

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 4, 2022

The Hickman county Board of Education met on April 4, 2022, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of March 7, 2022 Regular Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Student Recognition of ACT 29 and above

Communications to the Board

Director's Report

Financial Report

ESSER Updates

Facility Use Request

Items Requiring Board Action

Trip Requests

EHHS Senior Class

HCHS TNStrong Conference

EHHS Culinary Arts Junior Chef Competition

EHES Job Share Request for 2022-2023

CIS Job Share Request for 2022-2023

Budget Amendments

Hygiene Paper Products Bid

School Mowing Services Bid

School Patch & Paving Services Bid

School Parking Lot Striping Services Bid

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 4, 2022

Yearly School System Technology Service Plan Bid

Best for All Grant

Revised Board Policy 1.102 (1st Reading)

Revised Board Policy 6.206 (1st Reading)

Board Policy Review 3.300--3.602

Announcements

Adjourn

Monday, March 7, 2022
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, March 7, 2022, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, and Vance Willis. Jim Hudgins was absent from the meeting.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the board meeting on February 7, 2022. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the agenda. Ron Gammons seconded the motion. The Hickman County Board of Education will meet in regular session on Monday, February 7, 2022, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of December 6, 2021 Regular Board Meeting Minutes
- V. Approval of January 18, 2022 Special Called Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month
 - 1. December 2021--Vance Willis
 - 2. January 2022--Amy Bryant
 - 3. February 2022--Jim Hudgins
 - B. SCOPE Conference Students and Chaperones--Director of Schools
- VII. Communications to the Board
 - A. TSBA OPEB Quarterly Statement--Board Chair
 - B. Director's Report--Director of Schools
 - C. Financial Report--Business Officer
 - D. ESSER Updates--ESSER Manager
 - E. Final Audit Contract--Director of Schools
 - F. 2022-2023 Budget Calendar--Director of Schools
- VIII. Items Requiring Board Action
 - A. Trip Requests
 - 1. HCHS JROTC--Sponsor and Students
 - 2. EHHS FCCLA--Sponsor and Students
 - 3. EHHS FBLA--Sponsor and Students
 - 4. EHHS HOSA--Sponsor and Students
 - B. Event Requests
 - 1. EHHS Prom--Sponsor and Students
 - 2. HCHS Prom--Sponsor and Students
 - 3. HCHS JROTC--Sponsor and Students
 - 4. HCHS Boys Soccer--Coach and Players
 - C. Budget Amendments--Business Officer
 - D. Amended Fund Balance--Director of Schools

- E. ESSER Public Health and Safety Plan--Director of Schools
- F. Federal Grants Update--Director of Schools
- G. School Bus Bid--Transportation Director
- H. Revised Board Policy 5.701(1st Reading)--Director of Schools
- I. Revised Board Policy 6.313 (1st Reading)--Director of Accountability
- J. Board Policy Review 2.100-2.804--Director of Accountability
- XI. Announcements
- XII. Adjourn

On a voice vote, the motion was approved 6-0.

Michelle Bates was recognized by Tim Hobbs as the March Employee of the Month.

Michelle Gilbert announced that Kara Hobbs had been recognized as the South Central Region Coordinated School Health Coordinator of the Year.

Steve Gianakos made a motion to approve the Director's Report. Jane Herron seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: January 25, 2022
 RE: February Director's Report

Leave of Absence

Professional

Michael Beem	FMLA (January 11, 2022-February 8, 2022)
Todd Collins	FMLA (December 15, 2022-January 31, 2022)
Charles Thompson	FMLA (January 3, 2022-January 31, 2022)
Kendra Mayberry	FMLA (March 7, 2022-May 13, 2022)
Allie Sue Hughes	FMLA (February 7, 2022-April 29, 2022)

Support Staff

Hiring

Professional

Brandy Mayberry	CES Special Education Teacher
Ben Bentley*	HCHS Teacher
Barry Jones	HCHS Teacher
Lori Lanham	HCHS Teacher

Support Staff

Anna Spears	CIS Special Education Assistant
Tiwana Booker	CIS Special Education Assistant

Resignation

Professional

Melissa Istre	HCHS Teacher
Lynne Anderson	CES Special Education Teacher
Jessica Cook	EHMS Teacher

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Hope Clark
Stephanie Bodine
McKensey Patrick

EHES Full Time Sp Ed Assistant to Part-Time
EHES Part-Time Sp Ed Assistant to Full Time
EHES Part-Time SP Ed Assistant to Full Time

Appointment

Professional

Support Staff

Tommy McClanahan
Noah Nicholson

HCMS Volunteer Assistant Softball Coach
HCMS Volunteer Assistant Softball Coach and
Baseball Coach

