staff to perform basic hardware service and support. Contact us today for more information.

### Contact Howard Technology Solutions for world-class service and support.

Online: [www.howardcomputers.com/support](http://www.howardcomputers.com/support)  
Phone: 1.888.323.3151  
Email at [tech@howardcomputers.com](mailto:tech@howardcomputers.com), or  
Conventional mail at:

Howard Technology Solutions,  
36 Howard Drive,  
Ellisville, Mississippi, 39437

### FAQs

**Q: Is an M.2 SSD the same as an mSATA SSD?**

A: No, they are different; M.2 supports both SATA and PCIe storage interface options, while mSATA is SATA only. Physically, they look different and cannot be plugged into the same system connectors. The picture below shows an M.2 SSD and an mSATA SSD (you can see the connector is different, as are their card sizes):



**Q: Why are there different lengths for M.2 SSDs?**

A: There are two reasons for the different lengths of M.2 SSDs:

1. The different lengths enable different SSD drive capacities; the longer the drive, the more NAND Flash chips can be mounted on it, in addition to a controller and possibly a DRAM memory chip. The 2230 and 2242 lengths support 1-3 NAND Flash chips while the 2280 and 22110 support up to 8 NAND Flash chips, which can enable a 1TB SSD in the largest M.2 form factors.
2. Socket space in the system board can limit the M.2 size: Some notebooks can support an M.2 for caching purposes, but only have a small space that will accommodate only a 2242 M.2 SSD (2230 M.2 SSDs are smaller still but not needed in most cases where 2242 M.2 SSDs will fit).

Site	Function	Current Speed	Current Price	Current Price @ 90% E-Rate	2020 Speed	2020 Price	2020 Price @ 90% E-Rate	2021-2026 Speed	2021-2026 Price	2021-2026 Price @ 90% E-Rate
Hickman County School District Building	IA & Basic Firewall	1gb	8000	800	4gb	12000	1200	7gb	12000	1200
Hickman County School District Building	IA & Basic Firewall	1gb	8000	800	4gb	12000	1200	7gb	12000	1200
Centerville Elementary	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
Centerville Intermediate School	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
East Hickman Elementary	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
East Hickman High	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
East Hickman Intermediate School	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
East Middle School	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
Hickman Co High School	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
Hickman Co Middle School	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
Hickman County School District Building	WAN	2gb	2400	240	10gb	1500	150	10gb	1500	150
			<b>\$ 37,600</b>	<b>\$ 3,760</b>		<b>\$ 37,500</b>	<b>\$ 3,750</b>		<b>\$ 37,500</b>	<b>\$ 3,750</b>

\*\*Does not include ineligible services, such as filtering, advanced firewall, VPN, NetDefender, pre-K, or any other ineligible services



## Hickman County Schools Board Agenda Item Request

Date: February 10<sup>th</sup>, 2020  
Name of School: Centerville Intermediate School  
Item Request: Job Share Request

Explanation:

Request to job share for 2020-2021 school year for the following teachers.

Tara Chessor and Stacy LaRue-P.E.

Ashley Rochelle and Meredith Qualls- 4<sup>th</sup> Grade Math

Attachments (if necessary and appropriate):

See attached proposal

Signature of Person requesting to be placed on the agenda:

*Eric Cannon*

Signature of Building Principal:

*Eric Cannon*

**Centerville Intermediate School**  
**Physical Education Job Share Proposal**  
**Stacy LaRue and Tara Chessor**

Please consider our request to share the Physical Education position at Centerville Intermediate School for the 2020-2021 school year.

**Benefits of Job Sharing**

- This job share allows us to balance our teaching careers with family time and responsibilities.
- A part-time position is less overwhelming and more enjoyable. Students benefit from having a fresh, energetic teacher in the active setting of P.E.
- We have similar teaching styles and classroom management techniques and follow the same schedule and daily routine. We are consistent with behavioral expectations and classroom procedures.
- Students are already accustomed to rotating between teachers for classroom instruction and enrichment classes.
- We bring two different sets of sports skills and prior knowledge to our teaching.
- This job share is financially beneficial to the school system because we do not receive insurance benefits. We also cover days for one another in the event of sickness or family emergency, which saves money needed for substitute teachers.

**Scheduling**

Tara works Monday and Wednesday, while Stacy works Tuesday and Thursday. We alternate Fridays and ensure that we each work equal days on the school calendar. We both attend professional development days, administrative days, and parent teacher conferences as needed to fulfill the 100 day agreement.

**Planning and Communication**

- We take joint responsibility in planning lessons aligned to state standards.
- Regular communication takes place through email, texts, calls, and meetings whenever needed.
- We keep a folder containing parent notes or concerns, behavior reports, injuries in the gym, etc.

**Salary**

We propose to continue to be paid half of what we would make as full time teachers according to years of experience and level of degree. We do not receive insurance benefits.

**Conclusion**

We appreciate your consideration of our proposed job share. In our opinion, this opportunity is beneficial to our families, CIS, and the Hickman County School System.



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

To: School Board Members  
From: Misty Shelton  
Date: March 2020

**Up for Review:**

- 4.300- Extracurricular Activities
- 4.301 Interscholastic Athletics
- 4.3011 Athletic Regulations
- 4.302 Field Trips and Excursions
- 4.400 Instructional Materials
- 4.401 Textbooks
- 4.402 Selection of Instructional Materials (Other than textbooks)
- 4.403 Reconsideration of Instructional Materials and Textbooks
- 4.404 Use of Copyrighted Materials
- 4.406 Use of the Internet
- 4.407 Web Pages

**Up for 1st reading:**

**4.2013 Family Life Curriculum-** add to lines 1-4 of page 2 "Instruction on the detection, intervention, prevention, and treatment of: (A) Child sexual abuse, including such abuse that may occur in the home, in accordance with the declarations and requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the victim is a child."

