

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

PIPPA TAYLOR
6585 Oak Hill Rd., Lyles, TN 37098

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



DOUG LANE
2059 Lake Dr., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

JANE HERRON
PO Box 13, Nunnely, TN 37137

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

REGULAR BOARD MEETING
Monday, February 9, 2026 6:30 PM
Central Office - Room 203

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for February 9, 2026

VI. Regular Meeting Minutes for January 12, 2026

VII. Special Called Session Minutes for January 22, 2026

VIII. Special Recognition

A. Athletic Recognitions

1. HCHS Girls' Cross-Country Team

2. HCHS Soccer - Lalayla Haney - TSSAA Award Recognition

B. Employee of the Month

IX. Consent Agenda Items

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Personnel Report

C. Financial Report

D. Attendance Report

E. OPEB Quarterly Report

X. Information

A. Two Mascots, One Heart: School Spotlight

XI. Items Requiring Board Action

A. Trip Requests

1. EHHS FFA

2. EHHS FBLA

3. HCHS - JAG (Jobs for America's Graduates)
 4. EHHS Welding
 5. HCHS Construction
- B. EHHS Prom Request
 - C. Approve Bid for Chromebook Units and Chrome OS Management Service License
 - D. Approve Recommendation for New Student Information System (SIS)
 - E. Approve Revised Disciplinary Hearing Authority for 2025-2026
 - F. Budget Amendments
 - G. Board Policies
 1. Revised Board Policies 1.901, 2.804 (1st Reading)
 2. Revised Board Policy 1.404 (2nd Reading)
 3. Board Policies Review 1.503--1.802
 - H. Change Order for ISM Project at EHHS
 - I. Director Discussion and Voting
- XII. Announcements
- A. Regular Board Meeting for March 2, 2026
- XIII. Closing Comments
- A. Legislative Representative
 - B. Board Chair, Board Members, Student Representatives, and Interim Director of Schools
- XIV. Adjourn

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

PIPPA TAYLOR
6585 Oak Hill Rd., Lyles, TN 37098

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

JANE HERRON
PO Box 13, Nunnally, TN 37137

Dr. Belinda Anderson

Interim Director of Schools
115 Murphree Avenue
Centerville, TN 37033

The Hickman County Board of Education will meet in regular session on Monday, February 9, 2026 at 6:30 p.m. in RM 203 of the Central Office Complex.

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for February 2, 2026
- VI. Regular Meeting Minutes for January 12, 2026
- VII. Special Called Session Minutes for January 22, 2026
- VIII. Special Recognition
 - A. Athletic Recognitions
 1. HCHS Girls' Cross-Country Team—Doug Lane
 2. HCHS Soccer - Lalayla Haney – TSSAA Award Recognition—Coach Beasley
 - B. Employee of the Month—Jane Herron
- IX. Consent Agenda Items
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 - B. Personnel Report
 - C. Financial Report
 - D. Attendance Report
 - E. OPEB Quarterly Report
- X. Information
 - A. Two Mascots, One Heart: School Spotlight—Rose Stites and Kathy Dick

- XI. Items Requiring Board Action
 - A. Trip Requests
 - 1. EHHS FFA—Advisor and Students
 - 2. EHHS FBLA—Advisor and Students
 - 3. HCHS JAG (Jobs for America's Graduates)—Advisor and Students
 - 4. EHHS Welding—Advisor and Students
 - 5. HCHS Construction—Advisor and Students
 - B. EHHS Prom Request—Sponsor and Students
 - C. Approve Bid for Chromebook Units and Chrome OS Management Service License—Technology Coordinator
 - D. Approve Recommendation for New Student Information System (SIS)—Business Officer, Technology Coordinator/Technology Specialist and Student Database Administrator
 - E. Approve Revised Disciplinary Hearing Authority for 2025-2026—Interim Director of Schools
 - F. Budget Amendments—Business Officer
 - G. Board Policies
 - 1. Revised Board Policies 1.901, 2.804 (1st Reading)—Misty Shelton
 - 2. Revised Board Policy 1.404 (2nd Reading)—Misty Shelton
 - 3. Board Policies Review 1.503—1.802—Misty Shelton

- XII. Announcements
 - A. Regular Board Meeting for March 2, 2026—Board Chair

- XII. Closing Comments
 - A. Legislative Representative—Christy Mays
 - B. Board Chair, Board Members, Student Representatives, and Interim Director of Schools

- XIV. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

The Hickman county Board of Education met on January 12, 2026, at 6:30 PM in Central Office - Room 203.

Present: Sherri Baker, Tabitha Cude, Jane Herron, Tim Hobbs, Doug Lane, Christy Mays, Pippa Taylor.

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for January 12, 2026

Motion to approve the Agenda for January 12, 2026.

Motion made by Jane Herron.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for December 8, 2025

Motion to approve the Regular Meeting Minutes for December 8, 2025.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

VII. Special Called Session for December 17, 2025

Motion to approve the minutes for the Special Called Session for December 17, 2025.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

Motion made by Jane Herron.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

IX. Consent Agenda Items
Motion to approve the Consent Agenda Items.
Motion made by Doug Lane.
Motion seconded by Tabitha Cude.
Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Personnel Report

C. Financial Report

D. Attendance Report

X. Information

A. Two Mascots, One Heart: School Spotlight

B. Director Applications

XI. Discussion

A. Strategic Plan

B. OPEB

C. Student Information Systems (SIS) Update

XII. Items Requiring Board Action

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

A. Trip Requests

1. EHHS Jr. Chef Competition

Motion to approve EHHS Jr. Chef Competition (overnight in Antioch, TN).

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

2. EHHS FCCLA State Competition

Motion to approve the EHHS FCCLA State Competition.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

3. HCMS 8th Grade Trip Request

Motion to approve HCMS 8th Grade Trip Request.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

B. HCHS Prom Request

Motion to approve HCHS Prom Request.

Motion made by Jane Herron.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

Motion seconded by Christy Mays.

Motion Result: Passed

Sherrri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

C. Approve Change Order for EHHS CTE Building

Motion to approve change order for EHHS CTE Building.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherrri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

D. Budget Amendments

Motion to approve Budget Amendments (#22, #23, #24).

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherrri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

E. Board Policies

1. Revised Board Policies 1.400; 1.404 (1st Reading)

Motion to approve the Revised Board Policies 1.400; waive 2nd reading.

Motion made by Sherrri Baker.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherrri Baker: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

Motion to approve 1.404 (1st Reading).

Motion made by Doug Lane.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

2. Board Policies Review 1.401--1.502

Motion to approve Board Policies Review 1.401--1.502.

Motion made by Tabitha Cude.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea

Yea: 7, Nay: 0

F. Consideration of Grant for Propane Buses

Recommendation to purchase 1 in the 24-25 school year - would need \$80,000. Then purchase the 2nd or 3rd in the 25-26 school year.

Motion to approve Consideration of Grant for Propane Buses.

Motion made by Doug Lane.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 12, 2026

Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Yea: 7, Nay: 0

XIII. Announcements

- A. Confirm Special Called Session for January 27, 2026
Moved to the January 22nd
- B. Regular Board Meeting for February 2, 2026
- C. Propose date/time for Board Retreat

XIV. Closing Comments

- A. Legislative Representative
- B. Board Chair, Board Members, Student Representatives, Interim Director of Schools

XV. Adjourn

Motion to adjourn.
Motion made by Jane Herron.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Sherri Baker: Yea
Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION
Special Called Session---January 22, 2026

The Hickman county Board of Education met on January 22, 2026, at 6:15 PM in Central Office - Room 203.

Present: Sherri Baker, Tabitha Cude, Jane Herron, Tim Hobbs, Doug Lane, Christy Mays, Pippa Taylor.

I. Call To Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Agenda for January 22, 2026

Motion to approve the Agenda for January 22, 2026.

Motion made by Jane Herron.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

V. Discussion

A. OPEB

B. Director Applicants

Saturday, February 7, 2026

VI. Adjourn

Motion to adjourn.

Motion made by Tim Hobbs.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

Hickman County High School Girls Cross-Country placed 4th at the sectionals and moved on to the State. The team made history by becoming the 1st Hickman County High School girl's cross-country team to run in the state meet - finishing 10th overall as a team.

The team consists of:

Addesyn Armstrong – (9th grade)

Kaydence Elliott – (11th grade)

Karlie Everette – (10th grade)

Rachel Puckett (9th grade)

Briley Ross (9th grade)

Briley Tharp (9th grade)

Congratulations to the team and their Coaches –
Ben Bentley and Clay Chessor

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004182	American Fidelity Administrative Services, LLC	802	01/08/2026	141- -11140	\$1,127.10
41004183	AT & T	7542	01/08/2026	141- -11140	\$100.42
41004184	Bennett & DeCamp PLLC	8071	01/08/2026	141- -11140	\$470.50
41004185	Bon Aqua Lyles Utility Distric	851	01/08/2026	141- -11140	\$3,931.90
41004186	Brewer Chemicals & Equip, LLC	861	01/08/2026	141- -11140	\$420.00
41004187	Duley, L.C.S.W., Joe	1814	01/08/2026	141- -11140	\$1,462.50
41004188	Ferrellgas	7446	01/08/2026	141- -11140	\$2,610.69
41004189	Harvill, Nancy	2758	01/08/2026	141- -11140	\$5,617.50
41004190	Hickman Co Trustee	2722	01/08/2026	141- -11140	\$265,665.81
41004191	Hickman County Trustee	2937	01/08/2026	141- -11140	\$5,332.40
41004192	Bailey, Louie	8452	01/08/2026	141- -11140	\$1,437.72
41004193	Lumen/Centurylink	4577	01/08/2026	141- -11140	\$57.15
41004194	Meriwether Lewis Electric Coop.	3694	01/08/2026	141- -11140	\$42,571.19
41004195	Owens, Lora	8196	01/08/2026	141- -11140	\$1,437.72
41004196	Republic Service, LLC #840	4739	01/08/2026	141- -11140	\$4,841.23
41004197	Rietveid, Stephanie	993	01/08/2026	141- -11140	\$735.00
41004198	SSC Service Solutions Compass Group USA, Inc.	4832	01/08/2026	141- -11140	\$61,838.58
41004199	The Brook Center Therapy Solutions, LLC	8659	01/08/2026	141- -11140	\$1,050.00
41004200	Town Of Centerville	5284	01/08/2026	141- -11140	\$7,030.00
41004201	UPS	8274	01/08/2026	141- -11140	\$50.00
141 Total:					\$407,787.41
Bank Total:					\$407,787.41
Bank Payment Count:					20

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001022	Hickman Co Trustee	2722	01/08/2026	142-010-11140	\$150.20
142-010 Total:					\$150.20
42001022	Hickman Co Trustee	2722	01/08/2026	142-101-11140	\$1,219.85
142-101 Total:					\$1,219.85
42001022	Hickman Co Trustee	2722	01/08/2026	142-170-11140	\$82.70
142-170 Total:					\$82.70
42001022	Hickman Co Trustee	2722	01/08/2026	142-201-11140	\$150.20
142-201 Total:					\$150.20
42001022	Hickman Co Trustee	2722	01/08/2026	142-401-11140	\$11.20
142-401 Total:					\$11.20
42001021	Amazon	727	01/08/2026	142-801-11140	\$1,561.32
42001022	Hickman Co Trustee	2722	01/08/2026	142-801-11140	\$82.70
142-801 Total:					\$1,644.02
42001022	Hickman Co Trustee	2722	01/08/2026	142-901-11140	\$1,491.30
142-901 Total:					\$1,491.30
42001022	Hickman Co Trustee	2722	01/08/2026	142-911-11140	\$165.40
142-911 Total:					\$165.40
Bank Total:					\$4,914.87
Bank Payment Count:					2

Bank Name **Bank Number**
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000705	Gordon Food Service, Inc.	2488	01/08/2026	143- -11140	\$54,539.44
43000706	Matrix Mechanical Solutions, LLC	7974	01/08/2026	143- -11140	\$128.00
43000707	Mobile Fixture & Equip. Co.	3769	01/08/2026	143- -11140	\$39,549.00
43000708	Murfreesboro Pure Milk Co, Inc.	7552	01/08/2026	143- -11140	\$1,014.00
43000709	Optimus Pest Solutions	47	01/08/2026	143- -11140	\$240.00
43000710	Pepsi Cola	6726	01/08/2026	143- -11140	\$1,812.75
43000711	Petrowski, Jera	4345	01/08/2026	143- -11140	\$268.10
43000712	Prairie Farms Dairy	18	01/08/2026	143- -11140	\$9,340.81
43000713	Prince Hardware, LLC	4321	01/08/2026	143- -11140	\$524.20
43000714	SNA Depository	4878	01/08/2026	143- -11140	\$258.00
43000715	Volco	5841	01/08/2026	143- -11140	\$630.16
143 Total:					\$108,304.46
Bank Total:					\$108,304.46
Bank Payment Count:					11

Bank Name
General PurposeBank Number
141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004202	Ace Hardware	635	01/12/2026	141- -11140	\$620.81
41004203	Allegra Print & Imaging	650	01/12/2026	141- -11140	\$557.21
41004204	Barnes & Noble, Inc.	1211	01/12/2026	141- -11140	\$179.82
41004205	Central States Bus Sales, Inc.	1326	01/12/2026	141- -11140	\$2,138.72
41004206	County Of Hickman Misc Acct	1633	01/12/2026	141- -11140	\$7,582.70
41004207	Department of Treasury	3170	01/12/2026	141- -11140	\$126.72
41004208	Don Kennedy Roofing Co., Inc.	6673	01/12/2026	141- -11140	\$1,958.00
41004209	Dotson, Cecily	1895	01/12/2026	141- -11140	\$93.10
41004210	Ed's Supply, Inc.	2103	01/12/2026	141- -11140	\$262.10
41004211	Fellowship Construction	2295	01/12/2026	141- -11140	\$64,733.30
41004212	First Farmers & Merchants Bank	8074	01/12/2026	141- -11140	\$3,407.02
41004213	Four Seasons Outdoors & Sports	2334	01/12/2026	141- -11140	\$717.00
41004214	Gallaher & Associates, Inc.	7285	01/12/2026	141- -11140	\$430.00
41004215	Carter, Hailey	8976	01/12/2026	141- -11140	\$836.69
41004216	Harvill, Nancy	2758	01/12/2026	141- -11140	\$71.40
41004217	Homestead Restaurant, Inc.	2755	01/12/2026	141- -11140	\$576.00
41004218	Hughes Construction Company, LLC	8981	01/12/2026	141- -11140	\$19,731.89
41004219	Keller, Cole	7743	01/12/2026	141- -11140	\$381.87
41004220	Matrix Mechanical Solutions, LLC	7974	01/12/2026	141- -11140	\$55,819.15
41004221	Mid-South Bus Center, Inc	3706	01/12/2026	141- -11140	\$62.68
41004222	Monica Ogles PT	7756	01/12/2026	141- -11140	\$3,499.80
41004223	O'Reilly Auto Parts	4265	01/12/2026	141- -11140	\$386.76
41004224	Owen's Oil Co., Inc.	4257	01/12/2026	141- -11140	\$21,069.94
41004225	Plumbmaster, Inc.	4379	01/12/2026	141- -11140	\$1,171.24
41004226	Prince Hardware, LLC	4321	01/12/2026	141- -11140	\$1,439.94
41004227	Owens, Rachel	9146	01/12/2026	141- -11140	\$693.55
41004228	The Brook Center Therapy Solutions, LLC	8659	01/12/2026	141- -11140	\$1,968.33
41004229	The King's Daughter's School	7928	01/12/2026	141- -11140	\$5,250.00
41004230	Unifirst Corp.	5758	01/12/2026	141- -11140	\$671.00
41004231	Verizon Wireless	5823	01/12/2026	141- -11140	\$68.04

141 Total: \$196,504.78**Bank Total:** \$196,504.78**Bank Payment Count:** 30

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001026	Rj Young Company	4691	01/15/2026	142-010-11140	\$254.12
142-010 Total:					\$254.12
42001023	Amazon	727	01/15/2026	142-101-11140	\$187.92
42001024	Lumos Learning	8314	01/15/2026	142-101-11140	\$1,810.02
42001025	Renaissance Learning	4608	01/15/2026	142-101-11140	\$3,476.33
42001026	Rj Young Company	4691	01/15/2026	142-101-11140	\$189.48
142-101 Total:					\$5,663.75
Bank Total:					\$5,917.87
Bank Payment Count:					4

VOIDED

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004232	Amazon	727	01/15/2026	141- -11140	\$183.54
41004233	AT & T	7542	01/15/2026	141- -11140	\$58.94
41004234	B & E Electronics, Inc.	856	01/15/2026	141- -11140	\$61,152.46
41004235	Book Systems, Inc	873	01/15/2026	141- -11140	\$6,672.00
41004236	Department of Treasury	3170	01/15/2026	141- -11140	\$190.80
41004237	Lyle-Cook-Martin	7919	01/15/2026	141- -11140	\$4,552.81
41004238	Montgomery, Mike	3932	01/15/2026	141- -11140	\$323.10
41004239	O'Reilly Auto Parts	4265	01/15/2026	141- -11140	\$421.58
41004240	Oriental Trading Co., Inc.	6258	01/15/2026	141- -11140	\$842.38
41004241	Porter, Savannah	8555	01/15/2026	141- -11140	\$120.00
41004242	Rj Young Company	4691	01/15/2026	141- -11140	\$4,391.55
41004243	Town Of Centerville	5315	01/15/2026	141- -11140	\$3,798.10
41004244	UPS	8274	01/15/2026	141- -11140	\$4.95
41004245	Zayo Education	2141	01/15/2026	141- -11140	\$2,098.32
141 Total:					\$84,810.53
Bank Total:					\$84,810.53
Bank Payment Count:					14

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000716	Rj Young Company	4691	01/15/2026	143- -11140	\$336.83

143 Total: \$336.83

Bank Total: \$336.83

Bank Payment Count: 1

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004246	Amazon	727	01/22/2026	141- -11140	\$2,261.68
41004247	American Fidelity Administrative Services, LLC	802	01/22/2026	141- -11140	\$563.55
41004248	AT & T	7542	01/22/2026	141- -11140	\$65.66
41004249	B & E Electronics, Inc.	856	01/22/2026	141- -11140	\$1,948.36
41004250	Dean Oil Co., Inc.	1985	01/22/2026	141- -11140	\$5,111.25
41004251	Dickson Electric System	1806	01/22/2026	141- -11140	\$31,998.82
41004252	Hickman Co Solid Waste Man.	2746	01/22/2026	141- -11140	\$18.60
41004253	Hickman County High School	2917	01/22/2026	141- -11140	\$5,735.00
41004254	Hobbs & Associates, LLC	8996	01/22/2026	141- -11140	\$3,248.18
41004255	Interpreters Unlimited, Inc.	6501	01/22/2026	141- -11140	\$40.00
41004256	Main Street Emporium	7541	01/22/2026	141- -11140	\$36.50
41004257	Optimus Pest Solutions	47	01/22/2026	141- -11140	\$750.00
41004258	Pace Analytical National	2230	01/22/2026	141- -11140	\$378.00
41004259	Quill, LLC	4574	01/22/2026	141- -11140	\$232.43
41004260	Republic Service, LLC #840	4739	01/22/2026	141- -11140	\$4,494.36
41004261	Roman A/V, LLC.	7045	01/22/2026	141- -11140	\$560.00
41004262	Soliant Health, LLC	8569	01/22/2026	141- -11140	\$1,924.41
41004263	Stellar Therapy Services, LLC	8260	01/22/2026	141- -11140	\$5,967.50
41004264	Tn Dept. Of Labor & Workforce	92	01/22/2026	141- -11140	\$60.00
41004265	TSBA	5513	01/22/2026	141- -11140	\$275.00
41004266	Water Authority Of Dickson Co.	5874	01/22/2026	141- -11140	\$708.23
141 Total:					\$66,377.53
Bank Total:					\$66,377.53
Bank Payment Count:					21

Hickman County Finance
 Payment Register By Account Control

Bank Name Bank Number
 Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001030	Thomasson, Julia	192	01/22/2026	142-010-11140	\$364.00
142-010 Total:					\$364.00
42001029	Interstate Books 4 School	6595	01/22/2026	142-101-11140	\$1,005.00
42001031	Postmaster	4334	01/22/2026	142-101-11140	\$312.00
142-101 Total:					\$1,317.00
42001028	Carter, Lacey	9143	01/22/2026	142-201-11140	\$795.83
142-201 Total:					\$795.83
42001027	Amazon	727	01/22/2026	142-801-11140	\$199.98
142-801 Total:					\$199.98
Bank Total:					\$2,676.81
Bank Payment Count:					5

<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001032	Wilson, Anita	7954	01/22/2026	142-901-11140	\$980.00
142-901 Total:					\$980.00
Bank Total:					\$980.00
Bank Payment Count:					1



DOUG LANE
2059 Lake Drive, Centerville, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

PIPPA TAYLOR
6585 Oak Hill Rd., Lyles, TN 37098

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

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

JANE HERRON
PO Box 13, Nunnely, TN 37137

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033

Dr. Belinda Anderson
Interim Director of Schools
115 Murphree Avenue
Centerville, TN 37033

Memorandum

To: Board Members
From: Dr. Belinda Anderson
Date: 1/23/2026
Re: February Personnel Report