Open Positions

- 1 Secondary Personal Finance/ Economics Position
- 2 Secondary Math Positions
- 2 Secondary Science Positions
- 1 Spanish Position
- 1 Special Education Position
- 1 Speech Language Position
- 1 Behavior Support Position
- Bus Drivers

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

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the financial report as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the ESSER update. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the EHHS FFA overnight trip request to the state convention on March 27-30, 2022, in Gatlinburg, TN, for 6 students. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the HCHS FFA overnight trip request to the state convention on March 27-30, 2022, in Gatlinburg, TN. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve budget amendments 24-26 and to approve the correction made to budget amendment 20. Jane Herron seconded the motion.

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

Jim Hudgins

Vance Willis

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

Ron Gammons made a motion to approve the bid for Systems Liquidation to purchase 30 laptops at a total of \$12,870.00. Amy Bryant seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Ron Gammons made a motion to approve the transition of a school van to be used for transportation purposes for public events at the request of Coordinated School Health and Project AWARE. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

The Hickman County School system interviewed 4 candidates for architect services for the projects outlined in the approved ESSER application. Two candidates were recommended to present information to the board of education members during a scheduled meeting on March 7, 2022. One candidate withdrew prior to the meeting. Steve Gianakos made a motion to select Lyle Cook Martin as the architect for the projects. Tim Hobbs seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Tim Hobbs made a motion to approve the 2022-2023 attendance zones to remain the same as in previous years. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve revised board policy 5.701 on second reading. Steve Gianakos seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron
Tim Hobbs

Jim Hudgins

Vance Willis

On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve revised board policy 6.313 on second reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the review and update of board policies 3.100-3.220. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the updated COVID-19 protocols and procedures. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

The budget work sessions scheduled for April 4 and April 18 (if needed) were announced.

An announcement was made regarding the CTE banquet that is scheduled for March 12, 2022, at 10:00 a.m. at the fellowship hall at Fairfield Church of Christ.

The meeting was adjourned at 7:32 p.m.

The Hickman County Board of Education will meet in regular session on Monday, April 4, 2022, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of March 7, 2022 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Steve Gianakos
 - B. Student Recognition of ACT 29 and above--High School Principals
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Manager
 - D. Facility Use Request--Parent
- VIII. Items Requiring Board Action
 - A. Trip Requests
 - 1. EHHS Senior Class--Sponsor and Students
 - 2. HCHS TNStrong Conference--Sponsor and Students
 - 3. EHHS Culinary Arts Jr. Chef Competition--Sponsor and Students
 - B. EHES Job Share Request for 2022-2023--EHES Principal and K-12 Supervisor
 - C. CIS Job Share Request for 2022-2023--CIS Principal and K-12 Supervisor
 - D. Budget Amendments--Business Officer
 - E. Hygiene Paper Products Bid--Maintenance Director
 - F. School Mowing Services Bid--Maintenance Director
 - G. School Patch & Paving Services Bid--Maintenance Director
 - H. School Parking Lot Striping Services Bid--Maintenance Director
 - I. Yearly School System Technology Service Plan Bid--Technology Coordinator
 - J. Best for All Grant--Director of Schools
 - K. Revised Board Policy 1.102 - (1st Reading)--Director of Accountability
 - L. Revised Board Policy 6.206 - (1st Reading)--Director of Accountability
 - M. Board Policy Review 3.300--3.602 --Director of Accountability
- IX. Announcements
- X. Adjourn



AMY BRYANT

9589 S. Lick Creek Rd., Lyles, TN 37098

RONALD GAMMONS

6419 Rice Ln., Lyles, TN 37098

TIM HOBBS

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

JIM HUDGINS

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

JANE HERRON

1222 Hwy. 100., Centerville, TN 37033

STEVE GIANAKOS

9792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS

2868 Hwy 48 N., Nunnely, TN 37137

Michelle Gilbert

Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Memorandum

To: Board Members
From: Michelle Gilbert
Date: March 22, 2022
RE: April Director's Report

Leave of Absence

Professional

Support Staff

Maria Kennedy
Kayla Pardue

Hiring

Professional

Lynne Anderson
Samuel McGreevy
Gabrielle Horner
Joseph Slaughter
Amber Walker

EHES Special Education Teacher
EHMS Teacher
EHES Teacher
EHES/EHIS Physical Education Teacher
CES SLP Interim