**3.204 Threat Assessment Teams:** Add model policy to current Risk Management 3.204 policy. See attached

**4.302 Field Trips/Excursions/Competitions:** Independently Planned Trips from recommended model policy has been added to page 2 of 3 of current policy. See attached

**4.606 Graduation Activities:** Update line 15 to say **Graduation activities organized by district employees shall not be religious in nature.**

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

931-729-3391 ext. 2226

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

fax 931-729-3834

# Hickman County Board of Education

	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.2013</b>	Issued Date: <b>02/03/20</b>
		Rescinds: <b>4.2013</b>	Issued: <b>12/04/17</b>

1 Boards of education in counties in which the pregnancy rates exceed 19.5 pregnancies per 1,000  
2 females ages fifteen (15) through seventeen (17) shall devise, adopt and implement a program of  
3 family life education according to the guidelines established by the State Board of Education.<sup>1</sup>

4 The Board shall annually evaluate the program and shall conduct public hearings and parental  
5 conferences at least once (1) each September as part of the evaluation.

6 A parent who chooses not to have a student participate in the family life education program shall  
7 submit such request in writing to the director of schools. A student who is excused from family life  
8 instruction shall be assigned alternative activities and shall not be penalized academically.

9 Prior to implementing the family life education curriculum, the Board shall conduct at least one (1)  
10 public hearing at which the plan will be explained and parents and community members shall be given  
11 the opportunity to express their opinions.

12 The goals of instruction for the family life education program shall be to:<sup>2</sup>

- 13 1. Provide accurate information about human reproduction, including conception, birth, and  
14 prenatal care, with specific emphasis on the family unit and the responsibilities and  
15 consequences relating to sexual activity;
- 16 2. Adapt this information to the age and grade level of students;
- 17 3. Promote, encourage and increase communication between parents and students;
- 18 4. Increase decision-making skills;
- 19 5. Offer information that will help students act responsibly; and
- 20 6. Enhance and develop the student's self-esteem.

21 Within these goals and at appropriate age and grade levels, the information presented will include:

- 22 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 23 2. Marriage and responsibilities of family life;
- 24 3. Responsibilities of parents and child care;
- 25 4. Legal aspects of sexual conduct;
- 26 5. Self-respect, self-control, and individual differences among people;
- 27 6. Community resources; and
- 28 7. Pregnancy and childbirth.

- 1 Instruction on the detection, intervention, prevention, and treatment of: (A) Child sexual abuse,
- 2 including such abuse that may occur in the home, in accordance with the declarations and requirements
- 3 of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the victim is a child.
- 4 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
- 5 method of protection that is 100% effective.
  
- 6 Personnel involved in instruction regarding human sexuality will conduct such instruction with
- 7 maturity and discretion. Personnel providing family life instruction shall receive in-service training
- 8 prior to presenting such instruction.

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Legal References

1. TCA 49-6-1302
2. TCA 49-6-1301



# Hickman County Board of Education

	Descriptor Term: <b>Risk Management and Threat Assessment Team</b>	Descriptor Code: <b>3.204</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>3.204</b>	Issued: <b>12/04/17</b>

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

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

9 General<sup>1</sup>

New

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

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

## 16 TEAM MEETINGS

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

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

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

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

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

Legal References

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

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Cross References

School District Records 1.407  
Safety 3.201  
Security 3.205  
Student Records 6.600

Insurance Management 3.600  
Workers' Compensation 3.602

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips / Excursions / Competitions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.302</b>	Issued: <b>09/09/02</b>

1 The Board encourages field trips when the experiences are an integral part of the school curriculum  
 2 and contribute to the Board's desired educational goals.

3 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 4       1. Any teacher desiring to take a group of students on an educational field trip must obtain  
 5 advance approval of the principal and the director of schools;
  
- 6       2. The trip must have a definite purpose and reflect careful planning. Students should be  
 7 prepared by general class discussion and/or research;
  
- 8       3. If bus transportation is required, the principal or his/her designee shall make the necessary  
 9 arrangements. A fee will be charged to the school for mileage when school system buses  
 10 are used;
  
- 11       4. Signed parental permission forms must be obtained for every student making an off-campus  
 12 trip beyond the immediate vicinity of the school. The principal shall ensure that these  
 13 forms are kept on file for the remainder of the school year. The form for parental  
 14 permission must include: purpose, date, time of departure and return, travel plans,  
 15 destination, number of chaperones, personal expense involved, rules of conduct and  
 16 penalties for violation, and other facts necessary for parents to be fully informed. This  
 17 information is to be completed by the school before the form is signed by the parent;  
 18
- 19       5. No day field trip shall extend beyond twelve (12) hours.
  
- 20       6. Overnight educational trips and chaperones must be approved by the principal and the  
 21 director of schools in advance. These groups must be accompanied by at least one regular  
 22 staff member and others from the school who are appropriate for adequate supervision and  
 23 shall be responsible for student conduct while away. There must be at least one female and  
 24 one male chaperone if the trip is for a mixed group;  
 25
- 26       7. Students shall not be penalized for participating in approved school-sponsored trips and  
 27 activities. Teachers shall permit students to make up class assignments missed because of a  
 28 trip or activity;
  
- 29       8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the  
 30 principal immediately upon returning to school. Serious accidents involving personal  
 31 injury must be reported immediately to the principal and/or director of schools. An

1 emergency shall be dealt with promptly by the teacher or other members of the school staff  
2 by taking appropriate action, including sending the student to the hospital or summoning  
3 medical aid or ambulance. In cases where it is necessary to send the student to the hospital,  
4 reasonable effort must be made to notify the parents.

- 5 9. Any school-sponsored trip which is out-of-state and/or overnight must have prior approval  
6 by the Board.  
7

### 8 **INDEPENDENTLY PLANNED TRIPS**

replace current  
wording with this

9 Trips privately planned by school district employees, acting outside the scope of their  
10 employment, are not authorized by the school district.