Leave of Absence

Professional
Abby Beard

FMLA January 12—March 16

Support Staff

Hiring

Professional
Angie Lane

EHMS Teacher

Support Staff
Aiden Gossett
Hailey Tidwell

CES Assistant
EHMS Interim Assistant

Resignation

Professional

Support Staff
Suzie Strickland

School Nutrition

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positions

www.hickmank12.org

Click On Employment Opportunities

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

Hickman County Finance
 Summary Financial Statement
 January 2026

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,773,333.00	(1,572,736.73)	56.71%	231,111.08	(174,120.93)	75.34%
40120	Trustee's Collections - Prior Year	75,000.00	(37,406.98)	49.88%	6,250.00	(1,442.19)	23.08%
40125	Trustee's Collections - Bankruptcy	500.00	(37.25)	7.45%	41.67	(6.85)	16.44%
40130	Cir Clk/Clk & Master Collections-Pr Yr	40,000.00	(15,175.63)	37.94%	3,333.33	(1,437.98)	43.14%
40140	Interest And Penalty	15,000.00	(3,867.94)	25.79%	1,250.00	(231.10)	18.49%
40161	Payments In Lieu Of Taxes - T. V. A.	3,500.00	(1,460.14)	41.72%	291.67	(208.59)	71.52%
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00%	500.00	(6,000.00)	1,200.00%
40210	Local Option Sales Tax	2,975,000.00	(1,804,374.60)	60.65%	247,916.67	(299,349.40)	120.75%
40270	Business Tax	45,000.00	(9,646.12)	21.44%	3,750.00	(3,395.43)	90.54%
41110	Marriage Licenses	1,300.00	(845.50)	65.04%	108.33	(85.50)	78.92%
43570	Receipts From Individual Schools	30,000.00	(6,318.33)	21.06%	2,500.00	(3,068.33)	122.73%
43582	Community Service Fees - Adults	200.00	(5.00)	2.50%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	7,500.00	(420.00)	5.60%	625.00	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(30,614.84)	102.05%	2,500.00	0.00	0.00%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(360.00)	12.00%	250.00	0.00	0.00%
44570	Contributions & Gifts	20,000.00	(19,025.00)	95.13%	1,666.67	(1,500.00)	90.00%
44990	Other Local Revenues	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	40,000.00	0.00	0.00%	3,333.33	0.00	0.00%
46510	Tennessee Investment in Student	25,081,234.00	(15,320,578.23)	61.08%	2,090,102.83	(2,503,823.70)	119.79%
46515	Early Childhood Education	445,000.00	(179,526.02)	40.34%	37,083.33	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	10,000.00	0.00	0.00%	833.33	0.00	0.00%
46590	Other State Education Funds	818,936.60	(578,936.60)	70.69%	68,244.72	0.00	0.00%
46610	Career Ladder Program	37,500.00	(18,644.38)	49.72%	3,125.00	0.00	0.00%
46790	Other Vocational	1,543,701.67	(66,580.74)	4.31%	128,641.81	(58,143.62)	45.20%
46851	State Revenue Sharing -T.V.A.	220,000.00	(99,092.62)	45.04%	18,333.33	(49,546.31)	270.25%
46980	Other State Grants	0.00	0.00	0.00%	0.00	0.00	0.00%
46990	Other State Revenues	100,000.00	(144,527.03)	144.53%	8,333.33	(24,087.83)	289.05%
47640	Rotc Reimbursement	65,000.00	(27,592.72)	42.45%	5,416.67	(6,898.18)	127.35%
48990	Other	4,000.00	(34,758.90)	868.97%	333.33	0.00	0.00%
49700	Insurance Recovery	0.00	(3,119.75)	0.00%	0.00	(3,119.75)	0.00%
49800	Transfers In	10,000.00	0.00	0.00%	833.33	0.00	0.00%
	Total Revenues	34,467,705.27	(19,981,651.05)	57.97%	2,872,308.77	(3,136,465.69)	109.20%
Expenditures							
71100	Regular Instruction Program	(17,370,800.60)	9,676,966.24	55.71%	(1,447,566.72)	1,423,116.20	98.31%
71150	Alternative Instruction Program	(317,021.00)	102,433.14	32.31%	(26,418.42)	21,455.72	81.22%

Hickman County Finance
 Summary Financial Statement
 January 2026

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71200	Special Education Program	(3,672,408.00)	1,606,698.97	43.75%	(306,034.00)	274,623.71	89.74%
71300	Career and Technical Education	(1,916,634.81)	519,060.12	27.08%	(159,719.57)	77,094.33	48.27%
72110	Attendance	(225,221.00)	88,825.20	39.44%	(18,768.42)	11,406.26	60.77%
72120	Health Services	(970,868.99)	412,988.93	42.54%	(80,905.75)	63,315.29	78.26%
72130	Other Student Support	(1,249,822.00)	565,560.36	45.25%	(104,151.83)	86,355.89	82.91%
72210	Regular Instruction Program	(1,709,956.00)	691,202.98	40.42%	(142,496.33)	115,417.30	81.00%
72220	Special Education Program	(564,492.00)	248,105.20	43.95%	(47,041.00)	40,848.53	86.84%
72230	Career and Technical Education	(221,945.22)	89,511.12	40.33%	(18,495.44)	12,294.14	66.47%
72250	Technology	(559,224.00)	332,817.84	59.51%	(46,602.00)	16,288.49	34.95%
72290	Other Programs	(35,000.00)	30,497.82	87.14%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(697,742.00)	464,038.79	66.51%	(58,145.17)	13,752.13	23.65%
72320	Director Of Schools	(338,617.00)	153,270.70	45.26%	(28,218.08)	11,672.70	41.37%
72410	Office Of The Principal	(2,116,218.00)	923,506.41	43.64%	(176,351.50)	139,181.86	78.92%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,704,798.00)	1,615,650.03	59.73%	(225,399.83)	186,243.11	82.63%
72620	Maintenance Of Plant	(1,381,503.00)	803,911.12	58.19%	(115,125.25)	19,844.84	17.24%
72710	Transportation	(2,006,898.00)	943,956.57	47.04%	(167,241.50)	138,278.69	82.68%
72810	Central And Other	(318,544.00)	69,232.86	21.73%	(26,545.33)	1,857.11	7.00%
73100	Food Service	(46,696.00)	0.00	0.00%	(3,891.33)	0.00	0.00%
73300	Community Services	(114,189.00)	43,713.88	38.28%	(9,515.75)	6,649.15	69.88%
73400	Early Childhood Education	(535,338.00)	227,210.37	42.44%	(44,611.50)	36,085.97	80.89%
76100	Regular Capital Outlay	(1,623,892.64)	435,994.20	26.85%	(135,324.39)	92,425.02	68.30%
	Total Expenditures	(40,747,829.26)	20,045,152.85	49.19%	(3,395,652.44)	2,788,206.44	82.11%
Total	141 General Purpose School	(6,280,123.99)	63,501.80	1.01%	(523,343.67)	(348,259.25)	-66.55%

Hickman County Finance
 Summary Financial Statement
 January 2026

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	120,564.65	(35,521.58)	29.46%	10,047.05	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,305,024.91	(420,247.58)	32.20%	108,752.08	0.00	0.00%
47143	Special Education - Grants To States	1,085,813.68	(349,011.26)	32.14%	90,484.47	(61,826.14)	68.33%
47145	Special Education Preschool Grants	53,018.44	(9,776.05)	18.44%	4,418.20	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(35,776.33)	0.00%	0.00	0.00	0.00%
47148	Rural Education	84,010.08	(24,555.14)	29.23%	7,000.84	0.00	0.00%
47189	Eisenhower Prof Development State	238,626.68	(41,715.05)	17.48%	19,885.56	0.00	0.00%
47309	COVID-19 Grant D	0.00	0.00	0.00%	0.00	0.00	0.00%
47401	American Rescue Plan Act Grant #1	0.00	0.00	0.00%	0.00	0.00	0.00%
47590	Other Federal Through State	136,548.80	0.00	0.00%	11,379.07	0.00	0.00%
Total Revenues		3,023,607.24	(916,602.99)	30.31%	251,967.27	(61,826.14)	24.54%
Expenditures							
71100	Regular Instruction Program	(875,779.05)	381,864.35	43.60%	(72,981.59)	68,890.76	94.39%
71200	Special Education Program	(814,441.23)	295,280.23	36.26%	(67,870.10)	48,716.46	71.78%
71300	Career and Technical Education	(102,677.25)	37,158.15	36.19%	(8,556.44)	2,813.13	32.88%
72130	Other Student Support	(31,118.79)	11,708.70	37.63%	(2,593.23)	312.00	12.03%
72210	Regular Instruction Program	(860,879.28)	308,215.99	35.80%	(71,739.94)	36,205.98	50.47%
72220	Special Education Program	(306,890.89)	127,423.31	41.52%	(25,574.24)	20,279.77	79.30%
72230	Career and Technical Education	(5,540.17)	339.29	6.12%	(461.68)	0.00	0.00%
72710	Transportation	(26,280.58)	6,160.00	23.44%	(2,190.05)	980.00	44.75%
Total Expenditures		(3,023,607.24)	1,168,150.02	38.63%	(251,967.27)	178,198.10	70.72%
Total	142 School Federal Projects	0.00	251,547.03	100.00%	0.00	116,371.96	0.00%

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	0.00	(442.65)	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	22,000.00	(12,270.29)	55.77%	1,833.33	0.00	0.00%
43523	Income From Breakfast	2,500.00	(2,099.88)	84.00%	208.33	0.00	0.00%
43525	A La Carte Sales	265,000.00	(105,494.03)	39.81%	22,083.33	0.00	0.00%
43570	Receipts From Individual Schools	0.00	(19,129.53)	0.00%	0.00	(19,129.53)	0.00%
44110	Investment Income	1,000.00	(91.11)	9.11%	83.33	(9.76)	11.71%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,800,000.00	(938,684.68)	52.15%	150,000.00	(132,055.34)	88.04%
47113	Breakfast	750,000.00	(334,855.54)	44.65%	62,500.00	(38,040.24)	60.86%
47114	USDA - Other	0.00	(4,862.34)	0.00%	0.00	(623.70)	0.00%
	Total Revenues	2,840,500.00	(1,417,930.05)	49.92%	236,708.33	(189,858.57)	80.21%
Expenditures							
73100	Food Service	(2,957,934.00)	2,009,493.05	67.94%	(246,494.50)	4,441.84	1.80%
	Total Expenditures	(2,957,934.00)	2,009,493.05	67.94%	(246,494.50)	4,441.84	1.80%
Total	143 Central Cafeteria	(117,434.00)	591,563.00	503.74%	(9,786.17)	(185,416.73)	-

Account Activity Summary
Hickman
10/01/2025 - 12/31/2025

<i>Beginning Value - Investment Account</i>	\$	3,112,029.29
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	299,726.62
Total Beginning Value ^{1 See Definitions}	\$	3,411,755.91
<i>Additions</i> ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	102,479.07
<i>Withdrawals</i> ⁵		
TSBA Fee ⁶	\$	(2,132.35)
MS Fees ⁷	\$	(1,423.40)
System Distributions ⁸	\$	-
<i>Unadjusted Investment Earnings</i> ⁹	\$	(30,062.22)
<i>Ending Value - Investment Account</i>	\$	3,177,451.24
<i>Ending Value - Alternative Invest. Acct.</i>	\$	303,165.77
Total Ending Value ¹⁰	\$	3,480,617.01

Definitions:

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

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Contribution Summary
Hickman
10/01/2025 - 12/31/2025

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Dividend & Interest Summary
Hickman
10/01/2025 - 12/31/2025

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/01/2025	Dividend	PGIM SHORT-TERM CORP BOND Z	610.67	Cash
10/01/2025	Dividend	PGIM TOTAL RETURN BOND Z	1,050.44	Cash
10/01/2025	Dividend	BLACKROCK HIGH EQ INCOME INST	1,772.10	Cash
10/01/2025	Dividend	JOHN HANCOCK BOND I	1,717.10	Cash
10/01/2025	Dividend	JANUS HENDERSON MLT SEC INC I	1,572.19	Cash
10/02/2025	Dividend	CION ARES DIVERSIFIED CREDIT U	1,046.23	Cash
10/10/2025	Dividend	VICTORYSHARES FREE CASH FLOW	67.32	Cash
10/24/2025	Cashless Dividend	BLACKSTONE BCRED	1,072.46	Cash
10/31/2025	Interest Income	MORGAN STANLEY PRIVATE BANK NA	24.86	Cash
11/03/2025	Dividend	PGIM SHORT-TERM CORP BOND Z	642.70	Cash
11/03/2025	Dividend	PGIM TOTAL RETURN BOND Z	1,058.56	Cash
11/03/2025	Dividend	BLACKROCK HIGH EQ INCOME INST	1,867.09	Cash
11/03/2025	Dividend	JOHN HANCOCK BOND I	1,691.21	Cash
11/03/2025	Dividend	JANUS HENDERSON MLT SEC INC I	1,739.17	Cash
11/04/2025	Dividend	CION ARES DIVERSIFIED CREDIT U	1,087.87	Cash
11/10/2025	Dividend	VICTORYSHARES FREE CASH FLOW	41.69	Cash
11/21/2025	LT Cap Gain	THORNBURG INTL GROWTH I	791.43	Cash
11/28/2025	Cashless Dividend	BLACKSTONE BCRED	974.74	Cash
11/28/2025	Interest Income	MORGAN STANLEY PRIVATE BANK NA	24.59	Cash
12/01/2025	Dividend	PGIM SHORT-TERM CORP BOND Z	622.83	Cash
12/01/2025	Dividend	PGIM TOTAL RETURN BOND Z	1,021.79	Cash
12/01/2025	Dividend	BLACKROCK HIGH EQ INCOME INST	2,084.11	Cash
12/01/2025	Dividend	JOHN HANCOCK BOND I	1,711.32	Cash
12/01/2025	Dividend	JANUS HENDERSON MLT SEC INC I	1,551.04	Cash
12/02/2025	Dividend	CION ARES DIVERSIFIED CREDIT U	1,059.61	Cash
12/08/2025	LT Cap Gain	PGIM JENNISON GROWTH Z	43,954.11	Cash
12/12/2025	Dividend	VICTORYSHARES FREE CASH FLOW	250.81	Cash
12/12/2025	Dividend	OAKMARK FUND INSTITUTIONAL	2,627.45	Cash
12/19/2025	Dividend	ISHARES CORE MSCI EAFE ETF	3,061.95	Cash
12/19/2025	Dividend	ISHARES CORE S&P U.S. GROWTH	344.45	Cash
12/19/2025	Dividend	ISHARES CORE S&P U.S. VALUE	517.35	Cash
12/19/2025	Dividend	AMERICAN EUPAC F2	2,780.63	Cash
12/19/2025	Dividend	THORNBURG INTL GROWTH I	170.20	Cash
12/19/2025	LT Cap Gain	AMERICAN EUPAC F2	6,865.53	Cash
12/22/2025	Dividend	JOHN HANCOCK DISPLND VAL INST	1,795.95	Cash
12/22/2025	LT Cap Gain	JOHN HANCOCK DISPLND VAL INST	12,198.00	Cash
12/29/2025	Cashless Dividend	BLACKSTONE BCRED	981.87	Cash
12/31/2025	Interest Income	MORGAN STANLEY PRIVATE BANK NA	27.65	Cash
		Total Dividends and Interest	102,479.07	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for informational purposes only and is not intended to be used as a substitute for professional advice.

guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Fee Summary
Hickman
10/01/2025 - 12/31/2025

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/06/2025	CASH TRANSFER	FUNDS TRANSFERRED	-2,132.35	Cash
10/07/2025	Service Fee	ADV FEE 10/01-10/31	-475.76	Cash
10/15/2025	Service Fee	NET PLATFORM FEE	0.00	Cash
11/07/2025	Service Fee	ADV FEE 11/01-11/30	-465.09	Cash
12/05/2025	Service Fee	ADV FEE 12/01-12/31	-482.55	Cash
		Total Withdrawals	-3,555.75	

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

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

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February 2, 2026

Two Mascots, One Heart.

Two Mascots, One Heart: School Spotlight – Centerville Intermediate School

February, 2026

Centerville Intermediate School is fostering a culture of high expectations by improving attendance and perfecting instructional strategies.

SHARED WIN



**Chronic absenteeism:
8.6 % at our last
check!**

Our AMO is 15.5 and our
Double AMO is 14.4.
CIS is beating its 2026 AMO
target, ensuring more
students are present and
engaged in learning.



WHAT'S WORKING



**Feedback loops help
teachers master
differentiation!**

Teachers are in a "Practice
and Perfect" phase,
using data to target
"on-the-bubble" learners.



WHAT'S NEXT



**Reclaiming 30 minutes
for small-group
instruction!**

The "No Wasted Minutes"
philosophy transforms the
2:45–3:15 window into
high-impact learning time.



Two Mascots, One Heart:

School Spotlight – East Hickman Intermediate School

February, 2026

SHARED WIN



Beating the Attendance Target
Our current 10.1% rate is significantly better than the 15.2% AMO goal.



Student Data Ownership

One-on-one conferences have empowered students to take charge of their academic trackers.

WHAT'S WORKING



Fly Days & Growth Rewards

Schoolwide incentives are successfully encouraging regular participation and academic milestones.

Early Arrival



Bus Times



Strategic Instructional Time

Tutoring and small-group instruction are effectively integrated into early arrival and bus times.

WHAT'S NEXT

TIER 3:
Targeted,
Intensive
Support



Supporting Tier 3 Students

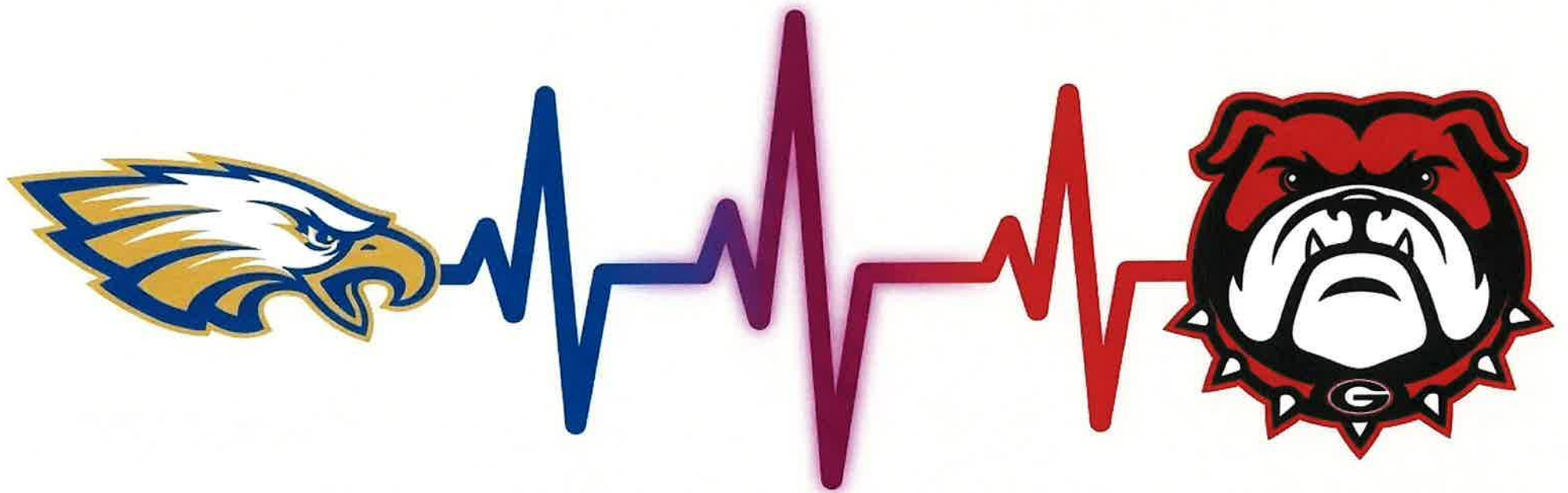
Providing targeted, intensive support to improve steady Tier 3 attendance numbers.



Mastering Power Standards

Implementing "Articles of the Week" during RTI time to align with core standards.

Two Mascots, One Heart



▶ SENT ◀

JAN 9 2026

7:20 AM

▶ SENT ◀

JAN 09 2026



Hickman County Schools Board Agenda Item Request

Date: 1/8/2026 for (February Board Meeting)
 Name of School: East Hickman High School Agriculture / FFA
 Item Request: Overnight Trip Request
 Explanation: Students from EHHS FFA will be requesting permission to attend the Tennessee FFA State Convention from March 22nd to March 25th, 2026. Four (4) students will be receiving the Tennessee FFA State Degree.