Support Staff

Jennifer Kinney
Staci Conner
Natalie Greene

Substitute Teacher
Substitute Teacher
Substitute Teacher

Resignation

Professional

Scott Hannah

ALC Teacher

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Robin Gilliam

EHHS Tennis Coach

Open Positions

- 2 Secondary Math Positions
- 2 Secondary Science Positions
- 1 Spanish Position
- 1 Special Education Position
- 1 Speech Language Position
- 1 Behavior Support Position
- Bus Drivers

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



East Hickman High School

7700 Hwy. 7
Lyles, TN 37098
Phone: (931) 670-1366

Mrs. Kimberly Williams
Principal

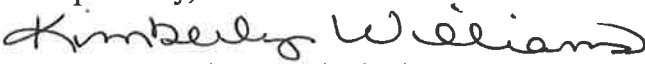
Mr. Ronnie Brewer
Assistant Principal

March 18, 2022
East Hickman High
Class of 2022
Request for approval
on a one day senior trip to
Dollywood in
Pigeon Forge, Tennessee

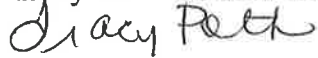
Hickman County Board of Education:

The senior class of East Hickman High school is requesting time on the board's April 4 agenda to ask for and hopefully receive permission to travel Wednesday, May 11, 2022 to Dollywood in Pigeon Forge, Tn. Two Anchor charter buses will be reserved to transport. The class has worked diligently to raise money for graduation and a senior trip. The Board of Education's ability to add money to the graduation fund has helped make this trip affordable. On the back of this page is a complete financial breakdown and agenda for the trip.

Respectfully,


Kimberly Williams, Principal

Tracy Poth- Co-lead class sponsor



Leanna McCaleb-Co-lead class sponsor





Hickman County Schools Trip Request

Name of School: East Hickman High

Name of Club/Group: Seniors

Trip Requested: Dollywood - Senior Trip

Purpose: Allow seniors to go on a senior trip with funds they raised over a 4 year period

Date and Time frame: May 11, 2022

Number of Students: 65 74 currently - can take 100

Number of Chaperones: Male 3 Female 6

Costs associated: total cost - 11,229.32 - 7,100.00 (class funds)
4,130 ÷ 74 = \$56.00 per senior

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

Has the cafeteria been notified? yes Number of Lunches needed? 0 Dollywood will provide free lunch.

How will students travel? Two Achor Charter

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

Signature of person requesting the trip Tracy Peth

Signature of Principal Kimberly Williams

Signature of Instructional Supervisor Tracy Peth

*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.

Permission to travel on Senior trip

Form must be signed by both parent and student

Where: DollyWood, Tn.

When: Wednesday, May 11, 2022

Cost: \$56.00 (covers admission to park and transportation costs.) Students are responsible to bring money for discretionary spending.

Itinerary:

Leave: EHHS 5:00 am central time

Arrive: DollyWood 11 am eastern time

Leave DollyWood 7:00 pm eastern time

Arrive EHHS 10 pm central time

I, _____, accept that I must follow the same rules and
Student's printed name

regulations as listed in the student handbook that pertain to student conduct. Specifically, students must follow the dress-code, refrain from bringing contraband (specifically , but not limited to:**drugs, tobacco, and weapons**) . I accept responsibility for my behavior and understand that should I break the rules I could face disciplinary action that may result in not participating in the graduation ceremony.

I, _____, give my child permission to travel to DollyWood, TN, and
Parent's printed name _____ *emergency contact #* _____

participate in all and return to East Hickman High school. I know they will travel on Anchor Charter buses and CANNOT travel in a private car and still be considered part of the trip. For every ten students there will be one adult chaperone. As their parent, I accept responsibility for their behavior and understand that should my child break the rules they could face disciplinary action that may result in not participating in the graduation ceremony.

*** Please provide a 2nd. emergency contact phone number different from the one listed above:

Signed forms MUST accompany PAYMENT OF \$56.00 and be turned in NO LATER THAN THURSDAY, APRIL 14, 2022 TO MS. POTH IN ROOM 106.

Student's signature and date

Parent's signature and date



Hickman County Schools Board Agenda Item Request

Date: 3/18/22

Name of School: HCHS

Item Request: Conference for TNStrong

Explanation:

June 5-7 State conference for educating youth in tobacco prevention with experts and like-minded peers from across the state. The conference will assist students with reaching peers and adults in the continuing effort to protect people from the harmful effects of tobacco use.

*No cost to school system - state pays in full

Attachments (if necessary and appropriate):

Conference information

Signature of Person requesting to be placed on the agenda:

Jessie Cooper

Signature of Building Principal:

Michelle Rice

Frequently Asked Questions



FAQ for TNSTRONG Youth Summit

Are there age requirements to attend the TNSTRONG Youth Summit?