11 These trips are not approved by the Board and are not considered a part of the curriculum. Total  
12 responsibility for privately planned trips rests with the chaperone(s) as well as with the  
13 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall  
14 apply:

- 15 1. Board funds or resources shall not be used;  
16  
17 2. School district materials shall not be used;  
18  
19 3. The Board shall not assume any liability;  
20  
21 4. Employees are not authorized to act on behalf of the school district;  
22  
23 5. Recruitment efforts made by an employee shall not occur during the instructional school  
24 day; and  
25  
26 6. Absences caused by participation in privately planned trips shall be considered  
27 unexcused.  
28  
29

#### Cross References

Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200  
Advertising and Distribution of Materials in the Schools  
1.806

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Graduation Activities</b>	Descriptor Code: <b>4.606</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>4.606</b>	Issued: <b>02/05/18</b>

- 1 Students who have met all graduation requirements on the day of graduation and students who are  
2 within two (2) or fewer credits of meeting all requirements<sup>1</sup> and can complete the requirements during  
3 the summer may participate in graduation activities. If extenuating circumstances exist at any school,  
4 the matter shall be presented to the Board prior to graduation activities.
- 5 Students are expected to participate in all graduation activities, and graduation apparel shall be  
6 determined by the administration of each school and shall be the personal expense of each student.  
7 Any fees required for graduation ceremonies shall be waived for students who are eligible to receive  
8 free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of  
9 fees.<sup>2</sup>
- 10 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians,  
11 and other interested citizens.<sup>3</sup>
- 12 Students who do not wish to participate in graduation activities shall notify the school principal in  
13 writing at least five (5) days prior to the day of graduation. Non-participating students shall receive  
14 their diplomas or certificates from the principal's office within one (1) week of the day of graduation.
- 15 *replace with this*  
Graduation activities organized by district employees shall not be religious in nature.<sup>4</sup> The content of  
16 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the  
17 school, employees, or Board.
- 18 The director of schools shall develop procedures to ensure that students are recognized at graduation  
19 ceremonies for the following achievements:<sup>5</sup>
- 20 • Honors;
  - 21 • State Honors;
  - 22 • State Distinction;
  - 23 • District Distinction;
  - 24 • Tri-Star Scholar;
  - 25 • Students receiving a TN Seal of Biliteracy;
  - 26 • Students voluntarily completing at least ten (10) hours of community service each semester the  
27 student is in attendance at a public high school;
  - 28 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
  - 29 • Students graduating with a district-developed work ethic distinction.

---

Legal References

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; Public Acts of 2017, Chapter No. 207

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Cross References

Section 504 & ADA Grievance Procedures 1.802  
Student Fees and Fines 6.709



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

To: School Board Members  
From: Misty Shelton  
Date: March 2020

**Up for Review:**

- 4.300- Extracurricular Activities
- 4.301 Interscholastic Athletics
- 4.3011 Athletic Regulations
- 4.302 Field Trips and Excursions
- 4.400 Instructional Materials
- 4.401 Textbooks
- 4.402 Selection of Instructional Materials (Other than textbooks)
- 4.403 Reconsideration of Instructional Materials and Textbooks
- 4.404 Use of Copyrighted Materials
- 4.406 Use of the Internet
- 4.407 Web Pages

**Up for 1st reading:**

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**3.204 Threat Assessment Teams:** Add model policy to current Risk Management 3.204 policy. See attached

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**4.606 Graduation Activities:** Update line 15 to say **Graduation activities organized by district employees shall not be religious in nature.**

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

931-729-3391 ext. 2226

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

fax 931-729-3834

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in November</b>	Descriptor Term: <h2 style="text-align: center;">Extracurricular Activities</h2>	Descriptor Code: <b>4.300</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.300</b>	Issued: <b>08/02/99</b>

- 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  
6 schools, 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  
14 under 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.
  - 20
  - 21       8. School-sponsored student activities during vacation periods shall be restricted to  
22 regularly scheduled athletic programs and major events which cannot be scheduled  
23 otherwise.
  - 24
  - 25       9. Student groups shall not participate in state or national activities which are not listed as  
26 approved activities by regional accrediting associations or state and national principals'  
27 associations without the approval of the director of schools.
  - 28
  - 29       10. A student on out-of-school suspension shall not be permitted to participate in school-  
30 sponsored activities.
  - 31
  - 32       11. Activities which restrict participation because of race, color, religion, sex, disabilities,  
33 or national origin are forbidden.
  - 34
  - 35       12. Activities sponsored by outside groups or agents will be approved only if they are co-  
36 sponsored by the school.

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Legal References

1. 20 USCA § 1703

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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

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Interscholastic Athletics</h2>	Descriptor Code: <b>4.301</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.301</b>	Issued: <b>08/07/17</b>

- 1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
 2 treated differently from another person or otherwise be discriminated against in any athletic program of  
 3 the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup>
- 4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
 5 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport  
 6 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her  
 7 designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved  
 8 by the Board, provided the team's school reimburses the Board for mileage.
- 9 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
 10 of athletics.<sup>2</sup>
- 11 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
 12 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
 13 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.
- 14 Prior to participation in interscholastic athletics, every student must complete an annual physical  
 15 examination.<sup>3</sup> The parents/guardians of each student shall be responsible for covering the cost of the  
 16 examination, and these records shall be on file in the principal's office. It shall be the responsibility of  
 17 the parent(s) or guardian to provide health and hospitalization insurance for all students participating in  
 18 interscholastic athletics.
- 19 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any  
 20 group of students for the purpose of attending the practice of any interscholastic sport during the school  
 21 day without written permission from the Board. This does not prevent the inclusion of regular physical  
 22 training lessons in the daily school program.<sup>4</sup>
- 23 Students shall not be required to attend a school athletic event, or event related to participation on a  
 24 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
 25 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days  
 26 prior to the event.<sup>5</sup>
- 27 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or  
 28 tolerate hazing activities.<sup>5</sup>

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Legal References

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. Public Acts of 2017, Chapter No. 260
6. TCA 49-2-120