Attachments (if Necessary and appropriate):
 Please see attached material

Signature of person requesting to be placed on the agenda:

[Handwritten signature] EHHS AS *Payles Williams* EHHS AS

Signature of Building Principal:

[Handwritten signature]

Convention Overview

Saturday, March 21, 2026

TBD State Officer Selection Process

Sunday, March 22, 2026

8:00 am State Officer Selection Process
1:00 pm Registration Opens
1:00 pm Career Show, Agriscience Fair Setup
5:00 pm Registration Closes

Monday, March 23, 2026

8:00 am Registration Opens
8:00 am Career Show Opens
8:45 am Pre-session
9:00 am First General Session
1:15 pm Pre-session
1:30 pm Second General Session
3:30 pm TAAE District Directors' Meeting
4:00 pm TAAE Reception
4:30 pm TAAE Meeting
6:15 pm Pre-session
6:30 pm Third General Session
6:30 pm Career Show Closes
8:30 pm Registration Closes

Tuesday, March 24, 2026

7:30 am TN FFA Foundation VIP Breakfast
8:00 am Registration Opens
8:00 am Career Show Opens
8:45 am Pre-session
9:00 am Fourth General Session (proficiency)
11:30 am TN Farm Bureau Federation Luncheon
1:15 pm Pre-Session
1:30 pm Fifth General Session
3:30 pm Teach AG Rally
4:00 pm Career Show Closes
4:30 pm State Alumni Banquet
6:15 pm Pre-session
6:30 pm Sixth General Session (State deg. Session)
8:00 pm Registration Closes

Wednesday, March 25, 2026

7:00 am State Officer Nominating Committee
Breakfast
7:30 am Registration Opens
8:15 am Pre-session
8:30 am Seventh General Session (all other awards)
8:30 am Registration Closes
12:00 pm New/Retiring State Officer Luncheon
1:00 pm 2026-2027 State FFA Officer Meeting

**Career Development Event,
Leadership Development Event, and
Awards Overview**

(all times listed are the start time for orientations)

Sunday, March 22, 2026

1:00 pm Conduct of Chapter Meetings LDE
1:00 pm Parliamentary Procedure LDE
1:30 pm Milk Quality & Products CDE

Monday, March 23, 2026

8:00 am Agricultural Issues LDE
8:00 am Star Greenhand Interviews
8:00 am Star in Agriscience Interviews
8:00 am ENR CDE
8:30 am Food Science & Technology CDE
8:30 am Employment Skills LDE
8:30 am Creed Speaking LDE
9:00 am Agriscience Fair Judging (1/3)
10:00 am Agricultural Communications CDE
11:30 am Auctioneering CDE
12:30 pm Agricultural Sales CDE
1:00 pm Star in Ag Placement Interviews
1:00 pm Star in Agribusiness Interviews
2:00 pm Agronomy CDE
2:30 pm Opening & Closing LDE
3:30 pm Agriscience Fair Judging (2/3)

Tuesday, March 24, 2026

8:00 am Marketing Plan CDE
8:00 am Extemporaneous Speaking LDE
8:00 am Star Farmer Interviews
8:00 am Farm Business Management CDE
8:30 am Bull Pen
9:00 am Agriscience Fair Judging (3/3)
11:00 am Quiz Bowl (Junior)
12:30 pm Cooperative Development Challenge
12:30 pm Prepared Public Speaking LDE
1:00 pm Ag Education CDE
1:00 pm Quiz Bowl (Senior)

*Note: Details of this **draft** schedule are subject to change. Any changes will be communicated to all advisors. There should be no additions to the Sunday CDE/LDE schedule, however. **Bolded contests** = OPEN STATE CONTESTS*

East Hickman FFA
2026 Tennessee State Convention
March 22-25, 2026

Purchase Orders

1)

Attending

- 1) Clara Bonin
- 2) Kenslei McCrory
- 3) Kaelyn Osborne
- 4) Gabbie McClenahan

Van Schedule

- | 1) Departure | Estimated Time of Arrival | |
|---------------|---------------------------|-------------|
| a) 03/22/2025 | 10:00 am cst | 4:00 pm est |
| b) 03/25/2025 | 10:00 am est | 4:00 pm cst |

Hotel Information

- 1) Location
 - a) Courtyard by Marriott, Downtown Gatlinburg
315 Airport Rd, Gatlinburg, TN 37738
(865) 436-2008
- 2) Dates Staying
 - a) Check In = March 22nd
 - b) Check Out = March 25th
- 3) Room Details
 - a) Reservation Number 87528145
 - i) 2 Queen Bed Suite
 - b) Reservation Number 87527979
 - i) 2 Queen Bed Suite

Expenses

Hotel Rooms at \$169.00 per night
X 2 = \$338.00 per night X 3 = \$1014.00

Notes:

12/3/2025 = Reservations Completed

Payment by Check

Due 2 weeks before arrival with Tax Exempt Form

Permission Form

School Board Meeting

East Hickman Agriculture and FFA
Student Permission to Attend School Board Meeting
February 2026 @ 6:30 pm

_____ has permission to attend the Hickman County School Board Meeting in February 2026 . FFA will be asking permission to attend the FFA State Convention in Gatlinburg from March 22rd to March 25th, 2026.

We will leave East Hickman High School at 6:00 pm. We will travel by school van to Centerville for the board meeting at 6:30 pm. After the meeting, we will eat in Centerville. We will return to EHHS by 8:45 pm.

Thank You,

Myles Keogh Williams
EHHS Agriculture, CTE, and FFA
615-342-9406

East Hickman / Hickman Co. High School
Request For Field Trip

This form is to be completed for ALL field trips. This includes academic OR athletic competitions at any level. This request must be submitted at least 2 weeks before the planned travel date. This form must be filled out completely. If the field trip is approved, then you will fill out the District Field Trip Request Form.

This request is for a National or State Competition.

This request is for athletic completion.

This request is for an academic event.

CTSO Career Development Events.

Teacher's Name: Myles Keogh Williams Subject Area: Agriculture

How is this trip an integral part of an approved course of study?

Students that have earned the FFA State Degree will be asking permission to attend the FFA State Convention. This will draw from the student's study of proper etiquette and professionalism with communication skills.

Prior to this field trip, the class will be involved in the following preliminary activities to prepare for this trip:

Students will be coached in what to and how to formally ask the School Board for permission to attend State Convention.

Follow-up activities for this unit will include the following activities.

Once approved, students will begin to plan for attending state convection

What is the Date of the Trip? 1/20/2026 Departure? 6:00 pm Return? 8:30 pm

Will a substitute be required to cover your classes / responsibilities? No

What are the plans for the students not going on the trip?

The trip will be after school hours, no need for a sub.

Principal Approval: _____ Date: _____

East Hickman FFA Chapter 0315
Myles Williams, EHHS Ag Advisor (615) 342-9406

The EHHS FFA / Agriculture students will be participating in the FFA State Convention in Gatlinburg, Tennessee on March 22nd through March 25th, 2026. Students will be provided transportation by school van. We will depart from school at 10:00 a.m on Sunday and return at approximately 4:00 p.m. on Wednesday. Please find below a tentative schedule for the Convention. Students should bring at least \$ 300.00 for food and fun.

- 1) Location Gatlinburg, Tennessee
- 2) Hotel Courtyard by Marriott, Downtown Gatlinburg
315 Airport Rd, Gatlinburg, TN 37738
(865) 436-2008
- 3) Dates March 22nd - 25th, 2026
- 4) Itinerary
 - a) Sunday
 - i) Leave East Hickman High School at 10:00 am
 - ii) Arrive in Gatlinburg, TN at approximately 4:00 pm
 - iii) Check in to the hotel and pick up Convention Packets.
 - iv) Dinner and Bed
 - b) Monday
 - i) Attend first General Session (9:00 am to 1:00 pm)
 - ii) Lunch (1:00 am to 1:30 pm)
 - iii) Attend Second General Session (1:30 pm to 4:00 pm)
 - iv) Walk Gatlinburg, Dinner, and Bed
 - c) Tuesday
 - i) Breakfast (7:00 am)
 - ii) Attend 4th General Session (9:00 am to 1:00 pm)
(1) Students will attend State Degree Practice after session
 - iii) Late lunch, hotel to get ready for State Degree Ceremony (6:30 pm to 9:00 pm)
 - iv) Attend Sixth General Session (6:30 pm to 9:00 pm)
(1) Students will receive a state degree.
 - v) Dinner and Bed
 - d) Wednesday
 - i) Breakfast at 9:00
 - ii) Check out of the hotel at 10:00 am and come home.
 - iii) Arrive at East Hickman at approx 4:00 pm

_____ has my permission to attend.

Parent / Guardian Signature

Daytime phone number

East Hickman Chapter 0315
Future Farmers of America
Student Behavior Agreement

Shareholders

This behavior agreement is between the Administration of East Hickman High School (EHHS), Career and Technical Education Administration, Teachers, Parents, and Students of the East Hickman Chapter of the Future Farmers of America (FFA). Those that enter into the agreement promise to behave in a manner that brings honor and respect to themselves, EHHS, and FFA during the 3rd 9 weeks leading to the attendance of the State FFA Convention in Gatlinburg, Tennessee on March 22th, 2026 through March 25th, 2026.

Purpose

The purpose for the agreement is to ensure a safe, joyful, academic, and prosperous trip to Gatlinburg Tennessee for students to receive the FFA state degree and celebrate the achievements of all students in attendance. If students violate this agreement they will lose their invitation and will not be allowed to attend the State FFA Convention in Gatlinburg, Tennessee on March 22th, 2026 through March 25th, 2026.

_____ is invited to attend the 2026 FFA State Convention in Gatlinburg, TN from March 22th until 25th, 2026. This invitation can and will be lost if the following rules are not followed and or violated.

- 1) Excessive absence from school for the 3rd 9 weeks until the convention.
- 2) Any major violation of school rules with 3 office referrals for any of the following
 - a) Disrespect to Teachers
 - b) More than 2 times in ISS
 - c) Vaping
 - d) Students displaying behavior such as general disrespect for fellow students, excessive cursing, rudeness, or anything that would make the administration or teachers suspect the student would not be on their best behavior while attending the convention.
- 3) If the student engages in any of the following, their invitation will be lost immediately:
 - a) School Expulsion
 - b) School Suspension
 - c) Fighting
 - d) Bullying
 - e) Alcohol

Signatures

Student: _____

Parent: _____

Teacher: _____

Administration: _____

To: Belinda Anderson and Hickman County School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: January 21, 2026

RE: 2026 FBLA State Conference

I am requesting to be added to the February School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state competitions. This is an overnight trip to Chattanooga, TN on April 6-9, 2026. Approximately six students will be attending the conference and will be driven by me in the EHHS CTE van.

Details are as follows.

- Advisor: Cindi Morgan
- Dates: April 6-9, 2026
- Cost:

● Morgan Sub 3 days x \$81	\$243.00
● Hotel Rooms 4 rooms x 3 nights @ \$198/night	\$2,376.00
● Conference Registration 7 x \$75	\$525.00
● Gas from Chattanooga for CTE van	\$100.00
● Meals (some meals)	\$300.00

● **Total \$3,544.00**

- Funding will be provided by the EHHS FBLA account and CTE funds (Jennifer Turpin). Students will only need to bring enough money for food.

Tennessee Career and Technical Student Organizations (CTSOs)

2025-26 MULTIPLE RELEASE FORM

Participant Information

Participant Name (first, last)		Parent/Guardian Name	
Participant's Home Address		Parent/Guardian Emergency Phone Number (required) ()	
City, State, Zip Code		Alternate Emergency Phone Number (required) ()	
Parent/Guardian Cell Phone ()	Participant Cell Phone ()	Local Chapter Name (required)	
Participant Age	Date of Birth (mm/dd/yyyy) / /	Check One <input type="radio"/> Male <input type="radio"/> Female	Location of School (city)
Advisor Name (required)	Advisor Cell (required) ()	Participant Email Address (required)	

Code of Conduct

Please review the **Code of Conduct** below. It is a privilege to attend a **Tennessee CTSO** conference or event and it is the responsibility of all participants to conduct themselves in a proper manner at all times. The guidelines in this Code of Conduct are the minimum behavior standards and individual schools' administration and/or chapter advisors may have additional policies and rules for their attendees to follow. Should that occur, the participant must meet both the school Code of Conduct and this Tennessee CTSO Code of Conduct.

1. All participants are expected to attend all applicable sessions of the conference/event.
2. All participants are expected to wear their name badges at all times throughout the conference/event.
3. All participants will abide by the **Dress Code** for the specific conference/event. Students will not be permitted to participate in any conference activities if found to be out of dress code. Students are to be in school/conference approved attire at all times.
4. All participants will not consume or have in possession any alcoholic beverages, illegal substances, prescription medications not prescribed to the participant, tobacco or smoke products, including electronic cigarettes and/or drug paraphernalia of any kind. Follow your school/district policy for handling of prescription medications and list these on the medical section of this form.
5. Any type of weapons and toy replicas of weapons are prohibited, including water guns, paintball guns, and other items that are intended to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
6. All participants will behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or **Tennessee CTSOs**. Conduct unrelated to an educational conference or business environment will not be tolerated. Examples include but are not limited to the following: disrupting a session or event; interaction with non-conference individuals; or any activities that may endanger self or others.
7. All participants will not engage in bullying, cyberbullying, harassment or acts of bias against others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane or vulgar language; verbal, written, or physical abuse of others.
8. All students will be in their own rooms by the established curfew for the event. An advisor must be present at all times in order for students to visit the room of students of the opposite gender. It is the advisor's responsibility to ensure compliance with these issues.
9. Students will keep their advisor informed of their activities and whereabouts at all times. Students should not leave the conference site or hotel alone and without permission from the advisor. Accidents, injuries, or illnesses must be reported to the State Advisor or delegated representative for the event immediately.
10. All participants will maintain an appropriate level of noise that is courteous to other attendees and to non-attendee hotel guests. Noise level in hotel rooms and common areas must be kept at minimum. Hotel staff may remove any hotel guests for noise or disruptive behavior. In the event of removal by the hotel, chapters will be dismissed from the conference at their own expense.
11. All participants are expected to respect all public and private property. Conference participants are guests of the hotel, convention center, or other venue for the conference/event and must not deface or destroy the property. All types of roughhousing including throwing items out of the windows will not be tolerated. All trash including pizza boxes, bottles, cans, etc. must be placed in the proper receptacles and not left in the hallways or meeting rooms. Any repairs or replacement costs due to damage or loss that occurs due to their stay will be the responsibility of the individual(s) and/or parent(s) or guardian, and/or school.
12. The local advisor or school approved chaperone is responsible for the supervision of their students' conduct. Any participant who disregards this Code of Conduct will be subject to disciplinary action. All rule infractions requiring disciplinary action may result in the participant being sent home at the expense of the participant, parent(s) or guardian, and/or school.

I agree to all conference rules of conduct and releases as stated on this form. My consent is confirmed through this form and upon submission of my registration to participate in Tennessee CTSO conferences and events.

My child has permission to participate in Tennessee CTSOs, including: DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA.

Medical Information (Note to Parent / Guardian: If applicable, please send a copy of your health insurance card with your child.)

Is Participant Covered by Medical Insurance? <input type="radio"/> Yes <input type="radio"/> No		Name of Person Responsible for Participant's Medical Bills
Insurance Company	Name of Insured	Responsible Party's Relationship to Student <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Other _____
Insured's HOME Phone No. ()	Insured's CELL Phone No. ()	Participant Medical History (check all that apply) <input type="radio"/> Yes <input type="radio"/> No Allergies? (list) _____ <input type="radio"/> Yes <input type="radio"/> No Diabetes? <input type="radio"/> Yes <input type="radio"/> No Epilepsy? <input type="radio"/> Yes <input type="radio"/> No Heart /Lung Problems? <input type="radio"/> Yes <input type="radio"/> No Other; if yes, please explain: _____
Insured's Plan Number	Insured's Group Number	
Name of Physician	Physician's Phone Number ()	
Does the participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? <input type="radio"/> Yes <input type="radio"/> No (We will contact you if necessary.)		
		Medications: (list) _____

I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event occurring during the current membership year.

Liability / Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Tennessee Department of Education, National CTSO organizations, Tennessee CTSOs and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state/national/international meetings and events, including travel to and from.

Parent / Guardian / Responsible Party: Please select one of the following, sign, and date to confirm.
 I grant permission for immediate medical treatment as deemed necessary by the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible.
 I DO NOT permit medical treatment until I have been contacted. I understand that emergency, life-saving treatment will be provided.

Publicity and Website Permission

The State of Tennessee, Department of Education (TDOE) website and the Tennessee CTSO websites are the primary modes of communication for our students, instructors, and others. We understand the global nature of the Internet and the concerns regarding protection and privacy. Accordingly, we request your permission to use images of your child in TDOE and/or Career and Technical Student Organization publications and/or website, should we wish to do so. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use a student's first name only for that student's protection; however, publications may use the student's entire name.

Permission to Use Image: By attending this conference or giving approval for my child to attend this conference, I give Tennessee CTSOs and the Tennessee Department of Education and its production companies permission to photograph, videotape, or make audio recordings, separately or in combination, and give permission to Tennessee CTSOs and the Tennessee Department of Education to use these photos, videos or sound recordings without seeking further permission. I hereby grant permission to use my child's image, name, and/or selected school materials (including projects, papers, and artwork) in publications and on the Department of Education website.

STUDENT SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /

NOTE: Participants under the age of 18 must be signed by a parent or legal guardian.

ADVISOR SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
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East Hickman High School FBLA

2026 State Leadership Conference Commitment Contract and Conference Information Packet

Acknowledgment & Signatures

By signing below, I acknowledge that I understand and agree to all expectations, responsibilities, and consequences outlined in this contract. I acknowledge I have received and reviewed the FBLA State Leadership Conference Information Packet. **IMPORTANT DEADLINE- ALL forms must be completed and returned to Mrs. Morgan by: Friday, January 30, 2026**

Student Information

Student Name: _____ Grade: _____

Cell Phone: _____ T-Shirt Size: _____

NAME OF COMPETITIVE EVENT): _____

Student

Student Signature: _____ Date: _____

Parent / Guardian

Parent/Guardian Name: _____ Signature: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____

Additional information your Advisor may need to know

Teachers:

-----1st

-----4th/5th

-----2nd

-----6th

-----3rd

-----7th

East Hickman High School FBLA

2026 State Leadership Conference Commitment Contract and Conference Information Packet

FBLA 2026 Competition – Intent to
Compete Deadline: January 30, 2026

FBLA State Leadership Conference
April 6-9, 2026
Chattanooga Convention Center

Conference Transportation

- Students will be transported by **Mrs. Morgan** in the EHHS CTE van
- **Departure:** Monday, April 6 at **2:55 p.m.** from EHHS
- **Return:** Thursday, April 9 at approximately **2:55 p.m.**

Commitment Agreement

By signing this contract, I agree to fully participate in the FBLA State Leadership Conference and understand that my attendance, effort, and preparation are required as a representative of **East Hickman High School FBLA**

Registration & Financial Responsibility

- EHHS FBLA **covers the conference registration cost** for students who are **actively competing in an Event**.
- Students receiving chapter funding must:
 - Fully complete their Event
 - Attend all required practices and meetings

Important Financial Agreement

Once the conference registration deadline has passed and the chapter has paid for registration:

- If I choose to withdraw for any reason other than a **documented emergency**, I agree to pay the **\$75 registration fee**.
- If this fee is not paid and I do **NOT attend the conference**, a **hold will be placed on my diploma**.

Students who do not complete their Event or fail to practice **will not be permitted to attend**, even if initially registered.

Participation & Conduct Expectations

I agree to the following expectations while representing EHHS FBLA:

- Make time to practice, prepare, and complete my event
- Attend all assigned meetings, workshops, and scheduled events
 - Failure to attend required meetings will result in **ISS upon return to school**
- Follow the FBLA dress code for the **entire trip** (see dress code section below)
 - Dress code violations result in **ISS upon return**
- Use appropriate language and behavior at all times
- Represent EHHS and FBLA with integrity and professionalism

Rooming Expectations

- Every student must sleep in their **assigned bed**
- If any student:
 - Is not in a bed
 - Prevents another student from having a bed
 - **The entire room will call parents and be sent home**
- Unkind, intimidating, or “jokingly” hurtful behavior will **not be tolerated**
- Curfew is at 11:00 p.m. sharp each night. Ms. Morgan will check each room at 11:00 p.m. to make sure all members are in their room. Members must be dressed appropriately and must be seen by Ms. Morgan.

Meals & Spending Money

Students are responsible for their own meals:

- **Tuesday:** Breakfast, Lunch & Dinner
- **Wednesday:** Breakfast, Lunch & Dinner
- **Thursday:** Breakfast & Lunch

Students may:

- Bring snacks, food, or drinks if they choose
- Bring additional spending money for non-scheduled activities

Breakfast and lunch from school will be also provided for anyone who wants it.

If you have any questions or concerns, please feel free to call me at EHHS: 931-670-1366, ext. 8121, or cell: 615-417-7797. Hotel Information- To be communicated when available.

2026 Tennessee FBLA Conference Agenda

MONDAY, APRIL 6, 2026

- 5 - 7 p.m. | Registration
- 5 - 7 p.m. | FBLA TN Store
- 11 p.m. | Curfew

TUESDAY, APRIL 7, 2026

- 8.- 11 a.m. | Registration
- 8 - 11 a.m. | FBLA TN Store
- 9 - 10 a.m. | State Officer Candidate Orientation and Testing
- 10 - 11 a.m. | State Officer Candidate Campaign Booth Set Up
- 10 - 11 a.m. | Adviser Meeting (Mandatory)
- 10:30 a.m. | Chapter Parade Rehearsal
- 11 a.m. - 4 p.m. | State Officer Campaign Booths Open
- 11:30 a.m. - Doors Open for Opening Session
- 12 p.m. | Opening Session
- 1:30 p.m. | Judges Orientation
- 2 p.m. | Competitive Events Begin
- 3 - 5:30 p.m. | Leadership Academy
- 5 - 9 p.m. | FBLA TN Store
- 6:45 p.m. | Voting Delegate Assembly
- 8 - 10 p.m. | Activity Night
- 11 p.m. | Curfew

WEDNESDAY, APRIL 8, 2026

- 7:15 a.m. | Judges Orientation
- 8 a.m. | Competitive Events Begin
- 8:30 a.m. - 12 p.m. | Leadership Academy
- 9 a.m. - 12 p.m. | FBLA TN Store
- 12 p.m. | Voting Delegate Assembly
- 12:30 p.m. | UTC Tours begin
- 6:30 p.m. | Doors Open for Awards Session
- 7 p.m. | Closing Awards Session
- 11 p.m. | Curfew

THURSDAY, APRIL 9, 2026

- 11 a.m. | Hotel Check Out
- Arrive at EHHS at approximately 2:30

Dress Code:



DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

ACCEPTABLE ITEMS



BUSINESS PROFESSIONAL

Business Suit

- ☑ Suit pants and jacket
- ☑ Blouse (or) collared dress shirt
- ☑ Neckwear such as tie or scarf
- ☑ Dress shoes (or) dress boots

Blazer

- ☑ Dress pants, including khakis, (or) dress (or) skirt
- ☑ Blazer
- ☑ Blouse (or) collared dress shirt
- ☑ Neckwear such as tie or scarf
- ☑ Dress shoes (or) dress boots

Dress

- ☑ A business dress
- ☑ Dress shoes (or) dress boots

Other Professional

- ☑ Dress pants, including khakis, (or) skirt
- ☑ Blouse (or) collared dress shirt
- ☑ Neckwear such as tie or scarf
- ☑ Dress shoes (or) dress boots

BUSINESS CASUAL

- ☑ Dress pants, skirt, (or) khakis/chino-style pants
- ☑ Blouse, collared dress shirt, (or) polo shirt
- ☑ Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.