- Yes, there are minimum age requirements. Adult chaperones must be 21 years or older. Youth attendees must be going into the 8th grade up to their freshman year of college and between 13 to 19 years old.

Do chaperones have to register?

- Yes, everyone must register. You can register using this [form](#).
- Anyone who attends the TNSTRONG Youth Summit is required to participate in **all conference events**.

What are my transportation options for getting to and from the event?

All attendees are responsible for securing transportation to the Summit. Contact your Regional or Metro Tobacco Coordinator to find more information about transportation options.

Chaperones can submit reimbursement for mileage to and from the Youth Summit.

- Mileage is calculated at \$0.585 per mile



Mileage is calculated at \$0.55 per mile.

- A completed W-9 request must be submitted with your mileage request.

Download the [Mileage Request Form](#)

Download the [W-9 Form](#)

What does registration include?

- 3 days/2 nights – multiple occupancies
- Sunday dinner, Monday breakfast, lunch, and dinner, and Tuesday breakfast and lunch
- Conference T-shirt
- Breakout Sessions
- Tobacco prevention education
- Peer-led education, team building, and networking opportunities

When will we receive our hotel information?

- You will receive your hotel room number when you arrive at the hotel and check in with our event staff. To guarantee a hotel room, you must register by April 30, 2022. You can find the registration forms [here](#).

Where can I find the Permission Forms?

- All permission forms are part of the [Registration Form](#).

What is included in the registration form?

General Information as well as:

- Medical Treatment Form for TNSTRONG Event
- TNSTRONG Guidelines for Youth and Staff
- Waiver of Liability, Assumption of Risks, and Indemnification Agreement

These forms should be signed by the participant as well as a parent/guardian if you are under age 18. Any minor without forms signed by their parent or guardian will not be allowed to participate in the Summit.

What do I need to do with my forms?



• It is essential that all participants scan and email the three required forms ASAP to their Regional/Metro Tobacco Coordinator or Health Educator. Click here for a list of the Regional/Metro Tobacco Coordinators contact information. These forms should be signed by the participant as well as a parent/guardian if under age 18. Any minor without forms signed by their parent or guardian will not be allowed to participate in the Summit. The three required documents include:

1. Medical Treatment Form for TNSTRONG Event
2. TNSTRONG Guidelines for Youth and Staff
3. Waiver of Liability, Assumption of Risks, and Indemnification Agreement

What if I can't attend after registering?

- Please email us at tnstrong.health@tn.gov as soon as you know you are not going to be able to attend. Be sure to contact your local Health Educator as well.

How can I contact the organizer with any questions?

- Please email all questions to tnstrong.health@tn.gov
- Click here for chaperone information.





Hickman County Schools Board Agenda Item Request

Date: February 28th, 2022

Name of School: East Hickman Elementary School

Item Request: EHES Job Share

Explanation: Mrs. Beth Beard/Mrs. Ella Lissan and Mrs. Jennifer Knight/Mrs. Amanda Tidwell are seeking approval to continue their job share position at East Hickman Elementary School.

See attached proposal

Signature of Person requesting to be placed on the agenda:

Beth Beard, Ella Lissan, Amanda Tidwell, + Jennifer Knight

Signature of Building Principal:

Leigha Coble

February 22, 2022

To whom it may concern:

We are requesting a job share position for the 2021-2022 school year. The purpose of requesting a job share position is to be able to better care for our families and other obligations while continuing to serve as educators. As educators, we bring more than 40 years of combined knowledge and experience to the classroom. We believe this combined with our ability to plan and work well together will be beneficial to all involved. We successfully worked together during the 2021-22 school year in a job share arrangement. The following attachment includes our plan and other important information regarding job sharing.

Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Beth Beard". The signature is written in a cursive style.

Beth Beard

A handwritten signature in blue ink that reads "Ella Lassar". The signature is written in a cursive style.

Ella Lassar

East Hickman Elementary School
Job Share Proposal- Ella Lissan and Beth Beard

Our proposal is to work in a job share arrangement for the 2022-2023 school year.

Advantages of Job Sharing

We would first like to highlight some advantages that we feel our proposal will bring to East Hickman Elementary School.