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Cross References

Attendance 6.200

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Athletic Regulation</b>	Descriptor Code: <b>4.3011</b>	Issued Date: <b>02/05/18</b>
		Rescinds: <b>4.3011</b>	Issued: <b>07/07/14</b>

1 Athletics are co-curricular sports activities under the direct control of the principal. The principal will  
2 be directly accountable to the director of schools and the Board in all matters pertaining to athletics  
3 according to the following guidelines:  
4

5 **1. GENERAL REGULATIONS APPLICABLE TO BOTH MIDDLE AND HIGH SCHOOL**  
6 **ATHLETICS**  
7

- 8 a. Any student desiring to participate in interschool competitive athletics must have a physical  
9 examination prior to participating in the first regular practice session. A report of this  
10 medical examination must be on file in the principal's office before this requirement will be  
11 considered as having been met. Cost of the examination shall be borne by the parent or  
12 guardian.  
13
- 14 b. No out-of-state contests will be scheduled without written permission from the Board.  
15
- 16 c. The participant of any varsity sport must maintain academic eligibility according to  
17 TSSAA/TMSAA guidelines. However, jointly, the principals of the middle schools, or the  
18 principal of the high school, may require additional eligibility standards if submitted as  
19 written administrative policy to the director of schools and approved by the Board.  
20
- 21 d. The conduct of players, spectators, or school personnel reflects directly upon the school  
22 system as a whole. Therefore, conduct of players, spectators, or school personnel that does  
23 not exemplify the best sportsmanship will result in that school being suspended from  
24 athletic participation in the sport concerned with the infraction. The Board will determine  
25 the duration of the suspension.  
26
- 27 e. No athletic contest will begin at any of the schools unless the principal of the host school or  
28 his designated representative is present and remains for the entire contest. The principal or  
29 his designee shall accompany each team on trips.  
30
- 31 f. The player's conduct must be acceptable before participation in any school athletics.  
32

- 1 g. It shall be the responsibility of the parent(s) or guardian to provide health and  
2 hospitalization insurance for all students participating in interscholastic events.  
3  
4 h. Every effort should be made to have a certified sports trainer, nurse practitioner or  
5 physician present at all home varsity football and basketball games.  
6  
7 i. The head coach and principal must see that insurance forms are completed as soon as  
8 possible after an injury.  
9  
10 j. The physician in charge of the treatment will make the final decision as to when the student  
11 may resume participation in athletics.  
12  
13 k. The organized athletic program shall not take up any part of the required school day.<sup>1</sup>  
14

15 **2. REGULATIONS APPLICABLE TO HIGH SCHOOL VARSITY ATHLETICS ONLY**  
16

- 17 a. All football games must be scheduled on an afternoon or night that does not precede a  
18 regular school day with students in attendance.  
19  
20 b. TSSAA by-laws shall control the operation of high school athletics.  
21  
22 c. All students in the secondary school shall be urged to participate in intramural activities.  
23 Students not registered in physical education classes should be especially encouraged to  
24 participate in the program.  
25

26 **3. REGULATIONS APPLICABLE TO K-8 ATHLETICS ONLY**  
27

- 28 a. The total basketball games allowed per team in a school which serves any combination of  
29 grades K-8 shall not exceed twenty (20) during a school year. Tournaments shall count as  
30 two games notwithstanding the number of games in which each team participates in a  
31 tournament. Practice can begin no earlier than four (4) weeks prior to the first scheduled  
32 game and shall end after the last tournament or regular season game in which the team  
33 participates.<sup>2</sup>  
34  
35 b. If competitive contests are held with other schools, scout troops, church teams, etc., the  
36 principal(s) of the school(s) involved shall be in charge at all times.  
37  
38 c. No out-of-town athletic contest shall be scheduled without permission from the principal.  
39

- 1 d. All other rules applicable to athletics will be determined by a committee of Principals and  
2 Athletic Directors from each of the schools and approved by the Board.

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Legal References

1. TCA 49-6-1002.
2. TRR/MS 0520-1-2-.08(2).

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips / Excursions / Competitions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.302</b>	Issued: <b>09/09/02</b>

1 The Board encourages field trips when the experiences are an integral part of the school curriculum  
 2 and contribute to the Board's desired educational goals.

3 The following guidelines shall be followed in planning and conducting field trips and excursions:

4 1. Any teacher desiring to take a group of students on an educational field trip must obtain  
 5 advance approval of the principal and the director of schools;

6 2. The trip must have a definite purpose and reflect careful planning. Students should be  
 7 prepared by general class discussion and/or research;

8 3. If bus transportation is required, the principal or his/her designee shall make the necessary  
 9 arrangements. A fee will be charged to the school for mileage when school system buses  
 10 are used;

11 4. Signed parental permission forms must be obtained for every student making an off-campus  
 12 trip beyond the immediate vicinity of the school. The principal shall ensure that these  
 13 forms are kept on file for the remainder of the school year. The form for parental  
 14 permission must include: purpose, date, time of departure and return, travel plans,  
 15 destination, number of chaperones, personal expense involved, rules of conduct and  
 16 penalties for violation, and other facts necessary for parents to be fully informed. This  
 17 information is to be completed by the school before the form is signed by the parent;  
 18

19 5. No day field trip shall extend beyond twelve (12) hours.

20 6. Overnight educational trips and chaperones must be approved by the principal and the  
 21 director of schools in advance. These groups must be accompanied by at least one regular  
 22 staff member and others from the school who are appropriate for adequate supervision and  
 23 shall be responsible for student conduct while away. There must be at least one female and  
 24 one male chaperone if the trip is for a mixed group;  
 25

26 7. Students shall not be penalized for participating in approved school-sponsored trips and  
 27 activities. Teachers shall permit students to make up class assignments missed because of a  
 28 trip or activity;

29 8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the  
 30 principal immediately upon returning to school. Serious accidents involving personal  
 31 injury must be reported immediately to the principal and/or director of schools. An

1 emergency shall be dealt with promptly by the teacher or other members of the school staff  
2 by taking appropriate action, including sending the student to the hospital or summoning  
3 medical aid or ambulance. In cases where it is necessary to send the student to the hospital,  
4 reasonable effort must be made to notify the parents.