- ☑ Denim or flannel clothing
- ☑ Shorts
- ☑ Athletic clothing
- ☑ Leggings or graphically designed hosiery/tights
- ☑ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ☑ Swimwear
- ☑ Flip flops or casual sandals
- ☑ Athletic shoes
- ☑ Industrial work shoes
- ☑ Hiking boots
- ☑ Hats
- ☑ Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023

Activity Night (Please note that this year, the dress code below for activity night will be strictly enforced)

- **Shirt:** Unaltered conference shirt (unacceptable: crop tops, tank tops)
- **Pants:** jeans or khakis (unacceptable: ripped jeans, sweatpants, leggings, shorts, ill-fitting attire)



Hickman County Schools Trip Request

Name of School: Hickman County High School

Name of Club/Group: Jobs for America's Graduates (Tennessee Chapter)

Trip Requested: Tennessee State Career Development Competition

Purpose: Kinleigh Bragg placed 3rd in the regional competition advancing her to the state competition with the opportunity to advance to the national conference.

Date and Time frame: Feb.25th - Feb. 27th Number of students: 1

Number of Chaperones: Male 0

Female 1

*Ms. Bragg from
HCMS (her mom)
has volunteered.*

Costs associated: \$0

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

Has the cafeteria been notified? N/A Number of Lunches needed? 0

How will the students travel? CTE Van

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip

Cody A. L. L...

Signature of Principal

Robyn Emerson

Signature of Instructional Supervisor

Ange Y. Maurer 1/23/26

Signature of Director of Schools

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



JAGTN Career Development Conference February 25-27 DoubleTree Hotel Murfreesboro, Tennessee

Wednesday February 25

12:00	4:00	Registration
3:00	5:15	Room check-in
5:15	5:30	Welcome John Dwyer
5:30	-8:00	Urban Air (Dinner Included)
8:00	9:00	Travel from Urban Air/Refresh and change clothes
9:00-	11:00	Student networking/Pool time (Doubletree)
11:00		Curfew

Thursday February 26

8:00	9:15	Breakfast at Hotel
9:15	9:30	State Officer Introductions
9:30	10:00	Outstanding Chapter Presentations
10:00	12:00	Competitions
12:00	1:00	Lunch (DoubleTree)
1:00	1:15	Break
1:15	3:30	Competitions
3:30	5:30	Free Time
5:30	6:00	Etiquette Dinner Preparation & Transition
6:00	8:00	Etiquette Dinner (DoubleTree)
8:00	8:30	Transition & Change for Game Night / Team Building
8:30	11:00	Game Night & Team Building Activities
11:00		Curfew

Friday February 27

8:00	9:15	Breakfast
9:15	9:30	Break
9:30	10:30	Awards and Presentations
11:00		Hotel Checkout

JAGTN is not responsible for any transportation including Ubers or food while at our State CDC. All meals are furnished at the hotel beginning with dinner on Wednesday through breakfast on Friday. All students and teachers are required to attend all meals.

There is no cost to the schools for the winners to attend.

**2025/2026 Hickman Co. High School
Request for Field Trip**

This form is to be completed for ALL field trips, including academic or athletic competitions at any level. **It must be filled out completely at least one month before the field trip, including a roster and an itinerary from the time you leave until you return.**

If the field trip is approved, you will fill out the District Field Trip Request.

- This request is for a National or State Competition
- This request is for an athletic competition
- This request is for an academic event.
- CTSO Career Development Events

Teacher's name: Douchane, Cody Subject Area: JAG

How is this trip an integral part of an approved course of study?

Kinleigh Bragg will be competing in the TN CDC for public speaking. These skills have been developed by the JAG curriculum.

Before this field trip, the class will be involved in the following preliminary activities to prepare for this trip:

The student will be delivering presentations on career based research in front of peers.

Follow-up activities for this unit will include the following activities:

Student will deliver presentation on varies topics after the competition.

What is the Date of the Trip? Feb.25-27th Departure Time? 3:00 PM Return Time? 2:00 PM

Will a substitute be required? YES Have you completed the subform on Google Classroom? YES

What are the plans for the students who are not going on the trip?

Students will be working on the CareerSafe Modules while I am gone.

Have you notified the cafeteria if you will need sack lunches or if your students will not be present for lunch? YES

Do you need a transportation form? YES

Have you notified Mrs. Plunkett to place it on the calendar? YES

Do you have your student authorization to attend field trip form ready for other teachers to sign? YES

Principal Approval: Rodney Emmons Date: 1-22-26

CTE Director Approval: _____ Date: _____



Hickman County Schools Board Agenda Item Request

Date: 1-22-26

Name of School: EHHS / HCHS

Item Request: permission to take student to state comp

Explanation:

Jackson mayberry a HCHS freshman student
of mine placed 2nd in Skills USA Region
Competition and has advanced to State.
The state comp is in Chattanooga, TN more details
will be provided at meeting. Robert Dunkelburger EHHS
Senior placed 5th.

Sunday March 15 - Wednesday March 18
Chattanooga, TN

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Wesley Whitaker

Signature of Building Principal:

Carol Marshall Robyn Emerson



Hickman County Schools Board Agenda Item Request

Date: 1-22-26

Name of School: EHHS / HCHS

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Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Wesley Whitaker

Signature of Building Principal:

Carol Marshall Robyn Emerson



Hickman County Schools Board Agenda Item Request

Date: Feb. Board Meeting
Name of School: EHHS
Item Request: Prom Off Campus

Explanation:

EHHS Request to have the ~~EHHS~~ Prom ~~at~~ at the Cowboy Church
on Sat. April 18th

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Shelly Maloney

Signature of Building Principal:

[Signature]

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.

All bidders will be required to submit a conflict of interest disclosure form that can be obtained at 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, January 12th, 2026 at 10:00 a.m. in the Finance Office.

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

*Present Penny Rockelle
Misty Weems*

Bids Rec'd

Please see attached



REQUEST FOR PROPOSAL
“Chromebooks and Chrome Management Licenses”

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

Prepared by:

Ken Kajia
CNB Computers USA, Inc DBA System Liquidation
4702 North Sam Houston Parkway West, Suite #600
Houston, TX 77086
Ph:346-553-5771
Email: ken@systemliquidation.com
Website: www.systemliquidation.com

Microsoft
AUTHORIZED

Refurbisher



Company Overview

Since 2007, CNB Computers USA Inc. DBA System Liquidation has been a leading provider of new and refurbished information technology equipment to school districts across North America.

We are also an ISO Certified and R2v3 certified recycler and assist with information technology asset disposition planning.

Background and Workforce

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

Trust

We trust our customers implicitly and run our company accordingly. A good example is our warranty policy. When a customer needs to utilize the warranty, our clients simply tell us what parts are needed and we ship them. This way of thinking permeates through everything we do and the end result is that you never have to fight us to do what you want—we're always on the same side.

Financial and Business Viability

CNB Computers USA Inc. DBA System Liquidation confirms that we have not:

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

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Proof of Insurance

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

Deliverables

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

Non-Collusion

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

Willingness to Enter into Agreement

CNB Computers USA Inc. DBA System Liquidation confirms that we are prepared to enter into an agreement with Hickman County School District.

Payment Options

CNB Computers USA Inc. DBA System Liquidation will accept a P.O. from Hickman County School District with net payment terms of 30 days (or greater upon request)

Delivery

The product is available to ship in 14 Days.

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References

Talladega City Schools
Matt Fuller, Director of Technology
501 South St. E, Talladega, AL 35160
mfuller@talladega-cs.net
256.223.0328

School District of Waukesha
Tim Mehling, Systems Administrator
222 Maple Ave, Waukesha, WI 53186
tmehling@waukesha.k12.wi.us
262.970.1052

Mitchell County Schools
Pasha Mohammed, Network Administrator
108 S Harney St, Camilla, GA 31730
Pasha_mohammed@MITCHELL.K12.GA.US
229.321.7031 X1039

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Chromebook Option 1

HP 14A-NF0131 CHROMEBOOK PART # 9E4Z3UA#ABA

Condition: Brand New

Processor: Intel N200

Hard Drive: 128GB

Memory: 4GB

Screen: 14" HD NON-TOUCH

Ports: USB Type-C, USB Type-A, Headphone/Mic Jack

AUE: June 2031

Warranty: 1 Year Manufacturer Warranty

Price: \$185.00 Each (Price is inclusive of freight)

Google Chrome Educational License: \$30 Each

Asset Tag and Enrollment: \$6.00 Each

****Optional****

*3-Year extended Warranty and **includes ADP** (Accidental Damage protection) **\$63.00 Per Device***



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Chromebook Option 2

HP 15A-NB0013 CHROMEBOOK PART # 7J267UA#ABA

Condition: Brand New

Processor: Intel N200

Hard Drive: 64GB

Memory: 8GB

Screen: 15.6" HD NON-TOUCH

Ports: 2x USB 3.2 Gen 1.0 Type-C ports (5 Gbps signaling rate, USB Power Delivery, DisplayPort 1.4), 1x SuperSpeed USB Type-A port, 1x Headphone/Microphone Combo jack, 1x MicroSD Card Reader

AUE: June 2031

Warranty: 1 Year Manufacturer Warranty

Price: \$255.00 Each (Price is inclusive of freight)

Google Chrome Educational License: \$30 Each

Asset Tag and Enrollment: \$6.00 Each

****Optional****

*3-Year extended Warranty and includes ADP (Accidental Damage protection) **\$63.00 Per Device***



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Chromebook Option 3

LENOVO 14e GEN 3 CHROMEBOOK PART # 82W6003DUS

Condition: Brand New

Processor: Intel N100

Hard Drive: 64GB

Memory: 8GB

Screen: 14" HD NON-TOUCH

Ports: 2 x USB 3.2 Gen 1 Type-A, 1 x USB 3.2 Gen 2 Type-C (supports DisplayPort Alt Mode and Power Delivery) 1 x HDMI 1.4, 1 x Headphone/microphone combo jack

AUE: June 2033

Warranty: 1 Year Manufacturer Warranty

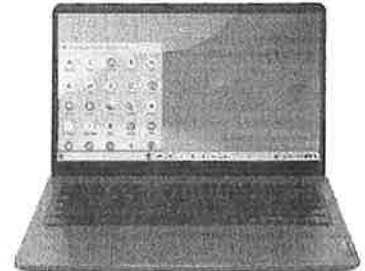
Price: \$369.00 Each (Price is inclusive of freight)

Google Chrome Educational License: \$30 Each

Asset Tag and Enrollment: \$6.00 Each

****Optional****

*3-Year extended Warranty and **includes ADP (Accidental Damage protection) \$63.00 Per Device***



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Chromebook Option 4

LENOVO IDEAPAD 3I CHROMEBOOK PART # 82N4004NUS

Condition: Brand New

Processor: Intel Celeron N4500

Hard Drive: 64GB eMMC drive

Memory: 4GB DRAM

Screen: 15.6" HD NON-TOUCH

Ports: 2 x USB 3.2 Gen 1 Type-A, 1 x USB 3.2 Gen 1 Type-C (supports DisplayPort 1.4 and Power Delivery), 1 x HDMI 1.4, 1 x Headphone/Microphone Combo jack, 1 x MicroSD card slot

AUE: June 2030

Warranty: 1 Year Manufacturer Warranty

Price: \$175.00 Each (Price is inclusive of freight)

Google Chrome Educational License: \$30 Each

Asset Tag and Enrollment: \$6.00 Each

****Optional****

3-Year extended Warranty and includes ADP (Accidental Damage protection) \$63.00 Per Device



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Chromebook Option 5

HP FORTIS G1i CHROMEBOOK PART # BA7S5UT#ABA

Condition: Brand New

Processor: Intel N150

Hard Drive: 64GB

Memory: 8GB

Screen: 14" HD NON-TOUCH

Ports: Total of 4 USB ports, including 2 USB Type-C ports with support for power delivery, video, and data transfer, and an HDMI port.

AUE: June 2033

Warranty: 1 Year Manufacturer Warranty

Price: \$359.00 Each (Price is inclusive of freight)

Google Chrome Educational License: \$30 Each

Asset Tag and Enrollment: \$6.00 Each

****Optional****

3-Year extended Warranty and includes ADP (Accidental Damage protection) \$63.00 Per Device



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Hickman County Government Conflict of Interest Disclosure Form

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

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

Date: January 6, 2026 Name: Ken Kajia

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

I have no conflict of interest to report.

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

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

Date: January 6, 2026

Signature: *Ken Kajia*

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CNB
SHIELD GUARD

GUARD YOUR PC FROM THE UNEXPECTED

Our comprehensive coverage ensures that your computer devices are safeguarded against unexpected failures, allowing you to focus on what's important - Education.



BENEFITS OF CNB SHIELD GUARD



Predictable Budgeting

Upfront investment allows accurate prediction of system repair cost



Quality Assurance

Best-in-class technicians to ensure quality repair for your systems



Significant Savings

Users typically save from 28%–80% depending on machine and repair



Quick Repair Turnaround

Minimum downtime resulting from fast repairs & swift shipments



COMPREHENSIVE ADP COVERAGE

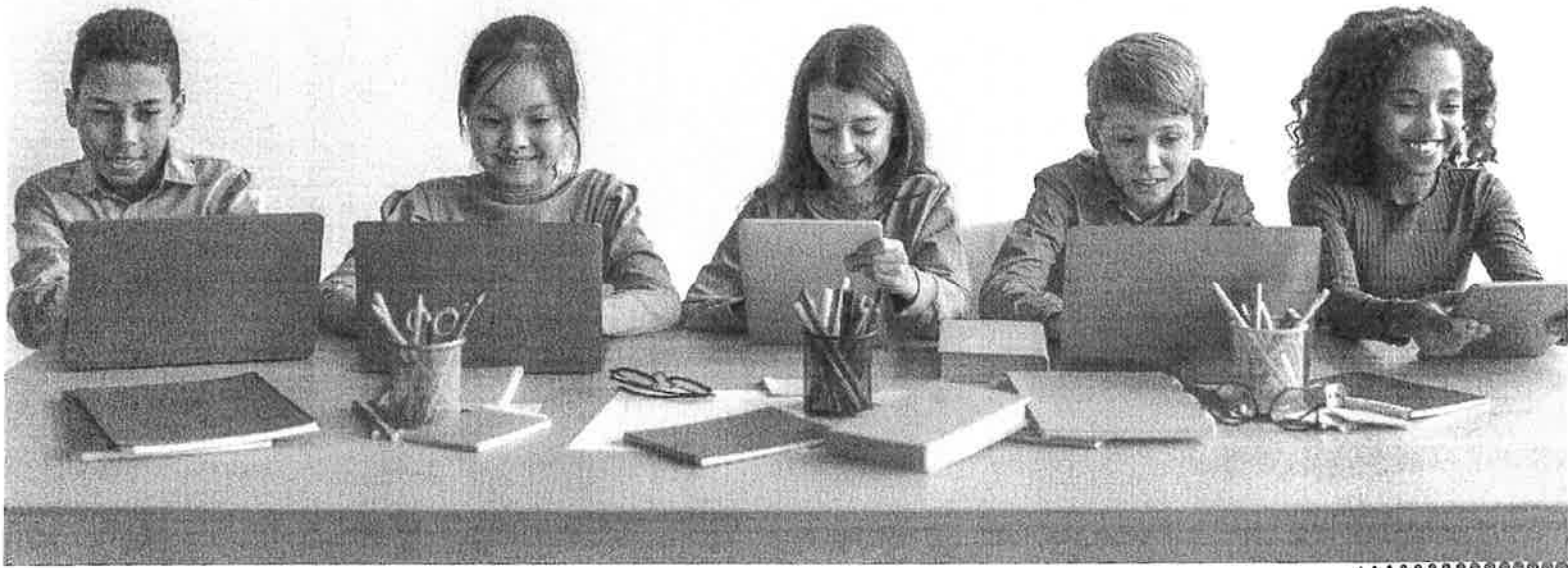
Supporting Chromebooks, iPads, MacBooks, laptops, tablets and other major student devices.



CONTACT US
for instant quote



+1 833-547-4693



WHAT IS COVERED?

ACCIDENTAL DAMAGE PROTECTION

WHAT IS NOT COVERED?



System board failure



Cracked Screens



Pre-existing conditions



Battery failure



Drops or Falls



Cosmetic damage



Display failure



Spills or Immersion



Software issues



Hard drive failure



Damage from Vehicle



Intentional damage



Port failure



Damage from Animals



Abused usage



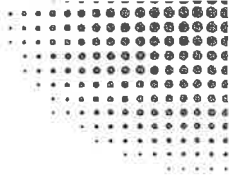
Wifi or Bluetooth failure



Keyboard Damage



Damage through Act of God



CLAIMS CARRIED OUT WITH CONVENIENCE

QUICK TURNAROUND

one of the quickest turnaround times in the industry to ensure minimum downtime for your computer devices

FREE SHIPPING - SUPPLIES & POSTAGE

Hassle-free shipping of devices in the time of repair to facility, saving your time, money & efforts

CUSTOM SHIPPING & REVERSE LOGISTIC

We arrange for the reverse logistic of the devices or parts that needs repair to speed up maintenance & save money

COMPLICATED REPAIRS

Our team of highly-trained and experienced technicians are capable of performing expert-level repairs

REPAIR OPTION

You can choose your preferred repair option from - depot or self-repair according to the repair requirement and convenience

ON-SITE PICKUP

With our logistic partners, you can opt for easy and convenient pickup from your locations to our repair facility to expedite claims

SELF-PURCHASE PART REIMBURSHMENT

In case you want to purchase the defective parts required for the repair, we will reimburse the purchase amount

INDUSTRY-LEADING TECH OFFERINGS

We offer a spectrum of industry-leading technology devices with cost-effective solutions at scale, in complex working environments



CONNECT WITH US

We will be happy to help you with more information, an instant quote, a proposal, or a demonstration of our services.



USA

12539 Perry Road
Houston, Texas 77070



CA

6400 Northwest Drive
Mississauga, ON L4V 1K1



www.cnbshieldguard.com



**Virtucom's Proposed Solution to:
Chromebooks and Chrome Management
Licenses**

**Due January 12, 2026
at 10:00 AM**





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Via FedEx

January 8, 2026

115 Murphree Ave
Centerville, TN 37033

Brad Gilbert and Hickman County Schools,

Virtucom, Inc. Headquarters
1 Sun Court Northwest
Peachtree Corners, GA 30092
Phone: (770) 908-8100
Toll Free: (800) 890-2611
Fax: (770) 908-8007
<https://virtucom.com/>

Thank you for considering our proposal. We appreciate the opportunity to offer a solution tailored to meet the specific needs of Hickman County Schools (HCS). Virtucom is committed to providing your District and Department of Technology with the requested devices, services, and unparalleled support from a K-12 exclusive technology company, which has over twenty-five years of experience.

In today's rapidly evolving technology landscape, it is important to have customizable and relationship-based technology support. At Virtucom, we aim to become a long-term extension of your technology programs, offering flexible solutions that adapt to your needs as they evolve. We understand that the HCS community has unique characteristics, and our solution includes flexible services that cater to those specific needs, from the initial purchase order and beyond.

By choosing Virtucom, HCS will benefit from in-house services tailored to your requirements, cost-efficient oversight of technology advancements, and the best value for the requested services. We are dedicated to supporting the education of students both inside and outside the classroom. This commitment extends to every department, teacher, student, and staff member in your District, and we are confident in our ability to meet or exceed your expectations.

We look forward to delivering excellence to HCS.

Sincerely,



Don Tang, COO
dtang@virtucom.com
(800) 890-2611 Ext. 206

Virtucom is a Certified M/WBE Company:**Illinois Commission on Equity and Inclusion**

Nina Harris, Chairperson

Alexandria Wilson, Acting Executive Director

115 South LaSalle Street, Suite 4N, Chicago, IL 60603

01/13/2025
virtucom
1 Sun CT NW
Peachtree Corners, Georgia, 30092

BEP Certification No Change Affidavit Approval

Dear Jenny Tang,

Congratulations! After reviewing your No Change Affidavit (NCA) information, we are pleased to inform you that your firm has been granted continued certification under the Business Enterprise Program (BEP).