- The school will be able to keep/gain experienced teachers. Ella has taught for 23 years and Beth has taught for 24 years. Ella has taught 5th, 4th grade and 2nd grade. Beth has taught 1st grade, 2nd grade, and worked as a title 1 interventionist. Hickman County Board of Education has invested money and time in training us to meet whole school initiatives and development.
- Ella's experience at the intermediate school level will help prepare students for the next grade level. Beth's experience with younger students and as an interventionist is beneficial to students who may struggle or need extra help. By working together, we can blend these experiences to reach more students.
- We will be working the days that best fit with our other commitments and therefore we can be more fresh, energetic, and creative during the hours that we are teaching. This can lead to improved output.
- This job share will enhance our professional life by allowing us to better balance work and family responsibilities.
- We successfully job shared during the 2021-22 school year. We feel it was a positive experience for us and the students.
- Two teachers will be involved in monitoring to ensure children achieve their full potential and progress accordingly.
- Children can benefit from being able to confide in a choice of two teachers.
- Although we have similar teaching styles and strategies, we also bring to the table different attributes, therefore reaching more students. Some students may relate better to one teacher than the other.
- We will both hold high expectations for behavior and performance and will enforce classroom rules consistently.
- We have taught 2nd grade together for 11 years so we are very familiar with each other's teaching style. We have collaborated daily for the past several years and are able to plan well together.
- Having two teachers can help prepare students for the upcoming year, wherein they may have 2 to 3 different teachers.
- Two teachers to help with fundraisers and school activities.
- School system saves money due to teachers not receiving benefits.
- We will bring two sets of skills, talents, and experience to the job. This:
 - Increases the staff resource base;
 - Supports the pooling of ideas;

- Offers the opportunity for us to learn from one another and maintain and develop skills;
- Maximizes individual strengths and can minimize individual weaknesses.

Working Week

We propose that we would split the working week as follows:

- Monday and Wednesday- Beth
- Tuesday and Thursday- Ella
- Fridays- Ella and Beth will alternate
- Both teachers will work the first full week of school.

Salary/Benefits

We propose to be paid according to our years experience and education just as we would in a full time position. However, we will be paid half of that of a full time teacher. As a job share employee, we will not receive benefits, which will save the school district money.

Responsibilities for Curriculum, Assessment, and Planning

We will take joint responsibility for planning our lessons to align with TN state standards.

We will plan for the week ahead together.

We will ensure that assessment and record keeping are done the same by each teacher.

Liaison

We will maintain a class liaison file detailing incidents, parent communication, etc. for reference during the week to provide continuity. This would include a seating chart, medical notes, behavior issues, and student information.

We will both use the same Class Dojo account. Each of us will be able to get notifications of behavior and parent communications so that we are always in the loop.

Faculty and Committee Meetings

The teacher who is working on the meeting day will share all information with the other.

Professional Development and Administrative Days

We will both attend all professional development and administrative days. We will both complete all professional development online training sessions. We will both attend the PD Summit.

Parent Teacher Conferences

We will both attend all parent teacher conferences as scheduled by the district.

IEP/S-Team/RTI Meetings

Whichever teacher is working on the scheduled meeting day will attend and provide all information to the teacher not in attendance.

More Information on how we intend to work together to make the arrangement work

To ensure this is an effective job share arrangement we would:

- Communicate regularly with each other using a communication book and also through emails, texts, phone calls, and meetings. This will be important if issues arise with children or if there are any parental concerns at any time. This will ensure continuity and consistency, particularly where behavior is concerned;
- Plan together at the beginning of each 9 weeks and also weekly for the upcoming week.
- Meet regularly to discuss targets and standards of children's progress and discuss next steps
- Where possible, ensure that any problems that arise are resolved by the end of the day so that the other teacher does not have to deal with them the next day.

Review of the Job Share Arrangement

We understand that the renewal of a job share position must be reviewed and approved each year by our principal, superintendent, and the school board.

February 9, 2022

To whom it may concern:

We are requesting a job share position for the 2022-2023 school year. The purpose of requesting this position is to enable us to spend more time at home caring for our young children, but also continuing to serve as an educator. We believe an equal balance between caring for our families and educating our students will benefit everyone involved. We are grateful to have had the opportunity to work in a job share position for the past three school years. We have attached our job share proposal which includes our plan, as well as other important information regarding a job share position. We really appreciate your consideration on this matter.

Sincerely,



Mandy Tidwell



Jennifer Knight

East Hickman Elementary School
Job Share Proposal- Mandy Tidwell and Jennifer Knight

We have set out below our proposal to move to a job share arrangement. We wish to do so to enable us to spend a balance of time at work and at home with our young children.

Our proposal is to work in a job share arrangement beginning the 2022-2023 school year.

Advantages of Job Sharing

We would first like to highlight some advantages that we feel our proposal will bring to East Hickman Elementary School.