5 9. Any school-sponsored trip which is out-of-state and/or overnight must have prior approval  
6 by the Board.

#### 7 **NON-SANCTIONED FIELD TRIPS**

8 Non-sanctioned field trips organized by employees acting as independent contractors/agents involving  
9 students on a volunteer, self-supporting basis are not approved by the Board and are not considered a  
10 part of the curriculum. Total responsibility for privately planned field trips or tours rests with the  
11 individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for  
12 non-sanctioned field trips.

13 If recruitment of students is sought through the school(s), the request for recruitment shall be made in  
14 accordance with those of private citizens. Recruitment efforts shall not occur during class time or the  
15 employee's work day.

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#### Cross References

Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Instructional Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>03/05/18</b>
		Rescinds: <b>4.400</b>	Issued: <b>07/07/14</b>

- 1 All classrooms and learning centers shall be equipped with the instructional materials needed to
- 2 provide quality learning experiences for students.
- 3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
- 4 generate critical thinking, and support the educational programs. The director of schools shall develop
- 5 procedures to review and reconsider instructional materials that are allegedly inappropriate.
- 6 A list of instructional materials adopted for use across the school system shall be revised annually by
- 7 building administrators under the direction of the director of schools.
- 8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
- 9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
- 10 their child's teacher. The director of schools shall develop procedures for the inspection of materials
- 11 and distribute these procedures to each principal.<sup>1</sup>

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## Legal References

1. 20 USCA § 1232h; 34 C.F.R. §98.3; TCA 49-6-7003

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Textbooks</b>	Descriptor Code: <b>4.401</b>	Issued Date: <b>03/05/18</b>
		Rescinds: <b>4.401</b>	Issued: <b>07/07/14</b>

1    **SELECTION <sup>1</sup>**

2    The selection of textbooks shall be completed according to the laws and policies required by the State  
 3    of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with  
 4    the local textbook selection committees subject to approval by the Board. The director of schools shall  
 5    establish a procedure for providing citizens of the community with an opportunity to examine proposed  
 6    textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which textbooks  
 7    may be examined. Once the proposed textbooks have been approved by the Board, the director of  
 8    schools shall post the list of all approved textbooks and instructional materials adopted for use across  
 9    the school system on the school system’s website and send a copy of the list to the commissioner of  
 10    education.

11    **COMPLAINTS & RECONSIDERATION**

12    The director of schools shall develop forms and procedures to enable citizens to file complaints  
 13    regarding the selection or content of approved textbooks. Following the conclusion of this  
 14    administrative process, a complainant may appeal an outcome to the Board.

15    **DISTRIBUTION**

16    The director of schools shall designate an employee to be responsible for the purchase and distribution  
 17    of textbooks in each school. The principal shall be responsible for seeing that each student receives the  
 18    required textbooks at no cost to the student.

19    **CARE OF TEXTBOOKS**

20    Textbooks are property of the Board and shall be returned at the end of the school year, upon  
 21    completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement  
 22    stating they shall be responsible for the textbooks received and used by their children.

23    The following reimbursement schedule shall be used as a guide for collecting fines for lost or  
 24    destroyed books:

	<b>Age of Book</b>	<b>Amount Collected</b>
25		
26	1 - 2 years	100% of replacement cost
27	3 - 4 years	75% of replacement cost
28	5 or more years	50% of replacement cost

1 The Board shall approve and periodically review a schedule of fines for damaged books. In cases  
2 where the book is damaged to the extent it is no longer useable, the amount collected shall conform to  
3 the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or  
4 parent damages, loses or defaces the textbook either through willful intent or neglect.<sup>4</sup>

5 Following an interview with parties and an investigation, if needed, the principal may assess the  
6 appropriate fine and notify the parents in writing.

7 The principal may include with the notice a provision stating that failure to pay the fine imposed  
8 within a reasonable time may result in the imposition of one of the following sanctions:<sup>3</sup>

- 9 1. Refusal to issue any additional textbooks until restitution is made;
- 10 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution  
11 is made;
- 12 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the  
13 course for which the textbook is prescribed until restitution is made; or
- 14 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter  
15 grade or ten (10) percentage points until restitution is made.

16 The principal may waive the assessment of fines when in his/her judgment the student is the victim of  
17 uncontrollable circumstances and not responsible for the damages.

## 18 INSPECTION

19 A list textbooks used by the schools shall be revised annually by building administrators under the  
20 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians  
21 upon request, and the director of schools shall develop procedures for the inspection of materials and  
22 distribute these procedures to each principal.<sup>5</sup>

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### Legal References

1. TCA 49-6-2207(c)(e)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

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### Cross References

- Personal Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709

# Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b>Selection of Instructional Materials (Other than Textbooks)</b>	Descriptor Code: <b>4.402</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>4.402</b>	Issued: <b>08/07/17</b>

1 The Board will seek to provide a wide range of instructional materials<sup>1</sup> on all levels of difficulty, with  
2 diversity of appeal, and the presentation of different points of view, and will provide procedures for  
3 review and reconsideration of allegedly inappropriate instructional materials.

## 4 **OBJECTIVES OF SELECTION**

5 In order to assure that instructional materials are an integral part of the educational program, the  
6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the  
8 students, taking into consideration their varied interests, abilities and learning styles;
- 9 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,  
10 aesthetic values and ethical standards;
- 11 3. To provide a background of information which will enable students to make intelligent  
12 judgments in their daily lives;
- 13 4. To provide materials on opposing sides of controversial issues so that the students may develop  
14 under guidance the practice of critical analysis;
- 15 5. To provide materials which realistically represent our pluralistic society and reflect the  
16 contributions made by these groups and individuals to our American heritage;
- 17 6. To place principles above personal opinion and reason above prejudice in the selection of  
18 materials of the highest quality in order to assure a comprehensive media collection appropriate  
19 for the students.