Certification Type: Women/Minority Business Enterprise

Certification Date: 12/22/2020

Certification Expiration Date: 12/22/2027

Certification Renewal Date: 12/22/2025

The Illinois Commission on Equity and Inclusion (CEI) will email you at least 90 days before your certification anniversary date to remind you to update your certification as a condition of your continued certification. You are responsible for ensuring that the contact email address in the system is accurate and up to date and that the email account is checked regularly so you do not miss any important notifications.

Certified firms are encouraged to notify CEI's BEP certification unit within two weeks if any of the following changes occur:

- Ownership changes.
- Changes in control.
- Changes in the host agency's certification status.

Please review the following list carefully to ensure all relevant NIGP codes are included. Your firm's name will only appear in CEI's certified vendor directory as a BEP-certified vendor in the specialty area(s) of:

204 - 53 - Microcomputers, Desktop or Tower based, 204 - 54 - Microcomputers, Laptop, Notebook and Tablets, 920 - 45 - Software Maintenance and Support Services and Updates and Data Hosting Services, 920 - 47 - Support Services, Computer, Includes Computer Warranties

CEI welcomes your continued participation in BEP and wishes you unrelenting success. If you have any questions or comments, please email CEI.BEP.Certification@Illinois.gov or call (312) 814-4190.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carlos Gutierrez'.

Carlos Gutierrez
Certification Manager

Executive Summary



Why Virtucom?

K-12 EdTech Exclusive Company
 Flexible and Relationship-Based Approach
 Fully In-House and Customizable Services
 Experienced and Capable Partner
 Ongoing Support and Consultation

Understanding of Needs

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

Virtucom's Offer

We are committed to engaging and developing the mind, body, and character of every student to ensure success in education, work, and life by proposing the Chromebook that is most suitable to your needs. School districts have many similar needs, but each district has their own unique challenges, visions for the future, and technology plans. While being an experienced K-12 EdTech provider allows us to address many similar needs between districts, the main benefits we offer are born through the relationships we form with each **individual** district.



5K+ schools



231K+ educators



3.6M+ students

Virtucom is a highly experienced HP reseller and Authorized Service Provider (ASP) with a long-standing presence in the Southeast. For decades, we've delivered trusted technology solutions and support to educational institutions across the nation

Hardware

To find technology and value to meet your specifications, we have reviewed options and configurations with major manufacturers and are proposing that HP is the best option. Virtucom is an Authorized Reseller and Authorized Service Partner (ASP) with HP. We are standing by to service and repair your end user devices.



Services

For your services solution, we recommend our 3-year extended warranty. In addition, we provide project management and logistics support to help overcome your integration challenges, including services like rapid delivery, inventory tracking, reporting, and ongoing warranty support. These services are customizable based on your needs.

Additional Benefits for HCS:

- Support of a K-12 EdTech exclusive company with over 30 years of experience
- Completed over 38,000 warranty repairs in 2024, 25,000 of which were ADP
- Experienced with volume (500,000+ devices protected/deployed annually)
- Speed and flexibility of a company experienced in handling volume
- A relationship with a certified Minority and Woman Owned Business (M/WBE)
- Ongoing relationships with major manufacturers
- Preparation for current, emerging, and evolving technologies

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

We aim to create a long term relationship with HCS. For over thirty years, we have invested in the communities of K-12 Districts throughout the nation, and we hope to discuss our partnership in person or via video conference.

Technical Solution



Flexible Solutions

ASP with Major Manufacturers
Capacity for Small or Large Projects
Warranty Options
In-House Repairs
Technology Consultation

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

Proposed Product:

- HP Fortis G1i Chromebook

Estimated Delivery: 40 Days from initial purchase order.

Demo Units Available

We encourage HCS to take advantage of a demo unit to compare to your current fleet. Upon request, Virtucom will provide a demo unit for HCS to review to help with your selection process.

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

Proposed Specifications

- *To meet or exceed your requirements, we have included component comparisons and manufacturer data sheets.*

HP Fortis G1i 14 inch Chromebook

Product Requirement	Recommended Product Specification	Meets or Exceeds Requirements
Chrome OS	Chrome OS	Meets
14 inch screen (non-touch preferred)	14 inch non-touch screen	Meets
4 GB RAM minimum, 8 GB preferred	8 GB	Exceeds
64 GB storage minimum, 128 GB preferred	64 GB	Meets
Wireless compatible	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card	Meets
USB ports available	2 USB Type-C® 5Gbps signaling rate (USB Power Delivery, video and data support); 2 USB Type-A 5Gbps signaling rate; 1 HDMI 1.4	Meets
Headphone jack	1 stereo headphone/microphone combo jack	Meets
USB-C charging cords and ports preferred	45 W USB Type-C® adapter	Meets
HP or Lenovo	HP	Meets

Datasheet

HP Fortis G11 14 inch Chromebook

Work worry-free with a ruggedized Chromebook

The HP Fortis 14 inch G11 Chromebook provides performance in a rugged design. It features a large, 14-inch screen, an Intel® quad-core processor⁷, plenty of memory, and long battery life for productivity throughout the day. Work collaboratively and confidently with the reinforced 180-degree lay-flat hinge and HP Privacy Camera.

Fast, reliable connectivity and performance

Quickly access data and apps in the cloud with Wi-Fi 6E³ and optional 4G LTE.⁴ Stay productive with the latest Intel® N-Series processor⁵, up to 16GB LPDDR5 RAM¹, up to 128GB UFS⁶, and long battery life—get 90% charge in 90 minutes with HP Fast Charge.⁷

Engineered for durability

Resist damage from daily use with this fan-less, durable Chromebook that undergoes MIL-STD 810⁸ and education drop testing. The dot texture on the palm rest resists scratches and the full-skirted anchored keyboard resists picking, spills, and dust.⁹

Immersive Interaction

Confidently engage with others on a large 14-inch optional FHD¹⁰ touchscreen¹ and 180-degree lay-flat hinge. Share knowledge and enable multitasking on additional screens with an HDMI port to connect displays, projectors, and other peripherals.¹¹



*Product image may differ from actual product

Sustainability in action

Outer box packaging 100% sustainably sourced

The EPEAT® registered¹² and ENERGY STAR® certified HP Fortis G11 14-inch Chromebook uses 100 percent sustainably sourced and recyclable outer box packaging¹³—helping protect our future.

Datasheet

HP Fortis G1i 14 inch Chromebook

Featuring

Chrome OS simplicity

Breathe easy with the low-maintenance, highly manageable and secure ChromeOS. With automatic software updates through June 2031 and built-in anti-virus protection, your device stays protected and up to date.²²

Advanced wireless connectivity

Stay connected, even in crowded wireless networks, with a fast, reliable wireless connection. This Fortis Chromebook's Wi-Fi 6E wireless LAN³ comes with MU-MIMO¹⁵, HP Extended Range Wireless LAN, and supports Bluetooth⁶ technology.

Wireless 4G LTE connectivity

Enjoy the freedom to connect from almost anywhere with optional 4G LTE⁴, featuring an embedded eSIM¹⁶ and SIM card slot.¹⁷ Highly reliable advanced network connectivity helps expand how and where you get things done.

Versatile, durable ports

Maximize flexibility, adding connectivity for displays and peripherals with reinforced ports for durability, including two USB-C⁸ ports, two USB-A ports, and an HDMI port.¹⁸

Fast performance, connectivity, and responsiveness

Get the solid combination of responsive performance and connectivity with the latest Intel[®] N-Series processor⁵ that lets you launch, create, and connect quickly and reliably.

Updated storage and performance options

Complete school assignments with plenty of storage and updated memory. Featuring up to 128GB Universal Flash Storage^{19,1} and 16GB LPDDR5 memory¹ options, seamlessly run all your apps with minimal lag and power consumption.

Engage and interact

Make sure everyone's included when you share your work. Visible from multiple angles, this lay-flat Chromebook features a 180-degree hinge design and an optional HD or FHD²⁰ IPS touchscreen.¹

Tested for durability and reliability

Undergoes 19 MIL-STD 810⁹ and HP Total Test Process²¹, with IP51²², and education drop testing for hardware and systems to help ensure this Fortis Chromebook for education meets or exceeds HP durability standards—helping reduce costly mishaps.⁹

Immersive visual experience

Give all your digital content new dimension and fully engage in advanced education apps with the large 14-inch display. Optional crystal-clear FHD resolution^{10,1} brings vibrant quality to all your visuals.

Stylish, scratch-resistant keyboard palmrest

Helping protect your technology investment, the keyboard palmrest features a modern-looking dot texture that's both visually appealing and resists scratches and fingerprints.

Ruggedly designed, right down to the keyboard

Reduce risk of damage with the durably built HP Fortis Chromebook, featuring a keyboard with pick- and spill-resistant, full-skirted anchored keys.²¹

Protection against drops and falls

Accidents happen. All the time. Provide a ruggedized Chromebook for education that can survive drops up to 76cm (29.92 in) onto concrete and 122cm (48.03 in) onto plywood. Drop tested for quality assurance and peace of mind.⁹



Datasheet

HP Fortis G1i 14 inch Chromebook

Technical specifications

Available Operating Systems	ChromeOS
Processor family	Intel® Core™ N-series processor
Available Processors^{2,3,4}	Intel® Processor N250 (1.3 GHz base frequency, up to 3.8 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores, 4 threads) Intel® Processor N150 (0.8 GHz base frequency, up to 3.6 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores, 4 threads)
Product colour	Jet black
Maximum memory	16 GB LPDDR5x-7500 MT/s; (Transfer rates up to 7500 MT/s.) Memory soldered down.
Internal storage	128 GB UFS ⁵ 32 GB up to 64 GB eMMC 5.0 ⁵
Display size (diagonal, metric)	35.6 cm (14")
Display^{10,11,12,13}	14" diagonal, FHD (1920 x 1080), touch, IPS, anti-glare, 250 nits, 45% NTSC; 14" diagonal, HD (1366 x 768), SVA, anti-glare, 250 nits, 45% NTSC; 14" diagonal, HD (1366 x 768), touch, SVA, anti-glare, 250 nits, 45% NTSC; 14" diagonal, FHD (1920 x 1080), IPS, anti-glare, 300 nits, low power, 45% NTSC 35.6 cm (14") diagonal, FHD (1920 x 1080), touch, IPS, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, HD (1366 x 768), SVA, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, HD (1366 x 768), touch, SVA, anti-glare, 250 nits, 45% NTSC; 35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, anti-glare, 300 nits, low power, 45% NTSC
Available Graphics	Integrated: Intel® UHD Graphics ¹⁰ (Support: HD Decode, DX12, and HDMI.)
Audio	Waves MaxxAudio ² , dual speakers, dual array microphones
Ports and connectors	2 USB Type-C ² 5Gbps signalling rate (USB Power Delivery, video and data support); 2 USB Type-A 5Gbps signalling rate; 1 HDMI 1.4; 1 stereo headphone/microphone combo jack; (HDMI cable sold separately.)
Input devices	Spill resistant, full-size, Chrome keyboard with skirt anchored keycaps; Clickpad with multi-touch gesture support, taps enabled as default
Communications	(HP Extended Range Wireless LAN, MU-MIMO and Chromecast support); Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card, non-vPro ² ; MediaTek Wi-Fi 6 MT7921 (2x2) and Bluetooth® 5.3 wireless card, non-vPro ² ; Qualcomm® Snapdragon™ X12 LTE Cat 6
Camera	720p HD privacy camera ¹⁰
Software	HP Support Assistant ¹⁴ ; Chrome Enterprise Upgrade (Sold separately); Chrome Education Upgrade (Sold separately) ¹⁶
Security management	Nano Security Lock Slot ¹⁷ ; Google H1 Security Chip; Zero Touch Enrollment

Authorized Service Partner (ASP) and Service Center

- *We can service and repair your fleet at any time as an Authorized Service Center for major manufacturers, in or outside of warranty.*



HP Amplify Membership Certificate

Effective November 1, 2024 to October 31, 2025.

Company Legal Name: Virtucom, Inc. (3-HSGW-2191)

Company DBA Name Virtucom Inc

Is a member of the HP Amplify Partner Program with the following designation(s):

HP Amplify Power Partner
 Amplify Software Commercial Specialist
 HP Proactive Insight Sales Offer
 LF Design Solutions
 Print Lifecycle Services Specialist
 Software Specialist

HP Anyware Software Sales Offer
 HP Proactive Insights Sales & Delivery Offer
 PS Lifecycle Services Specialist
 Service Delivery Authorized Partner

Kobi Elbaz

Kobi Elbaz
SVP & General Manager, Global Channel Sales Innovation & Operations

Scott Lanum
Interim North America Managing Director
North America

AMPLIFYTM
HP PARTNER PROGRAM

Long-Term Relationship Capacity

- *Maintaining relationships with each customer continues to be our highest priority as a company. Your deployments are more than just a transaction.*

K-12 Relationships

Many of our K-12 clients have continued seeking our services for five (5) to twenty-five (25) years. From warranties to complete turnkey installation, we specialize in the smooth integration of technology into education, so that your District can focus on what is important—helping students learn.

Capacity to Perform Work

Virtucom completes large deployments, finishing each on-schedule while maintaining a consistent stream of communication and satisfaction with districts. Our in-house services and fleets help us remain flexible enough to complete deployments rapidly to multiple locations. Virtucom deploys and services over 500,000 devices in K-12 districts every year.

Our services are supported by our headquarters, which has the capacity to warehouse, stage deliveries, and perform services while coordinating with districts and deployment teams.

Our facility and warehouse:



Some purchases utilize distribution services for delivery, but we also have a fleet of vehicles for situations that require a more complex deployment. Most of the time, we use vehicles for deployments that require specialized services/installation from our technicians, or for pickups and returns on damaged/repaired devices.

Our fleet:



Cost Proposal



K-12 Exclusive
 30+ Years of Experience
 Educational Technology
 Technology Program Support
 K-12 Logistical Familiarity
 Tailored Solutions

Virtucom has included our cost proposal with the best possible pricing on the next page.

Disclaimer:

Our pricing presented in this proposal is based on the current tariff and tax as of January 8, 2026, and does not include the effects of the tariffs being discussed and negotiated at this time. Any additional tariff or tax levied by any applicable government or taxing authority is outside of our control and any increase in cost resulting from these taxes/tariffs will be reflected as an additional cost to the customer.

Product Description	Quantity	Unit Price	Extended Price
HP Fortis G1i 14 inch Chromebook (Chrome enrollment and asset tagging included in price)	1	\$339.76	\$339.76
Google Chrome License	1	\$29.93	\$29.93
		Total:	\$369.69



Value Added Services

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

Safe and Secure

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

Inventory Tracking and Reporting

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

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

Sample Inventory Spreadsheet:

Facility Documentation, Status, and Purchase Order					Removed Software		New Hardware		
Date	Status	PO#	Location	Room	Removed Basis	Removed Projector	SN#	MAC Address	Asset Tag
10/5/2022	Installed	--	School Name	15	1213456	V3926463	1234567890	11:22:33:1234	V123456
10/5/2022	Installed	--	School Name	101	1213457	V3926464	1234567891	11:22:33:1235	V123457

Monthly Summary Reporting

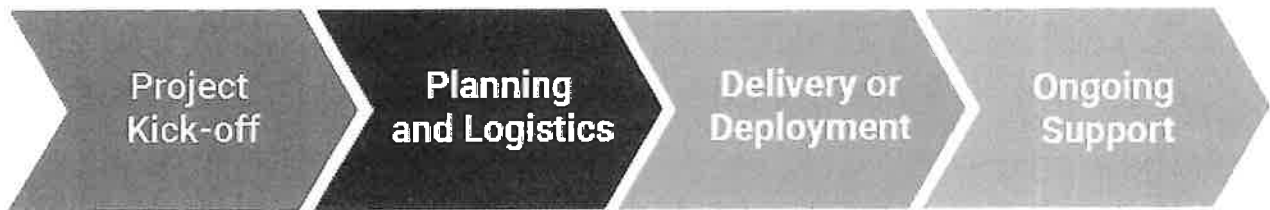
For each month of service to your District, Virtucom compiles data into a monthly report. This data includes the status of deliverables, pending items, completed deliveries, installations, services, and an improvement plan for the following month.

Scope of Work



Relationship Focused
 Dedicated Account Manager
 Dedicated Services Director
 Custom In-House Services
 Online Tools
 SLA Commitments

- *Each technology project has an actively managed workflow from the start of the project all the way through the support phase.*



At each stage of workflow, Virtucom manages processes internally and coordinates with HCS personnel for each service we offer. While this section summarizes our internal processes, we want your District to understand that these are only our standard workflows. Flexibility is at the core of each technology service we provide, even for standard services like inventory tracking and reporting, and we extend this flexibility to HCS.

Project Implementation

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

Project Kick-off

At the start of each project, Virtucom sets up a kick-off call with all stakeholders to:

- Conduct initial briefings with District representatives
- Discuss the project's scope, timeline, constraints, and deliverables
- Establish communication channels

Planning and Logistics

To ensure smooth deployment of your devices, we will:

- Process Purchase Orders in line with the project schedule
- Confirm any alterations to the project's scope
- Collaborate with approved points of contact post PO receipt
- Schedule deliveries, noting any unique constraints or instructions

Production (delete if no tagging/bulk packaging/etching)

Devices at Virtucom facilities undergo:

- 100% Pre-Deployment Inspection (PDI)
- Dead on Arrival (DOA) Management—Virtucom handles issues with manufacturer
- Staging for Delivery

Delivery and Deployment

Each school in your District is unique. Our ability and willingness to adapt to each school, District, and technology program has been a part of our deployment philosophy since the foundation of our company. Our deployment team organizes and provides delivery to your location.

- Delivery Schedules: Provided at least one (1) week in advance
- Documentation: Custom inventory reports provided to on-site personnel
- Virtucom will use your preferred service for delivery (UPS, USPS, FedEx, etc.)

Ongoing Support

While all technology projects come to a close, the ongoing support behind them does not. Our primary goal is to form a long-lasting relationship with HCS. Ongoing support includes but is not limited to:

- Maintaining SLAs and Warranty Support
- VirtuCARE Center access
- Quarterly Business Reviews (QBRs)

Requested Services

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

Google White Glove Service

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

Recommended Google White Glove process:

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

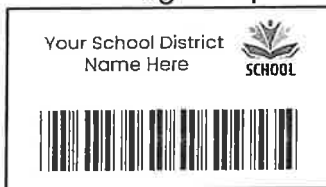
Zero Touch Enrollment Services (ZTE) are also available. We can assist with moving and updating devices within the Google Admin if we are given admin access.