- The school will be able to keep/gain experienced teachers. We both have Master's Degrees in education. JK has taught 11 years and MT has taught 15 years. Hickman County Board of Education has invested money and time in training us to meet whole school initiatives and development.
 - We will be working the days that best fit with our other commitments and therefore we can be more fresh, energetic, and creative during the hours that we are teaching. This can lead to improved output.
 - This job share will enhance our professional life by allowing us to better balance work and family responsibilities.
 - Two teachers will be involved in monitoring to ensure children achieve their full potential and progress accordingly.
 - Children can benefit from being able to confide in a choice of two teachers.
 - Although we have similar teaching styles and strategies, we also bring to the table different attributes, therefore reaching more students. Some students may relate better to one teacher than the other.
 - We will both hold high expectations for behavior and performance and will enforce classroom rules consistently.
 - We have taught 2nd grade together for 8 years so we are very familiar with each other's teaching style. JK also successfully took over maternity leave for MT.
 - MT and JK successfully shared a job in the 2018-2019, 2020-2021, and 2021-2022 school years.
 - Having two teachers can help prepare students for the upcoming year, wherein they may have 2 to 3 different teachers.
 - Two teachers to help with fundraisers and school activities.
 - School system saves money due to teachers not receiving benefits.
 - We will bring two sets of skills, talents, and experience to the job. This:
 - Increases the staff resource base;
 - Supports the pooling of ideas;
 - Offers the opportunity for us to learn from one another and maintain and develop skills;
 - Maximizes individual strengths and can minimize individual weaknesses.
-

Working Week

We propose that we would split the working week as follows:

- Monday and Wednesday- JK
- Tuesday and Thursday- MT
- Fridays- JK and MT will alternate
- Both teachers will work the first full week of school.

Salary/Benefits

We propose to be paid according to our years experience and education just as we would in a full time position. However, we will be paid half of that of a full time teacher. As a job share employee, we will not receive benefits, which will save the school district money.

Responsibilities for Curriculum, Assessment, and Planning

We will take joint responsibility for planning our lessons to align with TN state standards.

We will plan for the week ahead together.

We will ensure that assessment and record keeping are done the same by each teacher.

Liaison

We will maintain a class liaison file detailing incidents, parent communication, etc. for reference during the week to provide continuity. This would include a seating chart, medical notes, behavior issues, and student information.

We will both use the same Class Dojo account. Each of us will be able to get notifications of behavior and parent communications so that we are always in the loop.

Faculty and Committee Meetings

The teacher who is working on the meeting day will share all information with the other.

Professional Development and Administrative Days

We will both attend all professional development and administrative days. We will both complete all professional development online training sessions. We will both attend the PD Summit.

Parent Teacher Conferences

We will both attend all parent teacher conferences as scheduled by the district.

IEP/S-Team/RTI Meetings

Whichever teacher is working on the scheduled meeting day will attend and provide all information to the teacher not in attendance.

More Information on how we intend to work together to make the arrangement work

To ensure this is an effective job share arrangement we would:

- Communicate regularly with each other using a communication book and also through emails, texts, phone calls, and meetings. This will be important if issues arise with children or if there are any parental concerns at any time. This will ensure continuity and consistency, particularly where behavior is concerned;
- Plan together at the beginning of each 9 weeks and also weekly for the upcoming week.
- Meet regularly to discuss targets and standards of childrens progress and discuss next steps;
- Where possible, ensure that any problems that arise are resolved by the end of the day so that the other teacher does not have to deal with them the next day.

Review of the Job Share Arrangement

We understand that the renewal of a job share position must be reviewed and approved each year by our principal, superintendent, and the school board.

March 1, 2022

To whom it may concern:

We are requesting a job share position for the 2022-2023 school year. The purpose of requesting a job share position is to be able to better care for our young families while continuing to serve as educators. We held a job share position for 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school years, but we understand that according to Board Policy 5.1051: Job Sharing Guidelines, that this position is based on year to year approval by the board. The following attachment includes our plan and other important information regarding job sharing.

Thanks for your consideration on this matter.

Sincerely,


Ashley Rochelle


Meredith Qualls



Centerville Intermediate School

**110 Mary Field Avenue
Centerville, TN 37033**

Phone 931-729-2748

Fax 931-729-5497

Principal, Rose Korte Stites

Assistant Principal, Tarrah Lawson



March 1, 2022

To Michelle Gilbert and Hickman County Board Members,

I am requesting that you consider Ashley Rochelle and Meredith Qualls for a job share position for the 2022-2023 school year at Centerville Intermediate School. The request for this position has been granted previously for these teachers at Centerville Elementary School. Mrs. Rochelle and Mrs. Qualls have a reputation of strong classroom management, high-quality instructional strategies, and effective communication with parents, students, and staff. They would be an asset to Centerville Intermediate.