## 25 **RESPONSIBILITY FOR MATERIALS SELECTION**

26 The responsibility for selection of instructional materials is delegated to the professionally trained  
27 personnel employed by the school system.

28 Selection of materials involves many people, including staff, students, and members of the community

29 There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars  
30 (\$200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the  
31 teachers for instructional supplies and shall be given to each teacher by October 31 of each school year  
32 so that the teacher may spend it at any time during that school year on instructional supplies as

1 determined necessary by the teacher.<sup>2</sup> \$200.00 BEP allocations will be distributed by August 1<sup>st</sup> of  
2 each school year, unless otherwise explained by the Director of Schools.

### 3 **SELECTION CRITERIA AND PROCEDURES**

4 In selecting materials for school media centers the following practices are to be observed:

- 5 1. The librarian in each school is responsible for selecting books and materials for her school;  
6
- 7 2. Selection shall be a continuing process throughout the school year as new suggestions of staff  
8 members and students are evaluated and materials already purchased are reevaluated to  
9 determine their current or lasting contributions to the educational program of the school; and  
10
- 11 3. Gift materials shall be judged upon the same basis as the library media center's own purchases.  
12 Gift materials meeting the selection standards may be accepted with the recommendation of the  
13 library media specialist and the approval of the principal.

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#### Legal References

1. TSS/MS 0520-01-03-.07(3)
2. Public Acts of 2017, Chapter No. 389

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#### Cross References

Controversial Materials 4.801

# Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b>Reconsideration of Instructional Materials and Textbooks</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.403</b>	Issued: <b>08/02/99</b>

- 1 The Board supports principles of intellectual freedom inherent in the First Amendment of the  
2 Constitution of the United States<sup>1</sup> and expressed in the *Library Bill of Rights* of the American Library  
3 Association.
- 4 Because opinions differ, there may be questions concerning some instructional and library materials  
5 despite the quality of the selection process. If a complaint is made, the following procedure is to be  
6 followed:
  - 7 1. Inform the complainant of the selection procedures and make no commitments.
  - 8 2. Request the complainant to submit a formal “Request for Reconsideration of Instructional  
9 Materials”.
  - 10 3. Inform the director of schools (and other appropriate personnel).
  - 11 4. Keep challenged materials available for use during the reconsideration process.
  - 12 5. Upon receipt of the completed form, the principal requests review of the challenged  
13 materials by an ad hoc materials review committee within fifteen (15) working days, and  
14 notifies the appropriate supervisor and director of schools that such review is being done.  
15 The review committee is appointed by the principal, and includes certificated library media  
16 personnel, representatives from classroom teachers, one or more parents, and may include  
17 one or more students.
  - 18 6. The review committee shall take the following steps after receiving the challenged  
19 materials:
    - 20 a. Read, view or listen to the material in its entirety;
    - 21 b. Check general acceptance of the material by reading recognized and evaluative reviews;
    - 22 c. Determine the extent to which the material supports the curriculum;
    - 23 d. Complete the appropriate “Checklist for Reconsideration of Instructional Materials”,  
24 judging the material for its strength and value; and
    - 25 e. Present recommendation to principal for further action and to the director of schools for  
26 purposes of information.

- 1 7. If the complainant desires further action after receiving the recommendation of the  
2 committee and the decision of the principal, an appeal may be made to the Board.

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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)

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Cross References

- Textbooks 4.401  
School and System Websites 4.407  
Controversial Materials 4.801

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Use of Copyrighted Materials</h2>	Descriptor Code: <b>4.404</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.404</b>	Issued: <b>08/02/99</b>

1 In order to define the fair and reasonable use that employees may make of copyrighted work for  
 2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright  
 3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the  
 5 copying and/or the use of copyrighted materials;<sup>1</sup>  
 6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer  
 8 software piracy shall be taught in all computer courses;  
 9
- 10 3. The director of schools shall establish specific regulations regarding the copying,  
 11 distribution and use of copyrighted materials for instructional purposes; and  
 12
- 13 4. The principal of each school shall establish practices which will enforce this policy at the  
 14 school level.

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Legal References

1. 17 USCA §§ 106, 107, 110

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Cross References

- School and System Websites 4.407  
 Use of Multimedia 4.408  
 Student Publications 6.704

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.406</b>	Issued: <b>03/06/17</b>

1 The Board supports the right of staff and students to have reasonable access to various information  
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate  
3 and responsible manner.

## 4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign  
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such  
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by  
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which  
10 shall address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - 15 • Sending or displaying offensive messages or pictures
  - 16 • Using obscene language
  - 17 • Harassing, insulting, defaming or attacking others
  - 18 • Damaging computers, computer systems or computer networks
  - 19 • Hacking or attempting unauthorized access to any computer
  - 20 • Violation of copyright laws
  - 21 • Trespassing in another's folders, work or files
  - 22 • Intentional misuse of resources
  - 23 • Using another's password or other identifier (impersonation)
  - 24 • Use of the network for commercial purposes
  - 25 • Buying or selling personal items on the Internet

## 26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by  
28 students. Procedures shall address the following:

- 29 1. General rules and ethics of Internet use.
- 30 2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>
  - 31 • Sending or displaying offensive messages or pictures
  - 32 • Using obscene language

- 1 • Harassing, insulting, defaming or attacking others
- 2 • Damaging computers, computer systems or computer networks
- 3 • Hacking or attempting unauthorized access
- 4 • Violation of copyright laws
- 5 • Trespassing in another's folders, work or files
- 6 • Intentional misuse of resources
- 7 • Using another's password or other identifier (impersonation)
- 8 • Use of the network for commercial purposes
- 9 • Buying or selling on the Internet

## 10 **INTERNET SAFETY MEASURES**<sup>3</sup>

11 Internet safety measures shall be implemented that effectively address the following:

- 12 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 13 Web
- 14 • Safety and security of students when they are using electronic mail, chat rooms, and
- 15 other forms of direct electronic communications
- 16 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 17 students on-line
- 18 • Unauthorized disclosure, use and dissemination of personal information regarding
- 19 students
- 20 • Restricting students' access to materials harmful to them

21 The director of schools/designee shall establish a process to ensure the district's education technology  
22 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process  
23 shall include, but not be limited to:

- 24 • Utilizing technology that blocks or filters Internet access (for both students and adults)
- 25 to material that is obscene, child pornography or harmful to students
- 26 • Maintaining and securing a usage log
- 27 • Monitoring on-line activities of students

28 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to  
29 address and communicate, its Internet safety measures.