Asset Tagging

Asset tags are attached to each device and recorded in the deployment records as needed. Recommended asset tag process:

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

Asset Tag Sample:



Repairs and Ticketing Process

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

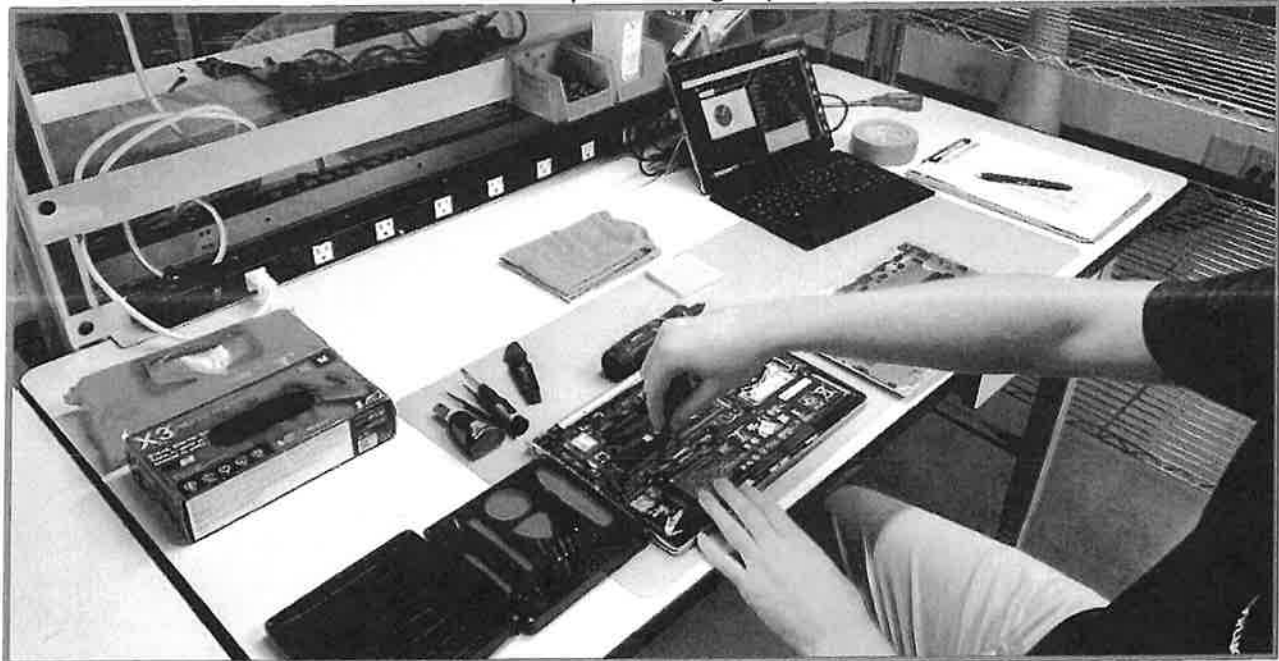
When devices arrive at our facility for repairs and servicing, our team reviews the ticket to best understand each issue. Devices submitted without specific instructions undergo a multi-point inspection to diagnose the issue. Diagnoses are completed on a case-by-case basis. During repairs, our technicians:

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

Depot and Courier Processes

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

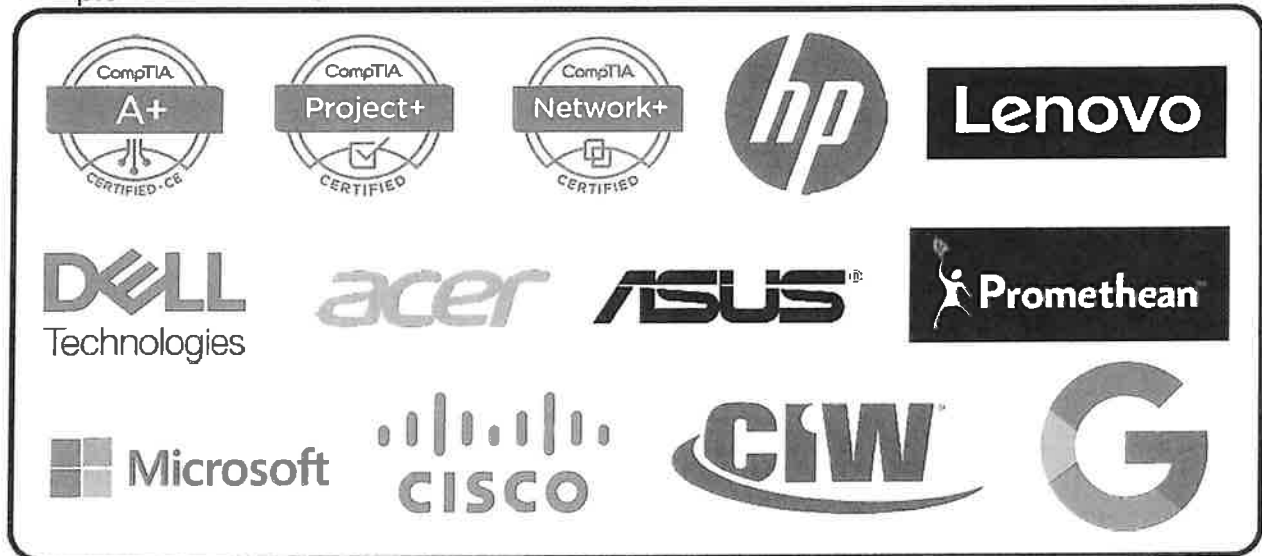
A Virtucom technician performing repairs at our facility:



HCS Services Team

- *Over 75% of our staff are dedicated to services. To enhance customer experience, our team members are immersed in a culture of learning and certification.*

Sample Certifications:



Services Director

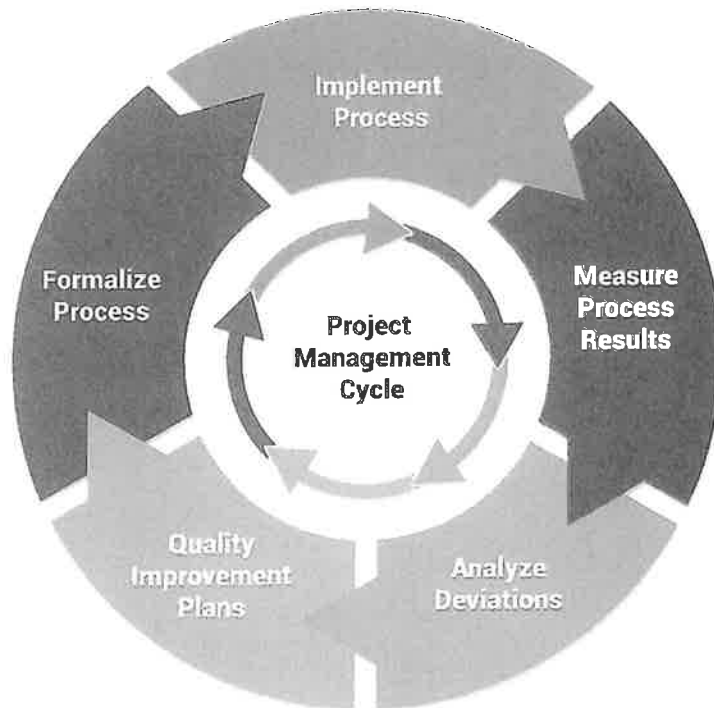
During the kick-off meeting, the Services Director begins communications with your District to finalize the finer details related to deployments, production, delivery, and ongoing support. They work with the Relationship Manager and the rest of the Services Team to customize a solution that is most applicable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

Meetings and Reviews

- *To ensure the continued quality of HCS projects, we recommend regularly scheduled meetings between HCS administrators and Virtucom key personnel.*

Team Reviews

Although we always craft plans with the expectation of success, we recognize that unforeseen circumstances can change even the most carefully planned project. With this in mind, we recommend meeting with agreed-upon progress metrics and milestones as often as your District needs. To us, it is important we meet not only our own definition of success, but also yours, which is why we will continue to make it our mission to understand and meet your expectations.



Quarterly Business Reviews

Beyond team reviews as requested, we schedule quarterly business reviews to present improvement opportunities, product updates, industry trends and developments, and other reports to HCS. Our Relationship Manager, who is also available for weekly face-to-face meetings, attends these meetings alongside other personnel to discuss future strategies.

Vendor Partner Meetings

You can also take advantage of vendor partner meetings, which can be set up by our Relationship manager, to ensure your District remains informed of the options presented by their vendor.


VirtuCARE Center

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

Access to our VirtuCARE Center is available to HCS. The VirtuCARE Center is a set of customer interface tools. We can provide a demonstration of the VirtuCARE Center's new entries, reviews, reports, and other capabilities upon request. We can also learn and incorporate HCS existing ticketing system if that is a preferred solution.

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

VirtuCARE Tools:

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

Autotask PSA

Virtucom utilizes Autotask, a premier IT Ticket management tool, to efficiently manage technology-related tasks in educational settings. This tool is key to our service, enhancing the tracking, management, and resolution of IT issues.

Ongoing Support

- *Because devices and services are a long term investment for districts, Virtucom maintains relationships for the long term.*

Primary point of contact:

- Don Tang
- proposals@virtucom.com
- 800-890-2611

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

Minimum Service Level Availability (SLA)

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

Service Timeframes

Estimated Delivery	40 Days from initial purchase order
Response Time	Within 24 hours
Standard Warranty Repair Resolution	*5-7 business days

*Repair SLA begins once a device is shipped to Virtucom and ends once the device is in the hands of a District point of contact.



Forms

Please see our filled and signed forms on the pages that follow.

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 01/08/2026 Name: Jenny Tang

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

I have no conflict of interest to report.

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

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

Date: 01/08/2026 Signature: 

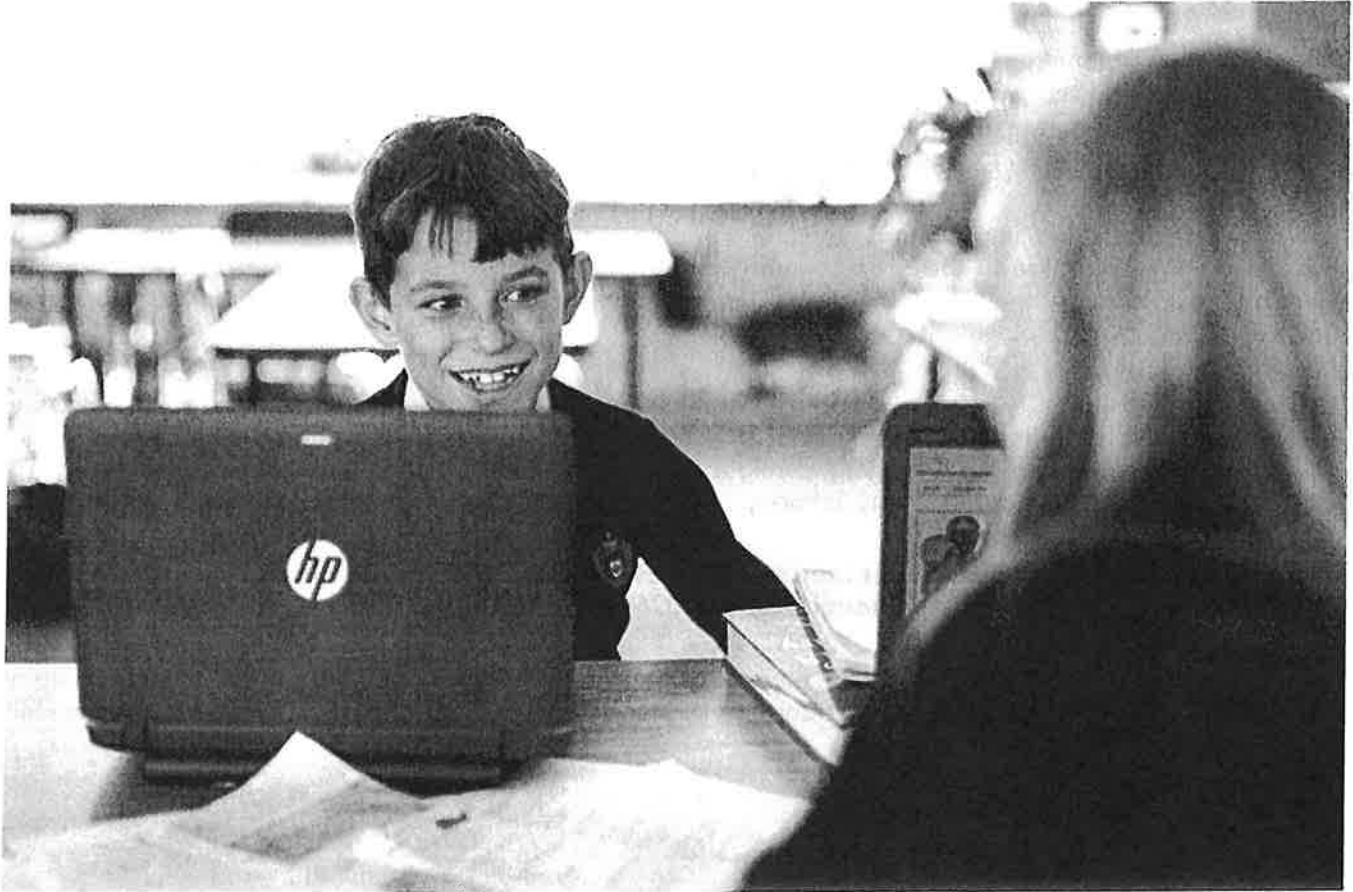


Government Goods
1040 E. 17th Street
Brooklyn, NY 11230
(718) 705-6804
govgoods.com

Hickman County Finance Office

Chromebooks and Chrome OS Management Licenses

January 7, 2026



**GOVERNMENT
GOODS**

To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal furnished by Hickman County Finance Office are the Proprietary and Confidential property of Government Goods Inc



Bid Compliance Statement

Government Goods, Inc. has reviewed all specifications and conditions contained in the Hickman County Schools Invitation to Bid and confirms full compliance. No exceptions are taken to the stated requirements.

Bid Compliance Checklist

Requirement	Compliance
Chrome OS	✓ Compliant
14" display (non-touch preferred)	✓ Compliant
Minimum 4 GB RAM (8 GB preferred)	✓ Meets or exceeds
Minimum 64 GB storage (128 GB preferred)	✓ Meets or exceeds
Wireless capability	✓ Included
USB ports	✓ Included
Headphone jack	✓ Included
USB-C charging	✓ Included
HP or Lenovo brands	✓ Offered
Chrome OS Management / Google EDU License	✓ Included
Shipping & handling	✓ Included
Asset tagging	✓ Included
Device configuration	✓ Included
Enterprise enrollment via Google Admin Console	✓ Included
Device naming per district standards	✓ Included
Enrollment to correct school	✓ Included
Color determined by district	✓ Acknowledged
Minimum 12-month warranty	✓ Included
Tiered pricing by quantity	✓ Included
Pricing valid through July 31, 2026	✓ Confirmed
Conflict of Interest Disclosure Form	✓ Included

To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal furnished by Hickman County Finance Office are the Proprietary and Confidential property of Government Goods Inc



References

Name of Organization	Kewanee School District
Name	Tony Ramos
Address	1001 N. Main Street Kewanee, IL 61443
Email	tramos@kcud229.org
Phone	(309) 853-3341
Period of performance	2023-2024
Description of work to be done	Supplied HP chrome books and warranties on multiple occasions from 2023-2024 to meet their specific requirements

Name of Organization	Omaha Public Schools
Name	Hillary Simmons
Address	3215 Cuming St. Omaha NE 68131
Email	hillarysimmons@ops.org
Phone	570-735-7783 Ext 5533
Period of performance	June 2024
Description of work to be done	Supplied 1600 of Chromebook with full warranty to this school district exceeding delivery expectations



Government Goods

1040 East 17th Street
 Brooklyn, NY 11230
 USA

Hickman County Finance Office
 Brad Gilbert
 114 N. Central Avenue
 Suite 203

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

Salesperson		Payment Terms		Shipment Method	
Amy Berger		Net 30 Days			
No.	Description	Quantity	Unit	Unit Price	Line Amount
HP-1710796	HP Fortis Flip G1i 11.6" Touchscreen Rugged CB 8GB 128GB B69PTUT#ABA	500	Piece	445.00	222,500.00
G00-1234	Google Chrome Education License	500	Each	29.99	14,995.00
INT-100011	Integration Services Asset Tagging 2501-5000 AT-5000	500	Each	3.75	1,875.00
INT-100009	Integration Services Zero Touch Deployment Chromebook Enrollment	500	Each	3.50	1,750.00
				Subtotal	241,120.00
				Total Tax	0.00
				Total \$	241,120.00

Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 241,120.00

Note: This quote is valid through the end of the month and is subject to change. We reserve the right to adjust a product's price within reason if market events dictate an immediate adjustment (e.g. epidemics, tariffs, natural disasters, etc...). Hardware items on this quote may be updated to reflect changes due to industry-wide constraints and fluctuations.



Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 1/7/26 Name: Government Goods Inc

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

I have no conflict of interest to report.

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

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

Date: 1/7/26 Signature: Amy Berger



We have prepared a quote for you

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

Quote # 015045
Version 1

Prepared for:

Hickman County Schools

Brad Gilbert
brad.gilbert@hickmank12.org

Friday, January 09, 2026

Hickman County Schools
Brad Gilbert
115 Murphree Ave
Centerville, TN 37033
brad.gilbert@hickmank12.org



Dear Brad,

We appreciate the opportunity of providing you with a quote for the solution you requested. Please review the document below and let me know if you have any questions. I look forward to serving you!

Thank you for choosing Unistar-Sparco Computers, Inc.!

Chantein Wasion
Sales Executive
Unistar-Sparco Computers, Inc.

Hardware

Description	Price	Qty	Ext. Price
CROSSWDISEDU NEW GOOGLE CHROME EDUCATION UPGRADE ONLY PERPETRUAL LIC TERM 	\$30.73	1	\$30.73
82W6003DUS  Lenovo 14e Chromebook Gen 3 14" Chromebook - Full HD - Intel N-Series N100 - 8 GB - 64 GB Flash Memory - English Keyboard - Storm Gray - Intel Chip - 1920 x 1080 - ChromeOS - Intel UHD Graphics - 1 Year Warranty Included	\$339.95	1	\$339.95

Subtotal: **\$370.68**

Services

Description	Price	Qty	Ext. Price
Service - FF - Level I Technician Deployment <ul style="list-style-type: none">• Google Domain Chromebook Enrollment• Updating Chromebooks to the latest ChromeOS versions, including reboots to verify updates• Rebooting Chromebooks after OU relocation to ensure policy application• Asset tagging	\$7.50	1	\$7.50

Subtotal: **\$7.50**

Chromebook Units and Chrome OS Management Service License

Prepared by:
Unistar-Sparco Computers, Inc.
 Chantein Wasion
 (901) 872-2272
 Fax 901-872-8482
 chantein_wasion@sparco.com

Prepared for:
Hickman County Schools
 115 Murphree Ave
 Centerville, TN 37033
 Brad Gilbert
 (931) 729-3391
 brad.gilbert@hickmank12.org

Quote Information:
Quote #: 015045
 Version: 1
 Delivery Date: 01/09/2026
 Expiration Date: 07/31/2026

Quote Summary

Description	Amount
Hardware	\$370.68
Services	\$7.50
Total: \$378.18	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Unistar-Sparco Computers, Inc.

Hickman County Schools

Signature: _____
 Name: Chantein Wasion
 Title: Sales Executive
 Date: 01/09/2026

Signature: _____
 Name: Brad Gilbert
 Date: _____

Qty 200



We have prepared a quote for you

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

Quote # 015045
Version 1

Prepared for:

Hickman County Schools

Brad Gilbert
brad.gilbert@hickmank12.org

Friday, January 09, 2026

Hickman County Schools
Brad Gilbert
115 Murphree Ave
Centerville, TN 37033
brad.gilbert@hickmank12.org



Dear Brad,

We appreciate the opportunity of providing you with a quote for the solution you requested. Please review the document below and let me know if you have any questions. I look forward to serving you!

Thank you for choosing Unistar-Sparco Computers, Inc.!

Chantein Wasion
Sales Executive
Unistar-Sparco Computers, Inc.

Hardware

Description	Price	Qty	Ext. Price
CROSSWDISEDU NEW GOOGLE CHROME EDUCATION UPGRADE ONLY PERPETRUAL LIC TERM 	\$29.99	200	\$5,998.00
82W6003DUS  Lenovo 14e Chromebook Gen 3 14" Chromebook - Full HD - Intel N-Series N100 - 8 GB - 64 GB Flash Memory - English Keyboard - Storm Gray - Intel Chip - 1920 x 1080 - ChromeOS - Intel UHD Graphics - 1 Year Warranty Included	\$339.95	200	\$67,990.00

Subtotal: **\$73,988.00**

Services

Description	Price	Qty	Ext. Price
Service - FF - Level I Technician Deployment <ul style="list-style-type: none">• Google Domain Chromebook Enrollment• Updating Chromebooks to the latest ChromeOS versions, including reboots to verify updates• Rebooting Chromebooks after OU relocation to ensure policy application• Asset tagging	\$7.50	200	\$1,500.00

Subtotal: **\$1,500.00**

Chromebook Units and Chrome OS Management Service License

Prepared by:
Unistar-Sparco Computers, Inc.
 Chantein Wasion
 (901) 872-2272
 Fax 901-872-8482
 chantein_wasion@sparco.com

Prepared for:
Hickman County Schools
 115 Murphree Ave
 Centerville, TN 37033
 Brad Gilbert
 (931) 729-3391
 brad.gilbert@hickmank12.org

Quote Information:
Quote #: 015045
 Version: 1
 Delivery Date: 01/09/2026
 Expiration Date: 07/31/2026

Quote Summary

Description	Amount
Hardware	\$73,988.00
Services	\$1,500.00
Total: \$75,488.00	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Unistar-Sparco Computers, Inc.

Hickman County Schools

Signature: _____
 Name: Chantein Wasion
 Title: Sales Executive
 Date: 01/09/2026

Signature: _____
 Name: Brad Gilbert
 Date: _____

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 1/7/26 Name: Chantain Wasion

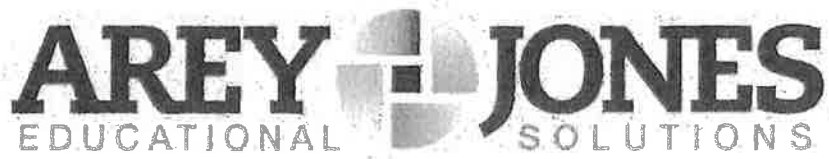
Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

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

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

Date: 1/7/26 Signature: Chantain Wasion



"Chromebooks and Chrome Management Licenses"

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

Local Presence:

With a local presence and a history of successful collaborations with educational institutions, we understand the unique needs and challenges faced by the District. Our commitment to local support ensures that we can respond swiftly to any requirements or concerns.

Mission-driven Approach:

At the heart of our operations is a mission to create superior learning environments. We believe in leveraging technology not only as a tool but as an enabler of enriched educational experiences. Arey Jones is dedicated to empowering educators and students alike with the tools and support needed to succeed in an ever-evolving digital landscape.

Commitment to Excellence:

1. **District-Centric Solutions:** Arey Jones takes a consultative approach, working closely with Districts to understand their unique challenges and aspirations. Our solutions are customized to address specific needs and drive positive educational outcomes.
2. **Continuous Improvement:** We are committed to staying at the forefront of technological advancements in education. Arey Jones consistently evolves its offerings to meet the dynamic needs of the education sector.

Future Vision:

As we look ahead, Arey Jones envisions a future where technology seamlessly integrates with education, creating a holistic and dynamic learning experience. We will continue to invest in research and development, forge strategic partnerships, and expand our reach to ensure that our mission of creating superior learning environments remains at the forefront of the educational technology landscape.

In conclusion, Arey Jones Educational Solutions is committed to the District and the completion of this project. We look forward to the opportunity to work with your District.