Thank you for your time and consideration.

Sincerely,

The Job-Share Plan for 2022-2023

- Ashley will work every Monday and Wednesday.
- Meredith will work every Tuesday and Thursday.
- Ashley and Meredith will alternate each Friday.
- Both teachers will be responsible for teaching assigned subject areas on their designated day.
- Both teachers will be present for Inservice and for the first full week of school.
- One teacher will fill in for the other teacher should the need arise as much as possible(rather than getting a substitute).
- Teachers will keep a communication log. The log will be used daily to keep each other informed and record pertinent information such as attendance, student behavior, notes from parents, and school news.
- If approved, teachers will provide a detailed calendar for the 2022-2023 school year.

Positives to Consider

- Both teachers requesting to job share have had a Level 5 in overall effectiveness in the past.
- Teachers have taught together for over 6 years and have very similar classroom management and teaching styles.
- Teachers successfully job shared for the 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school years.

- Students benefit from a variety of teaching styles and two fresh, energized educators.
- Quality of teaching may be improved due to a “two heads are better than one” problem solving approach.
- School system saves money due to teachers not receiving benefits.
- Job sharing is a practice in many surrounding counties, in grades that include even as young as kindergarten. Our school system has had a successful job sharing experiences in the past.
- By being exposed to the styles of two teachers, children learn to work with different people and personalities. The ability to work with others is a valuable lifelong skill that all people need throughout their time in school and later in the workforce.
- Children who have behavior problems get a fresh start every day. Negative feelings are less likely to carry over to the next morning.
- In studies done in the United States, all administrators surveyed agreed that job sharing had not diminished the quality of education... (Garman, 1988). Similarly, seventy-five percent of parents in another study felt that the quality of their children’s education had either improved or stayed the same in job sharing classrooms.
- Consider this analogy: Children have two parents. They love both of them for different reasons and are comfortable with them. The two parents are different from each other and will react differently to similar situations. Children can understand this. When children have two teachers, it is not unlike having two parents. The two teachers are individuals who are appreciated for different reasons. Their expectations are alike; their personalities are different. It is not difficult for a child to accept the two people and to learn from each of them.
- It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.

Parent Survey

-An anonymous parent input survey was sent home in February 2017 in regard to the 2016-1017 job share experience . Parents were asked to rate the job-share experience based on seven categories: overall communication, teacher accessibility, academic growth, meeting students' individual needs, classroom environment, overall student happiness, and discipline. This survey was based on a scale of 1 to 4 (1 being low, 4 being high). Out of the surveys returned, every one of the 7 categories had an average of 4.

Parent Quotes from the survey:

“It’s been a great year!”

“It has been great. There has been wonderful support from both teachers, and we greatly appreciate it.”

“This year was the first year with a co-teacher classroom. I thought it was great. My daughter really enjoyed the co-teacher experience.”

“I really believe that having co-teachers is great.”

“This experience has been really good. The students seem very happy as do the teachers.”

Other Quotes Concerning Job-Sharing

“The year I job shared was the best year ever. It can be great for kids if it is the right team. In Sumner County at my school right now there are two job shares. One is extremely dynamic in Kindergarten, and the other is a 5th grade team.” - Tressa Sanders (Former employee and job share position holder of Hickman County Schools)

“When my daughter was in kindergarten at Gower Elementary in Nashville she had teachers that job shared. One teacher worked Mon, Tues and every other Wed and the other worked Thurs, Fri and every other Wed. If one of them needed a day off for personal reasons or sick kids the other took her spot so they never needed a sub! This

was a great experience for us. Our daughter loved both teachers and the different qualities they brought. The kids got so many different ways of learning between the two of them!"- Sarah Price (Parent of a child in a job share classroom)

The Hickman County Finance Office is accepting bids for Hygiene Paper Products for the 2022-2023 school year.

All bidders must complete the bid form and provide pricing "as delivered" to each site on weekly or monthly orders.

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

Bid and specifications can also be found on line at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand 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 "**Hygiene Paper Products**".

Bids will be opened on Monday, March 7, 2022 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 waive any informalities that would prevent the acceptance of a better bid.

Present Penny Mayberry
Nicole Wright

Bids Rec'd

School Specialty No Bid

Kelson

American Paper & Twine

Central Poly - Bag Corp.

AZOR Inc.