30 A written parental consent shall be required prior to the student being granted access to electronic  
31 media involving district technological resources. The required permission/agreement form, which shall  
32 specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/  
33 procedural violations, must be signed by the parent/legal guardian of minor students (those under 18  
34 years of age) and also by the student. This document shall be executed each year and shall be valid  
35 only in the school year in which it was signed unless parent(s) provide written notice that consent is  
36 withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at  
37 least 18 years old) must provide the director of schools with a written request.

## 38 **E-MAIL**

39 Users with network access shall not utilize district resources to establish electronic mail accounts

1 through third-party providers or any other nonstandard electronic mail system. All data including e-  
2 mail communications stored or transmitted on school system computers shall be monitored.  
3 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
4 may be a public record under the public records law and may be subject to public inspection.<sup>2</sup>

#### 5 **INTERNET SAFETY INSTRUCTION** <sup>4</sup>

6 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
7 computer resources. The director shall provide adequate in-service instruction on internet safety.  
8 Parents and students will be provided with material to raise awareness of the dangers posed by the  
9 internet and ways in which the internet may be used safely.

#### 10 **SOCIAL NETWORKING**

- 11 1. District staff who have a presence on social networking websites are prohibited from posting  
12 data, documents, photographs, or inappropriate information that is likely to create a material  
13 and substantial disruption of classroom activity.
- 14 2. District staff are prohibited from accessing personal social networking sites on school  
15 computers or during school hours except for legitimate instructional purposes.
- 16 3. The board discourages district staff from socializing with students on social networking  
17 websites. The same relationship, exchange, interaction, information, or behavior that would be  
18 unacceptable in a non-technological medium is unacceptable when done through the use of  
19 technology.

#### 20 **VIOLATIONS**

21 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance  
22 with the existing disciplinary procedures of this District.

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#### Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

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#### Cross References

Use of Electronic Mail (e-mail) 1.805  
Web Pages 4.407

<b>Hickman County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Web Pages</b>	Descriptor Code: <b>4.407</b>	Issued Date: <b>01/08/18</b>
		Rescinds: <b>4.407</b>	Issued: <b>06/05/00</b>

1 **CONTENT STANDARDS**

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation  
3 of school and/or district web pages on the Internet. Only those web pages maintained in accordance with  
4 Board policy and established procedures shall be recognized as official representations of the district or  
5 individual schools. All information on a school or district web page must accurately reflect the mission,  
6 goals, policies, program and activities of the school and district. The web page must have a purpose  
7 which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for  
9 students, parents, and staff in the district;
- 10 2. Public information —intended to communicate information about the schools and district to  
11 students, staff, parents, community and the world at large; and
- 12 3. District technology support —intended to provide and respond to instructional and  
13 administrative technology needs of students and staff.

14 All material on a school web site shall be either original to the school, in the public domain or posted  
15 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,  
16 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all  
17 applicable copyright laws and guidelines.

18 Web sites developed under contract for the school district or within the scope of employment by district  
19 employees are the property of the school district.

20 **PRIVACY STANDARDS<sup>1</sup>**

- 21 1. Because Internet publications are available to the entire world, special care shall be taken to  
22 protect the privacy of students and staff. Web pages may not include personally identifying  
23 information regarding a student<sup>1</sup> such as: telephone numbers, addresses, names of other  
24 family members, names of friends, e-mail addresses, specific location of a student at any  
25 given time, grades or any other academic information. No confidential information shall be  
26 published on or linked to the web site.
- 27 2. Student work may be published on web pages only with written consent of the student's  
28 parent/guardian or the eligible student before each incident of publication. The authoring  
29 student shall also sign a copyright consent form.

1 3. Links to student e-mail accounts are prohibited.

2  
3 4. Pictures of students may be included only under the following conditions:

- 4  
5 • Individual student pictures may be published on the web site only with written consent  
6 of the student's parent/guardian or eligible student.  
7 • Pictures of groups of students involved in a school-related activity may be published  
8 without consent; however, the students shall only be identified by the group name.  
9 • Students shall not be individually identified in pictures unless there is a special reason  
10 for doing so, such as recognition for receiving an award. In such cases, the student's  
11 parent/guardian or eligible student must give written consent.

## 12 **ADVERTISING/SPONSORSHIPS**

13 Any use of advertising or sponsorships that appears on a school web site must be approved by the school  
14 web administrator, the principal or the director of schools/designee. Guidelines for approval shall be  
15 established by the director of schools/designee and must be consistent with the board's policies and  
16 guidelines used in other school and district publications.

## 17 **ADMINISTRATIVE PROCEDURES**

18 The director of schools shall develop administrative procedures for development of web pages including  
19 content, quality and consistency standards and shall designate an individual(s) to be responsible for  
20 maintaining the official district web page and monitoring all district web page activity. A building  
21 principal shall make such designation for an individual school. Schools or departments who wish to  
22 publish a web page must identify the webmaster's name, e-mail address and phone number on the web  
23 page.

## 24 **CONCERNS/COMPLAINTS**

25 As with any instructional materials or publication used by or representing the school or district, the  
26 building principal or director of schools, respectively, is ultimately responsible for accuracy and  
27 appropriateness of the information made available on the web site. Concern about the content of any  
28 page(s) created by students or staff should be directed to the building principal or the director of schools'  
29 office when related to the district web site. If the concern is not resolved, persons who wish to file a  
30 formal complaint shall submit a written request for reconsideration of instructional material.