Chrome Education Upgrade

Description	Qty	Unit Price	Ext. Price	Tax
Chrome Education Upgrade	1	\$29.50	\$29.50	N

Price Subtotal: **\$29.50**

Complete White Glove Services (Per Device)

Description	Qty	Unit Price	Ext. Price	Tax
Enrollment Prior to enrollment, each system is inspected and checked for DOA status. DOA hardware is replaced. The devices are then enrolled into the District OU and delivered.	1	\$4.50	\$4.50	N
Standard Sticker Asset Tag Your district's approved Asset Tag will be applied to the system and key asset details will be collected and reported electronically to the District.	1	\$1.00	\$1.00	N
Delivery & School Distribution Arej Jones technicians will un-box and distribute systems on-site. Network connectivity will be verified and all packaging materials will be removed and disposed of responsibly.	1	\$0.00	\$0.00	N

Price Subtotal: **\$5.50**

HP Business 14 FortisG1i14 N150 8G

Description	Qty	Unit Price	Ext. Price	Tax																						
B69S9UT#ABA 14 FortisG1i14 N150 8G/128GB	1	\$346.39	\$346.39	N																						
<table border="1"> <tr> <td>Processor</td> <td>Intel® N150 (up to 3.6 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores, 4 threads)</td> </tr> <tr> <td>Operating System</td> <td>Chrome OS</td> </tr> <tr> <td>Memory</td> <td>8 GB LPDDR5x-7500 MT/s (onboard) Transfer rates up to 7500 MT/s.</td> </tr> <tr> <td>Storage</td> <td>128 GB UFS</td> </tr> <tr> <td>Wireless Networking</td> <td>Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card</td> </tr> <tr> <td>Screen Type</td> <td>14" diagonal, HD (1366 x 768), SVA, anti-glare, 250 nits, 45% NTSC, Non-Touch</td> </tr> <tr> <td>Web Cam</td> <td>720p HD privacy camera</td> </tr> <tr> <td>Graphics Card</td> <td>Intel® UHD Graphics</td> </tr> <tr> <td>Battery Type</td> <td>HP Long Life 2-cell, 47 Wh Li-ion polymer</td> </tr> <tr> <td>Ports</td> <td>2 USB Type-C® 5Gbps signaling rate (USB Power Delivery, video and data support); 2 USB Type-A 5Gbps signaling rate; 1 HDMI 1.4; 1 stereo headphone/microphone combo jack</td> </tr> <tr> <td>Warranty</td> <td>1 year (1/1/0) limited warranty includes 1 year of parts and labor</td> </tr> </table>	Processor	Intel® N150 (up to 3.6 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores, 4 threads)	Operating System	Chrome OS	Memory	8 GB LPDDR5x-7500 MT/s (onboard) Transfer rates up to 7500 MT/s.	Storage	128 GB UFS	Wireless Networking	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card	Screen Type	14" diagonal, HD (1366 x 768), SVA, anti-glare, 250 nits, 45% NTSC, Non-Touch	Web Cam	720p HD privacy camera	Graphics Card	Intel® UHD Graphics	Battery Type	HP Long Life 2-cell, 47 Wh Li-ion polymer	Ports	2 USB Type-C® 5Gbps signaling rate (USB Power Delivery, video and data support); 2 USB Type-A 5Gbps signaling rate; 1 HDMI 1.4; 1 stereo headphone/microphone combo jack	Warranty	1 year (1/1/0) limited warranty includes 1 year of parts and labor				
Processor	Intel® N150 (up to 3.6 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores, 4 threads)																									
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Ports	2 USB Type-C® 5Gbps signaling rate (USB Power Delivery, video and data support); 2 USB Type-A 5Gbps signaling rate; 1 HDMI 1.4; 1 stereo headphone/microphone combo jack																									
Warranty	1 year (1/1/0) limited warranty includes 1 year of parts and labor																									

Price Subtotal: **\$346.39**

**MG 115676 - Hickman County Schools HP Business 14 FortisG1i14 N150 8G/128SSD
1.9.26**

Prepared by:
Arej Jones Educational Solutions
Dylan Perry
800-998-9199
dylan.perry@areyjones.com
Contract:
NON-CONTRACT Non-Contract
NA

Prepared for:
Hickman County Schools - TN
Brad Gilbert
brad.gilbert@hickmank12.org

Quote Information:
Quote # 115676.1
Quote Date: 01/10/2026
Expiration Date: 02/08/2026
Product Category:

Quote Summary

Description	Amount
HP Business 14 FortisG1i14 N150 8G	\$346.39
Chrome Education Upgrade	\$29.50
Complete White Glove Services (Per Device)	\$5.50

Non-taxable Subtotal: **\$381.39**
Grand Subtotal: **\$381.39**
Grand Total: **\$381.39**

Chrome Education Upgrade

Description	Qty	Unit Price	Ext. Price	Tax
Chrome Education Upgrade	1	\$29.50	\$29.50	N

Price Subtotal: **\$29.50**

Complete White Glove Services (Per Device)

*** Optional**

Description	Qty	Unit Price	Ext. Price	Tax
<p>Enrollment Prior to enrollment, each system is inspected and checked for DOA status. DOA hardware is replaced. The devices are then enrolled into the District OU and delivered.</p>	1	\$4.50	\$4.50	N
<p>Standard Sticker Asset Tag Your district's approved Asset Tag will be applied to the system and key asset details will be collected and reported electronically to the District.</p>	1	\$1.00	\$1.00	N
<p>Delivery & School Distribution Arey Jones technicians will un-box and distribute systems on-site. Network connectivity will be verified and all packaging materials will be removed and disposed of responsibly.</p>	1	\$0.00	\$0.00	N

Price Subtotal: **\$5.50**

Many of the managers/supervisors have all been promoted from within, and some have even been with Arey Jones since the beginning of their K-12 journey. The managers all have at least five years of experience in working with customers and suppliers in educational technology, some even having upwards of 25 years of experience. Each of the manager's teams are trained broadly, as well as specifically to their area of work. Our technicians and engineers working service and repair all have the necessary manufacturer (HP, Dell, Lenovo, Apple, and so on) certifications required to perform work. Arey Jones also requires our technicians and engineers to have other technical certifications such as A+ Certified, N+ Certified, Google for Education and Microsoft Office Certified.

From 7 am PST - 8 am PST : Arey Jones 800 number is always answered by a live personnel. We do not believe in automated systems when it comes to phone calls. At Arey Jones, you will never be directed to voicemail unless requested after speaking to our live operator. This is the service we have been holding strict to for over 50 years.

Districts we work with are offered cell phones of all department managers and staff they interact with.

In Districts nationwide, the unique needs of students, teachers, and administrators must be carefully addressed to create a conducive and effective learning experience. Arey Jones understands these needs, which include:

Supporting Digital Learning: Digital learning has become a crucial part of modern education. It provides students with access to a wide range of resources, tools, and interactive experiences that can enhance learning outcomes. This requires reliable, scalable, and user-friendly technology solutions that can support a wide variety of devices and platforms. Ensuring seamless integration of digital tools into the classroom, while offering flexibility for remote and hybrid learning environments, is key to promoting engagement and academic success.

Arey Jones utilizes streamlined device deployment ensuring each device is configured with the appropriate operating system, software, and setting for use. Device management and monitoring allows for remote monitoring and support.

Professional development for administration and teachers is available at no cost to the District from Arey Jones. This can assist in the effective use of devices and integration into the curriculum.

Ensuring Student Safety: Student data safety is a paramount concern in educational settings, particularly when using digital tools and platforms. Technologies must adhere to strict data privacy and security standards to protect sensitive student information. Solutions should include strong safeguards against cyber threats, as well as features that allow educators to monitor and manage digital environments to protect students. Additionally, our compliance with local and federal regulations like FERPA (Family Educational Rights and Privacy Act) ensures that student data remains protected.

Arey Jones Core Competencies

1. **Premier Nationwide Provider:** Arey Jones Educational Solutions stands out as the premier nationwide provider of cutting-edge technology solutions exclusively dedicated to the K-12 educational market. Our extensive experience and unwavering commitment uniquely position us as leaders in delivering comprehensive technology services to schools and districts across the country.
2. **End-to-End Involvement Since the Early 1990s:** With roots dating back to the early 1990s, Arey Jones has been an integral part of the educational technology landscape, providing a full spectrum of services. From hardware and software provisioning to integration, configuration, and ongoing service and support, our long-standing involvement signifies deep expertise and a rich history of contributing to the evolution of educational technology.
3. **Exclusivity in the K-12 Marketplace:** Arey Jones Educational Solutions distinguishes itself through an exclusive focus on the K-12 educational market. This singular dedication empowers us with unparalleled insights into the unique challenges, requirements, and dynamics of school districts. This exclusivity is a cornerstone of our competency, allowing us to tailor solutions specifically to the needs of educational institutions.
4. **Qualification to Meet Nationwide Technology Needs:** Our exclusive dedication to the K-12 marketplace serves as a unique qualification, positioning Arey Jones as a trusted partner capable of meeting the technology needs of school districts nationwide. The depth of our experience equips us with a comprehensive understanding of the diverse requirements inherent in educational settings, enabling us to deliver tailored and effective solutions.
5. **Employee Expertise Across Hundreds of School Districts:** The collective expertise of every Arey Jones employee is rooted in hands-on experience working with hundreds of school districts across the country. This extensive engagement ensures that our team possesses a nuanced understanding of the educational landscape, allowing us to provide insightful solutions and responsive support to our valued clients.
6. **Comprehensive Technology Solutions:** Arey Jones specializes in offering end-to-end technology solutions, encompassing hardware, software, and integration services tailored to the unique needs of educational institutions.
7. **Innovation:** We are committed to fostering innovation in education through the practical application of technology. Our solutions aim to enhance teaching methodologies, engage students, and prepare them for the challenges of the modern world.

The School District of Manatee County - FL

Arey Jones provides School District of Manatee County with a variety of HP systems including Desktops, Chromebook Laptops, Tablets and All-In-One systems as well as their associated accessories. We have worked with The School District of Manatee County for about 5 years.

Professional Service Performed: Chrome Integration Services and Delivery, Warranty Repair, Active Directory Domain Design Validation, System Center Configuration Manager Design Validation, Remote Distribution Point Setup, Chrome Management Initial Setup, On-going SCCM Support.

Baldwin County Board of Education - AL

Arey Jones has worked with the Baldwin County Board of Education for 20 years. We have provided Lenovo and HP computers and servers to schools throughout their district with pre-configured, pre-imaged computers. We also provide the un-boxing and set-up of the computers for desktops and laptops.

Arey Jones has recently completed three phased deployment of 23,000 Lenovo Chromebook systems into the Baldwin County Public Schools in just a few weeks.

Mobile County Public Schools - AL

Arey Jones is working to transition the largest school district in the state of Alabama, with 57,000 students to a 1:1 computing model based on Lenovo Chromebooks. Mobile County Schools ordered from and tasked Arey Jones to provision and deploy 35,000 Chromebook systems to be available to students in a 2 month period. Prior to this Chromebook deployment Mobile County Schools was running a Windows (primarily) and Mac (where necessary) installed base consisting of laptops, desktops, thin clients and tablets of various sorts, with a goal of achieving full 1:1 computing through BYOD.

San Diego Unified School District - CA

Arey Jones has worked with the San Diego Unified School District for over 35 years. The San Diego Unified School District (SDUSD) serves over 75,000 students, and has marked more than 150 years of service to San Diego's children. Arey Jones currently provides integration services (Acquisition, Warehousing, Delivery/Installation, Asset Tagging and Imaging) and maintenance support on all procured equipment.

Los Angeles Unified School District - CA

Arey Jones has worked with the Los Angeles Unified School District for over 18 years. We currently provide Dell, HP, Lenovo, Samsung, Microsoft Surface (desktops, laptops, servers, Chromebooks, tablets) warranty service for the 750+ the schools.

Notable Project 1 - 280,000 devices configured, integrated and deployed

Notable Project 2 - Deploy 75,000 new Chromebooks and 101,000 new iPads for 1:1 Learning in 6 weeks.

San Francisco Unified School District - CA

Arey Jones has partnered with San Francisco School District for the last two years and provides a turn-key solution on all desktops, laptops and Chromebooks purchased throughout the District. Arey Jones also provides the integration services on the Apple devices as well. All Chromebooks and Laptops are configured, asset tagged and tested prior to delivery.

Phase 1 and 2 Deployment Notable Project Phase 1 - QTY 19,500 Devices Provisioned, integrated into carts, and delivered in 35 days Phase 2 - QTY 15,000 Current

Customer Feedback

Our customers consistently commend us for our professionalism, responsiveness, and commitment to exceptional service. Below are just a few examples of the feedback we have received from Districts to particular AJ employees.

School Board of Broward County – Fort Lauderdale, FL

This delivery went very well. Thanks!

San Diego Unified School District – San Diego, CA

Service was great! He helped me get all set up and answered all my questions. Thank you!

San Diego Unified School District – San Diego, CA

Mr. Javier was extremely helpful and willing to accommodate all my time and location based related needs! Thank you.

Memphis-Shelby County Schools – Memphis, TN

Great service very helpful great employee!

Savannah-Chatham Board of Public Education – Savannah, GA

The two young men that do our deliveries are always top-tier! Very professional, courteous, and always ensures that everything is 100% correct.

Los Angeles Unified School District – Los Angeles, CA

Very patient and helpful as we sorted where the boards were going to be placed.

Los Angeles Unified School District – Los Angeles, CA

Team is excellent! Great service and support.

Los Angeles Unified School District – Los Angeles, CA

Great help, answered all my questions and addressed all concerns.

San Francisco Unified School District – San Francisco, CA

Always courteous, efficient and flexible.

Disciplinary Hearing Authority
2025-2026

Beth Robinson – EHHS

Kristin Dunn – EHMS

Gavin Gordon - HCHS

Tarrah Lawson – CIS

Allison Gilbert - EHES

Dr. Ashley Totty– Special Programs

Dr. Marc Dunlap - Chair

Hickman County Board of Education
Budget Amendment No. 25
General Purpose (141)
February 9, 2026

Account	Description	Debit	Credit	Justification
46980 - - PSS	Revenues	\$ 59,525.19		Public School Security Grant
72620 - 701 - PSS	Administration Equipment		\$ 59,525.19	
47143 - - -	SPED Grants to State	16,574.12		SPED High Cost Reimbursement
71100 - 116 -	Teachers	50,000.00		
71200 - 163 -	Educational Asst	7,000.00		To cover projected increase in contracted services relating to the SPED Program
71200 - 171 -	Speech Pathologist	15,000.00		
71200 - 204 -	State Retirement	7,000.00		
71200 - 207 -	Medical Insurance	7,000.00		
72220 - 124 -	Psychologist	14,000.00		
71200 - 312 -	Contracts w/Private Agcy		96,574.12	
71200 - 399 -	Other Contracted Services		20,000.00	
TOTALS		\$ 176,099.31	\$ 176,099.31	

Approved:

Attest:

Board Chair

Dr. Belinda Anderson

Hickman County Board of Education
Budget Amendment No. 26
General Purpose (141)
February 9, 2026

Account	Description	Debit	Credit	Justification
72620 - 790 - 72620 - 701 -	Other equipment Administration Equipment	\$ 3,000.00	\$ 3,000.00	To cover system responsibility for radio communication network
71300 - 429 - ISM 71300 - 499 - ISM 71300 - 730 - ISM	Instuctional Supplies Other Supplies CTE Inst Equipment		2,000.00 5,000.00	Approved Revisions to ISM in ePlan
	TOTALS	\$ 10,000.00	\$ 10,000.00	

Approved:

Attest:

Board Chair

Dr. Belinda Anderson

Hickman County Board of Education
Budget Amendment No. 27

Federal Programs (142)

February 9, 2026

Account	Description	Debit	Credit	Justification
47309 959	Revenue	\$ 74,500.00		HQIM Literacy Network Grant
72210 - 399 - 959	Other Contracted Svc		\$ 73,000.00	
72210 - 524 - 959	Professional Development		1,500.00	
TOTALS		\$ 74,500.00	\$ 74,500.00	

Approved:

Attest:

Board Chair

Dr. Belinda Anderson

Hickman County Board of Education
Budget Amendment No. 28

Federal Programs (142)

February 9, 2026

Account	Description	Debit	Credit	Justification
72130 - 524 - PD - 801	Professional Development		\$ 300.00	To bring CTE Perkins Basic into agreement with ePlan
72230 - 524 - 801	Professional Development	\$ 300.00		
TOTALS		\$ 300.00	\$ 300.00	

Approved:

Attest:

Board Chair

Dr. Belinda Anderson

Hickman County Board of Education

	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 07/07/25
		Rescinds: 1.901	Issued: 03/11/24

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-
4 13-106(b)(2).¹

5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.

10 The purposes of charter schools are to:

- 11 1) Improve learning for all students and close the achievement gap between high and low
12 students;
- 13 2) Provide options for parents to meet educational needs of students in high priority schools;
14
- 15 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
16 making authority to schools and teachers in exchange for greater responsibility for student
17 performance;
18
- 19 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
20 reach proficiency on state academic assessments;
21
- 22 5) Create new professional opportunities for teachers; and
23
- 24 6) Afford parents substantial meaningful opportunities to participate in the education of their
25 children.
26

27 APPLICATION PROCESS²

28 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
29 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
30 begin operation as a charter school. The Director of Schools/designee shall determine whether the
31 sponsor has selected the correct application category within ten (10) business days of receiving the
32 letter of intent and notify the sponsor ~~within five (5) business days~~ of a determination that the incorrect

1 application category has been selected, and provide the sponsor with current state and federal per pupil
2 funding estimates within five (5) business days.²

3 A sponsor seeking board approval of an initial charter school application shall complete the forms
4 developed by the State Board of Education in coordination with the Tennessee Public Charter School
5 Commission (“the Commission”). The application shall provide all the information required by law.
6 The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by law
7 for the formation of a charter school, and the proposed charter school will be able to implement a
8 viable program of quality education for its students.³

9 Electronic copies of applications shall be submitted to the Board and Department of Education on or
10 before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed
11 charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday,
12 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
13 next business day on or before 11:59 p.m. Late applications will not be accepted, without exception.
14 The sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report
15 each application received to the Commission no later than ten (10) days after receipt.²

16 The Board shall determine whether an application is complete within ten (10) business days of
17 receiving the application and shall notify the sponsor within five (5) business days of the determination
18 if the application is determined to be incomplete.³

19 **REVIEW TEAM¹**

20 The board shall appoint a review team to assist in reviewing and evaluating charter school applications.
21 The team shall be composed of: members of the administrative staff for the district; community
22 members with relevant educational, organizational, financial and legal experience; and a member of
23 the board. At the board meeting in December each year, the Director of Schools shall make a
24 recommendation to the board of which members of his administrative staff should be appointed to the
25 team. The board shall name the members of the team at its meeting in January of each year. The board
26 shall designate a chairman of the review team as the contact person for answering questions about the
27 application process and receiving applications. The Director of Schools/designee shall develop an
28 orientation for the team to ensure consistent evaluation standards and the elimination of real or
29 perceived conflicts of interest.

30 The board shall require a procedure for receiving, reviewing and ruling on applications for the
31 establishment of charter schools. The procedure must include a timeline for the application and review
32 process. A copy of the procedure, including the review criteria, shall be available to any interested
33 party upon request.

34 The review team shall:

- 35 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 36
- 37 2) Recommend one of the following options to the board for each application: approve, reject, or
38 reject with stipulations for reconsideration⁴; and
- 39
- 40 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

1 **APPROVAL, DENIAL OF APPLICATION**⁵

2 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
3 days of receipt of the completed application or the application shall be deemed approved by law. The
4 director of schools shall report the action taken by the board to the department of education and the
5 Commission.

6 **Approval**

7 The sponsor of a public charter school that is approved by the board shall enter into a written
8 agreement with the board, which shall be binding on the charter school's governing body. This
9 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In
10 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
11 prescribed by law for the formation of a charter school and the proposed charter school will be and
12 shall include all aspects of the sponsor's approved application as well as any reporting requirements
13 prescribed under state or federal laws.

14 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
15 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
16 whichever is less.⁶

17 Charter schools approved by the board of education are expected to implement the application as
18 submitted and approved. Material variations in operations from the approved application require
19 amendment pursuant to statute and the charter school agreement.⁷

20 The board should not be expected to provide services to charter schools that are not requested during
21 the application process except for those services that are required under state or federal laws. Services
22 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
23 board and charter school shall execute a service contract for any additional services.

24 New public charter school agreements are approved for a ten-year period.⁸ The board may revoke or
25 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
26 122.⁹

27 **Denial**

28 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
29 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
30 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
31 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
32 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
33 amended application, or the application shall be deemed approved by state law.⁵

34 If the amended charter school application is denied, the Board shall notify the sponsor in writing
35 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
36 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee
37 Charter School Commission.¹⁰

Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

Hickman County Board of Education

Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 03/11/24
	Rescinds: 2.804	Issued: 05/08/23

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
7 schools. The director of schools may grant this authorization without prior board action when the travel
8 expense has been anticipated and incorporated into the operational budget of the particular program
9 involved.

10 Mileage will be paid at a rate authorized by the Finance Office.

11 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
12 shall not be used for this purpose.¹

13 **BOARD MEMBERS**

14 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
15 when traveling on business for the Board. Attendance at conventions or other educational meetings or
16 travel for other school purposes shall be authorized in advance by the Board.²

17 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of
18 completion of such travel. The rate of payment shall be the same as the rate for members of the
19 professional staff.
20

21 **REIMBURSEMENT FOR SALES TAX³ (optional)**

22 **[NOTE: The Board may choose to adopt alternate language. We recommend working with the**
23 **board's attorney.]**

24 Reimbursement for sales tax is permissible in limited circumstances when sales tax is charged on small
25 purchases and proper documentation is submitted.