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### Legal References

1. 20 USCA § 1232g (a)(5)(A)-(B); ESEA (20 USCA § 7908) Sect. 9528; 10 USCA § 503

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### Cross References

Reconsideration of Instructional Materials 4.403  
Use of Copyrighted Materials 4.404  
Employee-Developed Materials 4.405  
Use of the Internet 4.406  
Controversial Materials 4.801  
Student Publications 6.704



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115 MURPHREE AVENUE  
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**School Support Organization  
Request For Fundraising Activities**

Organization 1st & Goal Football Boosters (EHS)

Proposed Fundraising Activity RAKE SALE for DONATIONS

Date(s) 2-15-20

Location(s) WALMART - Dickson

Requested By Michael L. Pysman  
President/Chair of Organization

Date 2-3-20

Recommended By [Signature]  
Principal

Date 2-10-20

Approved Michelle Gilbert  
Director of Schools or Designee

Date 2/11/2020

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

Date \_\_\_\_\_

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



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**School Support Organization  
Request For Fundraising Activities**

Organization 1st & Goal Football Boosters (GAHS)

Proposed Fundraising Activity BAKE SALE FOR DONATIONS

Date(s) 04-11-20

Location(s) WALMART FAIRVIEW

Requested By MICHAEL L. PUGH  
(President) Chair of Organization

Date 2-3-20

Recommended By Meredith Beorn  
Principal

Date 2-10-20

Approved Michelle Gilbert  
Director of Schools or Designee

Date 2/11/2020

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

Date \_\_\_\_\_

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# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name HOSA

Account Number \_\_\_\_\_

Proposed fundraising activities: candy bar sale

Purposed Uses of funds raised: HOSA State Competition

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

Method by which school will receive profit: Students will sell candy bars

Requested by: Bonnie Kelley, HOSA Advisor  
Name/Title

2/11/20  
Date

Approved by: Shirley Brown  
Principal

2/14/2020  
Date

Approved by: Michelle Hebert  
Director of Schools\*

2/18/20  
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 Football

Account Number 601

Proposed fundraising activities: Local Discount Card Sale

Purposed Uses of funds raised: Athletes can use this fundraiser to replace the cost for camp and spirit pack apparel

Expected Student involvement (school-wide or specific school organization): The athletes will be required to sell the cards. They will be given 10 cards to sell at a time.

Method by which school will receive profit: Each card will be worth \$20, so profit will be gained through selling cards.

Requested by: Christopher Austin / Head Football Coach  
Name/Title

Date

Approved by: Michael Brown  
Principal

2-19-2020  
Date

Approved by: Michelle Hilbert  
Director of Schools\*

2/20/2020  
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 Football

Account Number 601

Proposed fundraising activities: Alumni Football Game

Purposed Uses of funds raised: Football Jerseys & Season Start up

Expected Student Involvement (school-wide or specific school organization): Football players will help at the football game

Method by which school will receive profit: Alumni: Entry Fee, Gate Money, Concessions

Requested by: Christopher Austin / Head Football Coach  
Name/Title

Date

Approved by: Michael Beaman  
Principal

2-18-2020  
Date

Approved by: Michelle Hivent  
Director of Schools\*

2/20/2020  
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.

Exhibit 1

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name East Hickman Softball Team

Proposed fundraising activities: Selling Banners with  
business advertisements to go around the  
Softball Field Fences

Purposed Uses of funds raised

Softball Funds for upgrades (equipment, field & concessions)

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

Parents to reach out to local business

Method by which school will receive profit cash/check

Requested by Kenny Long Head Coach Date 1-30-20  
Name/Title

Approved by Bryan Alf Date 1/30/2020  
Principal

Approved by Michelle Gilbert Date 2/18/20  
Director of Schools\*

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

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: We would like to sell Bulldog  
apparel through Fan Cloth.

Purposed Uses of funds raised

PBIS + School Safety

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

School-Wide

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

Orders will be placed online.

Requested by Eric Cannon Date 1-22-2020  
Name/Title

Approved by Eric Cannon Date 1-27-2020  
Principal

Approved by Michelle Helvert Date 2/3/2020  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Senior Class

Proposed fundraising activities: Chocolate bars

Purposed Uses of funds raised Senior Trip

Expected student involvement (school-wide or specific school organization) 12 students sell to school

Method by which school will receive profit cold hard cash

Requested by K. Certo - teacher Date 2/12/2020  
Name/Title

Approved by Ken D. Esch Date 2/12/2020  
Principal

Approved by Michelle Helvert Date 2/18/20  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Choir 846

Proposed fundraising activities: Yankee Candle

Purposed Uses of funds raised  
Paying for spring choir shirts

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
10

Method by which school will receive profit Choir will be billed for  
60% of total sales - we keep 40%

Requested by Jennifer Lynn, Director Date 02-11-20  
Name/Title

Approved by [Signature] Date 2/11/2020  
Principal

Approved by [Signature] Date 2/18/20  
Director of Schools\*

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**School Support Organization  
Request For Fundraising Activities**

Organization HCHS Home Run Club

Proposed Fundraising Activity Sponsorship Drive / Home Run Derby / Concessions

Date(s) 3-2-20 (derby); Feb 15 - March 15 (sponsors); throughout season (concessions)

Location(s) HCHS Baseball Field

Requested By [Signature]  
President/Chair of Organization

Date 1/27/20

Recommended By [Signature]  
Principal

Date 1/29/2020

Approved [Signature]  
Director of Schools or Designee

Date 1/30/2020

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

Date \_\_\_\_\_

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Requested By [Signature]  
President/Chair of Organization

Date 1/27/20

Recommended By [Signature]  
Principal

Date 1/29/2020

Approved [Signature]  
Director of Schools or Designee

Date 1/30/2020

Not Approved \_\_\_\_\_  
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