- 1 The Director of Schools/designee shall ensure compliance with state law and guidance from the
- 2 Comptroller of the Treasury.
- 3

Legal References

1. *Internal School Funds Manual*, Section 5-17
2. TCA 49-2-2001(c)
3. [*Internal School Funds Manual, Frequently Asked Questions*](#), no. 10

Hickman County Board of Education

Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 12/04/23
	Rescinds: 1.404	Issued: 01/09/23

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility

4 APPEARING BEFORE THE BOARD AND PUBLIC COMMENT PERIOD³

5 The Board will add 15 minutes of public comment time to the beginning of each board meeting. There
6 shall be a public comment period for each meeting with actionable items on the agenda, with the
7 exception of teacher disciplinary hearings. Individuals desiring to speak during public comment period
8 should sign up to speak prior to the meeting. The sign- up sheet for public comment will be available
9 at the meeting location 1 hour prior to the meeting. The sign-up sheet will include (1.) Name (2.)
10 address.

11 Use respect when presenting your concern, be prepared, and end timely. Stick to facts as you know
them.

13 Recognition of individuals who are not citizens of Hickman County is to be determined by a majority
14 vote of the Board.

15 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she determines
16 that such is in the public interest. A majority vote of ~~members present~~ can overrule the decision of the
17 chairman.

18 Individuals speaking to the Board shall address remarks to the Board and may direct questions to
19 individual board members or staff members only upon approval of the chairman. Each person speaking
20 shall state his name, address, and subject of presentation. Remarks may be limited to five (3) minutes
21 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of
22 any individual who is disruptive, violates state law or doesn't adhere to board rules.¹ Members of the
23 Board and the director of schools have the privilege of asking questions of any person who addresses the
24 Board.

25 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
26 the Board.

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

- School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
- Student Concerns 6.305

Hickman County Board of Education

	Descriptor Term: News Releases, News Conferences, and Interviews	Descriptor Code: 1.503	Issued Date: 12/04/23
		Rescinds: 1.503	Issued: 11/01/21

- 1 The release of official news from the system and schools shall be coordinated as follows:
- 2 1. The board chairman will be the official spokesman for the Board, except as this duty is
3 delegated to others;
4
 - 5 2. News releases which are of a systemwide nature or pertain to established system policy are
6 the responsibility of the director of schools or a designated member of the administrative
7 staff; and
8
 - 9 3. News releases which are of concern to only one school or to an organization of one school
10 are the responsibility of the principal of that particular school.
- 11 When individual board members or the director of schools express their views on any issue which is in
12 opposition to a view expressed in board policy, they have the duty to make clear that the view
13 expressed is not the official view of the Board or school system.

Cross References

Board-Community Relations 1.500
Board Meeting News Coverage 1.502
Crisis Management 3.203

Hickman County Board of Education

Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 12/04/23
	Rescinds: 1.600	Issued: 11/01/21

1 It is the intent of the Board to develop policies which serve as guidelines and goals for the successful
2 and efficient functioning of the schools.

3 The Board considers policy development its chief function, along with the provision of personnel,
4 buildings, materials and equipment for the successful administration, application and execution of its
5 policies.

6 It is the Board's intention that its policies serve as sources of information and guidance for all people
7 who are interested in or connected with the schools.

8 The policies of the Board are framed and are meant to be interpreted in terms of Tennessee laws, rules
9 and regulations of the State Board of Education, and all other regulatory agencies within our local,
10 county, state and federal levels of government. The policies are also framed and are meant to be
11 interpreted in terms of those educational objectives, procedures, and practices which are broadly
12 accepted by leaders and authorities in the public education field.

13 Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to
14 the policies of present and future boards.¹ The Board shall review its policies at least biennially, and
15 update if necessary.¹

16 The adoption and revision of policy is a continuous process. Proposals for new policy or changes in
17 existing policy may be initiated in writing by any board member, any citizen or any employee of the
18 Board.

19 The development of school board policy will generally follow the steps of:

- 20 • Identification of need for a new or a change in existing policy;
- 21
- 22 • Discussion of the issues and suggestion of possible approaches;
- 23
- 24 • Preparation of a draft proposed policy;
- 25
- 26 • Referral to the Policy Committee;
- 27
- 28 • Board reaction to the draft with suggested changes noted;
- 29
- 30 • Proposed policy distributed for community reaction;
- 31
- 32 • Board adoption of policy, with or without revision, at second reading; and

- 1 • Distribution of policy by director of schools.

2 **DRAFTING**

3 Written board policies will be drafted and periodically revised by cooperative action reflecting the
4 efforts of board members, school administrators and staff, students, the public and legal counsel.

5 A member of the staff is to be delegated the responsibility to maintain the board policy reference files,
6 to draft policy proposals as instructed by the board and director of schools to maintain the Board
7 Policy Manual and to serve as liaison between the Board and the Tennessee Schools Boards
8 Association.

9 **ATTORNEY INVOLVEMENT**

10 The director of schools shall seek the counsel of the board's attorney when there may be a question of
11 legality or proper legal procedure in the development of a proposed policy.

12 **STAFF INVOLVEMENT**

13 Staff members may initiate policy proposals.

14 Contract provisions are not board policy. The intent of this provision is to assure that a clear
15 distinction be made and maintained between a contract and school board policy.

16 The Board of Education will make the final determination on all school board policies.

17 **STUDENT INVOLVEMENT**

18 Any student within the district may submit proposals for new policies or changes in existing policies.
19 All such policy proposals shall be given serious consideration. Students may also voice opinions on
20 proposed policies submitted by others.

21 **POLICY COMMITTEE INVOLVEMENT**

22 All policy proposals shall be referred to the Policy Committee prior to submittal to the Board, for
23 titling, coding and review.

24 A proposed new policy or policy change shall be submitted to the Board as part of the agenda.

25 At the presentation meeting, the Policy Committee chairman shall present the proposed policy or
26 policy change with a recommendation. Any interested person or group shall be given an opportunity
27 to be heard on the proposal. Following the presentation, which shall constitute the first reading, the
28 Board may approve the proposal or refer it back to the committee for study and revision.

29 The approved or revised policy or policy amendment proposal shall be considered at the next board
30 meeting. The draft shall be included as part of the meeting agenda and the Policy Committee chairman
31 shall present the approved or revised proposal for second reading with a recommendation.

- 1 The final vote to adopt or not to adopt shall follow the second reading of the original or amended
2 version of the proposed board policy. Adoption shall require an affirmative vote by a majority of the
3 board members.
- 4 1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and
5 in conformance with the codification system used in the Board Policy Manual by the Policy
6 Committee.
 - 7
 - 8 2. Insofar as possible, each policy statement shall be limited to one subject.
 - 9
 - 10 3. Policies and amendments adopted by the Board shall be attached to and made a part of the
11 minutes of the meeting at which they are adopted and shall also be included in the policy
12 manual of the system.
 - 13
 - 14 4. Policies and amendments to policies shall be effective immediately upon adoption unless a
15 specific effective date is provided in the adopted resolution.
 - 16
 - 17 5. It will be the duty of the director of schools periodically to review policies to determine if any
18 need revision.

19 **EMERGENCY PROCEDURE**

20 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
21 Board may waive the second reading-second meeting limitation and take immediate action to adopt
22 new or review existing policies.

23 **DISSEMINATION**

24 The director of schools is directed to establish and maintain an orderly plan for preserving and making
25 accessible the policies and revisions thereto adopted by the Board of Education. Policy manuals shall
26 be maintained in the front office at each school, central office, and with each system administrator.

27 Policies shall be accessible at least to all employees of the school system, to members of the Board,
28 and to citizens of the community by way of publication on the school system website.

29 All policy manuals distributed to anyone shall remain the property of the Hickman County Board of
30 Education and shall be considered as "on loan" to anyone, or any organization in whose possession
31 they might be at any time. They are subject to recall at any time deemed necessary by the director of
32 schools.

33 **REVIEW AND EVALUATION**

34 In an effort to keep its policies up-to-date so that they may be used consistently as a basis for board
35 action and administrative decision, the Board shall review its policies on a continuing basis.

36 The Board shall evaluate how the policies have been executed by the school staff and weigh the
37 results. It encourages the school staff, students, and the community to provide evidence of the policies
38 which it has adopted.

1 The director of schools is given the continuing commission of calling to the Board's attention all
2 policies that are out-of-date or for other reasons appear to need revision.

3 **ADMINISTRATION IN POLICY ABSENCE**

4 In cases where action must be taken within the school system where the Board has provided no guides
5 for administrative action, the Director of Schools shall have the power to act.

6 Such decisions, however, shall be subject to review by action of the Board at its next regular meeting.
7 It shall be the duty of the director of schools to inform the Board promptly of such action and of the
8 need for policy.

9 **SUSPENSION OF POLICIES**

10 Any board policy or part thereof not established by law or contract may be temporarily suspended or
11 specific exemptions provided by an affirmative vote by a majority of the members of the Board.

Legal References

1. TCA 49-2-207(a)

Cross References

Role of the Board of Education 1.101
Agendas 1.403

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Administrative Procedures</h2>	Descriptor Code: <h3 style="text-align: center;">1.601</h3>	Issued Date: <h3 style="text-align: center;">12/04/23</h3>
		Rescinds: <h3 style="text-align: center;">1.601</h3>	Issued: <h3 style="text-align: center;">11/01/21</h3>

1 The director of schools is responsible for implementing board policies and for interpreting them to
 2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
 4 appropriate to the topic, will develop administrative procedures as necessary to implement board
 5 policies.²

6 Within the policies and regulations of the Board and the director of schools, principals are authorized
 7 to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The director of schools is directed to establish and maintain an orderly plan for preserving and making
 10 accessible to all employees the administrative rules and regulations needed to put board policies into
 11 effect.

12 Accessibility to administrative rules is extended to all employees of the school district and interested
 13 citizens by way of publication on the school system website.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

- Role of the Board of Education 1.101
 Board-Director Relations 1.205
 Policy Development and Adoption 1.600
 Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date: 12/04/23
	Rescinds: 1.603	Issued: 11/01/21

1 At each board meeting, the director of schools shall report the names of new personnel employed since
2 the last meeting of the board of education.

3 The director shall make annual reports concerning conditions of efficiency and needs of the school
4 system. Included in this report shall be information regarding employment of instructional staff as
5 follows:

- 6 1. Number of applicants interviewed and the number employed;
- 7 2. Procedures being used to ensure that the best applicants are being selected;
- 8 3. Evidence that all non-tenured teachers were evaluated;
- 9 4. Number of non-tenured teachers;
- 10 5. Number of teachers non-renewed;
- 11 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
- 12 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 13 8. Percent of principals who scored at each level on the evaluation scale;
- 14 9. Evidence of high correlation between evaluation and productivity;
- 15 10. Percent of supervisory personnel (other than principals) who scored at each level on the
16 evaluation scale;
- 17 11. Summary and explanation of how our school system fared on the Report Card distributed by
18 the State Department of Education.

19 Board members shall be made aware of all reports prepared by the superintendent's office for
20 transmittal to the local legislative body, the State Department of Education, or any federal agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 07/07/25
		Rescinds: 1.700	Issued: 12/04/23

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
2 goals of the school system. In discharging that responsibility, the Board has addressed four primary
3 areas: education, teachers and administrators, school environment, and operations.

4 It is the commitment of the Board to develop policies to implement the goals within each area. It is
5 further the commitment of the Board to review annually and restate as necessary the goals within each
6 area so that our programs will at all times speak directly to the stated goals.

7 **INSTRUCTION GOALS**

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,
9 listening, speaking, mathematical operations and problem solving;
- 10 2. To assure that each student's interest, capacities and objectives are considered in his learning
11 program;
- 12 3. To promote a plan for the organized improvement of school curriculum, including the
13 articulation between elementary and secondary schools;
- 14 4. To structure the overall instructional program to provide sufficient alternatives to meet the
15 variety of individual needs, capacities and aspirations, particularly including: individualized
16 offerings and offering that extend the learning environment into the community;
- 17 5. To provide offerings which explore a wide range of career and service opportunities;
- 18 6. To provide an integration of academic, physical, social and emotional growth experiences for
19 each student;
- 20 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 21 8. To develop a comprehensive and articulated program for handicapped students involving
22 maximum inclusion in regular school programs;
- 23 9. To help student's gain understanding of themselves, as well as skills and techniques in living
24 and working with others;
- 25 10. To promote a relevant and challenging secondary school curriculum which will adequately
26 prepare the student for his vocational goals or post-secondary education;
- 27
- 28
- 29
- 30
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- 34
- 35
- 36

1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);

2
3 12. To provide an appropriate standard of achievement for graduating seniors;

4
5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and

6
7 14. To provide opportunities that help students form attitudes and acquire habits needed for
8 responsible citizenship.

9 **GOALS FOR TEACHERS AND ADMINISTRATION**

10 1. To provide high quality system-wide performance in the teaching of reading, writing and
11 mathematical skills;

12
13 2. To establish minimum acceptable professional performance standards for all teachers and
14 administrators;

15
16 3. To provide in-service training and professional growth experience for teachers and
17 administrators;

18
19 4. To enforce procedure that foster an orderly, positive school environment; and

20
21 5. To establish and maintain an accountability system for the improvement of the instructional
22 system.

23 **GOALS FOR THE SCHOOL ENVIRONMENT**

24 1. To ensure each individual a physically and emotionally safe teaching-learning environment;

25
26 2. To assure that each individual is treated with respect by all members of the school community;
27 and

28
29 3. To have each individual in the school community know and fulfill his responsibilities with
30 regard to safety and respect to others.

31 **OPERATIONAL GOALS**

32 1. To ensure every effort to secure adequate funding for the educational program in support of the
33 goals stated above;

34
35 2. To operate within a balanced budget during the school year;

36
37 3. To develop and maintain in each school an up-to-date inventory of the furniture and equipment
38 in the schools;

39 4. To develop and maintain plans for efficient utilization of all system personnel;

- 1 5. To have reported monthly to the Board of Education and the community, the status of school
 - 2 system operations;
 - 3
 - 4 6. To develop long-range plans for the efficient use of school facilities; and
 - 5
 - 6 7. To assure immediate communication between the superintendent or his designee and the Board
 - 7 of Education on critical occurrences within the school system.
- 8 In establishing these goals for the school system, the Board of Education does not intend to diminish
- 9 the importance of other issues that may face the schools in the years ahead.

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Hickman County Board of Education

	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 12/04/23
		Rescinds: 1.701	Issued: 12/07/21

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. This will be incorporated
4 into the TISA accountability report that must be approved by the Board and filed with the Department
5 of Education each November 1st.² The plan shall be updated every two (2) years and shall align with
6 requirements of the State Board of Education.¹

7 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this
8 policy.

9 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

10 The Board shall develop annual plans with specific goals for improving student performance and that
11 operationalize the district's five (5) year strategic plan.

12 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
13 of the retreat shall be to:

- 14 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 15 2. Determine which goals have been achieved and whether any new efforts are needed;
- 16 3. Review major issues that may affect the school system in the future; and
- 17 4. Create an annual plan for district improvement.

21 **SCHOOL IMPROVEMENT PLAN¹**

22 The principal of each school shall work with the Director of Schools to develop and implement a
23 school improvement plan that is student focused and in support of the board improvement plan. The
24 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

1. State Board of Education Policy 2.101; TCA 49-1-613; TRR/MS 0520-01-02-.31(8)
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications and Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date: 10/02/23
		Rescinds: 1.703	Issued: 12/07/21

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹

3 The primary considerations governing the establishment of a school attendance area are:

4 1. The educational opportunity afforded students;

5

6 2. The capacity of each school; and

7

8 3. The geographic location of each school in relationship to the surrounding student population.

9 Students who use transportation other than the school bus service shall be permitted to attend any
10 school which is appropriate for their level, provided there is space, and the receiving principal
11 approves.

12 Parents or guardians of a student who attends school in the zone in which the family does not reside,
13 may request bus transportation within the zone in which the student attends.

14 The request must be safe and cost effective. The Transportation Director and the Director of Schools
15 will evaluate these requests on a case by case basis.

Legal References

1. TCA 49-6-403(c)

Hickman County Board of Education

Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 08/05/24
	Rescinds: 1.800	Issued: 12/04/23

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.
- 12 • Closed for the general and/or primary elections²

13 Extended contracts shall include twenty (20) days for each additional month employed.

14 The director of schools shall plan each year's program accounting for a 200-day year and shall
15 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
16 opening of the school term.

17 **STUDENT ATTENDANCE DAYS**

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
19 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
20 by the State Department of Education.

21 **IN-SERVICE EDUCATION**

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six
23 (6) hours of planned activities.²

24 **DISCRETIONARY DAYS**

25 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
26 student attendance days, in-service days or administrative days, which may be used by administrators,
27 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
28 parent-teacher conferences and other classroom functions.¹

29 Discretionary days shall be designated annually by the Board.

Legal References

1. [TCA 49-6-3004\(a\)\(1\)-\(6\)](#)
2. [Public Acts of 2024, Chapter No. 573](#)
3. [TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*](#)

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date: 12/04/23
		Rescinds: 1.801	Issued: 12/07/21

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least eight (8) hours and such additional time as the administrative
- 3 organization requires.²

Legal References

1. TRR/MS 0520-01-02-.31(1)
2. TRR/MS 0520-01-02-.31(5)

Cross References

- Staff Time Schedules 5.602
Staff Meetings 5.603

Hickman County Board of Education

	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 12/04/23
		Rescinds: 1.8011	Issued: 12/07/21

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public
3 health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members, or school property.¹

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools
8 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities
9 in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not
14 exceed the number of days budgeted for each employee.

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); TCA 58-2-101; TCA 49-2-214

Cross References

- Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Hickman County Board of Education

Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 12/04/23
	Rescinds: 1.802	Issued: 12/07/21

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

12 **COORDINATOR**³

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any
15 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address and telephone number of the ADA/Section
19 504 coordinator.

20 Methods of initial and continuing notification may include the posting of notices, publication in
21 newspapers and student and employee handbooks and distribution of memoranda or other written
22 communications.

23 **COMPLAINT PROCEDURE**⁵

24 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
25 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
26 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator
27 will respond to all complaints within twenty (20) days with a written response as well as information
28 on further grievance procedures that may be followed if the complaining party is not satisfied with the
29 coordinator's proposed resolution.

1 DUE PROCESS HEARING PROCEDURES⁶

2 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
3 parent wishes to contest any action of the school system with regard to a child's identification,
4 evaluation, and placement under Section 504. If a parent/guardian requests a Section 504 hearing, the
5 parent/guardian has the right to personally participate and to be represented at the hearing by an
6 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
7 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
8 who has or is believed to have a disability.

9 *Request for Hearing*

10 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
11 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
12 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.
13 The request shall be submitted on or reduced to writing on a form provided through the Central Office.

14 *Impartial Hearing Officer*

15 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the
16 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
17 receipt of a request for a due process hearing. The hearing officer will be hired as an independent
18 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current
19 employee of the school system and shall not be related to any member of the Board of Education. The
20 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and
21 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may
22 not be presented as an issue at the due process hearing since such an issue would not relate to the
23 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
24 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
25 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
26 Rights.

27 Office for Civil Rights
28 U.S. Department of Education
29 61 Forsyth St. S.W., Suite 19T10
30 Atlanta, GA 30303-8927
31 Telephone: 404-974-9406; TDD: 877-521-2172
32 Email: OCR.Atlanta@ed.gov

33 *Scheduling of Hearing*

34 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
35 appointment and provide this information in writing to the parent/guardian and the Section 504
36 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the
3 hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform
6 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
7 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

8 *Pre-Hearing Conference*

9 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
10 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference
11 will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties'
12 questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in
13 person depending on the hearing officer's decision based on the convenience to both parties.

14 *Dismissals*

15 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges
16 and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504
17 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for
18 such finding.

19 *Hearing*

20 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
21 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
22 testimony and introduction of exhibits for reasons or relevance.

23 *Recording*

24 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be
25 video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
26 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
27 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing

1 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the
2 hearing to be offered to the court as an exhibit.

3 *Witnesses*

4 Witnesses will present their information in narrative form, without the traditional question and answer
5 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request
6 that the hearing officer, at his/her discretion, ask a witness a certain question.

7 *Format of Presentation*

8 Each side will have an equal amount of time to present their positions as determined by the hearing
9 officer. The parent/guardian will present his/her case first by making an opening statement outlining the
10 issues, calling witnesses, and making a closing argument. The school system will present its side next.
11 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
12 side may present personally or through their representatives.

13 *Submission of Exhibits*

14 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
15 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
16 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
17 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
18 review, as well as the number of witnesses and the length and/or scope of their presentations or
19 statements.

20 *Closing Arguments*

21 The hearing officer may allow or request written closing arguments summarizing and characterizing the
22 information presented at the hearing.

23 *Decision*

24 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
25 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
26 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim
27 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be
28 deemed to have been denied. The decision must be issued within forty-five (45) days after the date the

- 1 Request for a Due Process Hearing is received by the district. The hearing officer may not award
- 2 attorneys' fees as a part of the relief granted to a parent/guardian or the district.
- 3 *Review Procedure/Appeal*
- 4 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
- 5 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36; 34 CFR § 104.7

Cross References

- School Board Meetings 1.400
- Visitors to the Schools 1.501
- Reporting Student Progress 4.601
- Graduation Activities 4.606
- Equal Opportunity Employment 5.104
- Personnel Health Examinations/Communicable Diseases 5.400
- Acquired Immune Deficiency Syndrome 5.401
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Acquired Immune Deficiency Syndrome 6.404