All bids are attached



February 24, 2022

**HICKMAN COUNTY SCHOOL DISTRICT
115 MURPHREE AVE
CENTERVILLE, TN 37033-1443 US**

Attn:

Account # 268635

Bid Number: 22-23 HYGIENE PAPER PRODUCTS

Due date: 03-07-2022, 10:00 AM

School Specialty appreciates the opportunity to review your request for bid, however we are unable to respond at this time. We would, however, appreciate remaining on your bidders list for future opportunities.

Please use this email for future notifications: bidnotices@schoolspecialty.com

Thank you for your consideration.

Sincerely,


Erin Marchildon

Hickman County BOE Hygiene Paper Products Bid ESCALATION CLAUSE

The bid prices for Hickman County BOE have been calculated based on the current costs for the supplies listed on the bid form. However, the market for bid products is volatile, thus **we cannot guarantee pricing for longer than 90 days**. Kelsan agrees to use their best efforts to obtain the lowest possible prices from available vendors but should there be an increase in prices of products purchased after execution of the bid, Hickman County agrees to pay that cost increase to Kelsan. Any claim by Kelsan for payment of a cost increase, as provided above, shall require written notice from Kelsan stating the increased amount and the price increase letter from their vendor. **Pricing is contingent upon signing this agreement.**

Signature

Date

Title

Nikolas Hall
Kelsan Representative Signature

3-1-2022
Date

Business Analyst
Title

Exclusively Distributed by Kelsan



Specifications: Hygiene Paper Products – 2022-2023

NOTE: All prices must remain the same for the bid period beginning July 1 2022- thru June 30th 2023

12/350 –8” roll brown towel - 2 inch core

Per case delivered to schools listed below \$ 24.58 per case

96/500-2 ply Bath tissue, 4.5 inch sheets, 500 sheets per roll, 96 roll count per case.

Per case delivered to schools listed below \$ 29.05 per case

30/100 Select WHT Facial Tissue flat EPP

Per case delivered to schools listed below \$ 21.25 per case

16/250 Single Fold Towel

Per case delivered to schools listed below \$ 21.01 per case

6/725 White Roll Towel (equivalent to GP # 89460)

Per case delivered to schools listed below \$ 54.40 per case

6/725 white roll towel (equivalent to #89480)

Per case delivered to schools listed below \$ 51.85 per case

6/725 white roll towel (Equivalent to #89490)

Per case delivered to schools listed below \$ 64.82 per case

Alcohol wipes 75% canisters 180 pc. , case count pack 12

Per case delivered to schools listed below \$ 23.21 per case

Alcohol hand gel refill

Per case delivered to schools listed below \$ 47.62 per case

Weekly/ monthly orders and needs will Drop/ Deliver to these locations per each order submitted:

East Hickman High School (EHHS) 7700 Hwy 7, Lyles TN 37098

East Hickman Elementary School (EHES) 5191 Hwy 100, Lyles TN 37098

East Hickman Intermediate School (EHIS) 5198 East Eagle Drive, Lyles TN 37098

East Hickman Middle School (EHMS) 9414 East Eagle Drive, Lyles TN 37098

Hickman County Middle School, (HCMS) 1639 Bulldog Blvd. Centerville TN 37033

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033

Centerville Elementary School, 104 Mary Field Ave. Centerville TN 37033

Centerville Intermediate School, 110 Mary Field Ave. Centerville TN 37033

Kelsan Item #	Description	Price Per Case
FJ26401	12/350 Pac Blu Basic Brn;Roll Towel Hrt 7.87 EPP	\$24.58
FJ16840	40/450 Angel Soft Ps;2ply Bath Tissue EPP	\$29.05
FJ47410	30/100 Wht Facial Tissue;PB 2Ply Flat Box EPP	\$21.25
FJ23304	16/250 GP PB Basic Brn;Mf Towel Epa Comp EPP	\$21.01
FJ89460	6/800 Enmotion Wht Roll;towel Hq EPP	\$54.40
FJ89480	6/800 Enmotion Br Roll;Towel EPP	\$51.85
FJ89490	6/800 Enmotion Wht Roll;Towel EPA Compliant Epp	\$64.82
WP33711	6/75 Wipes Plus Surface;Disinfecting Wipe 7X8 NA	\$23.21
SO-KT5679	4/64oz Portable 62% Alch;Hand Sanitizer (pump)	\$47.62

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: 2/28/2022 Name: Nikolas Hall

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: 2-28-2022 Signature: Nikolas Hall

Specifications: Hygiene Paper Products – 2022-2023

NOTE: All prices must remain the same for the bid period beginning July 1 2022- thru June 30th 2023

12/350 –8" roll brown towel - 2 inch core

Per case delivered to schools listed below \$ 19.50 per case

96/500-2 ply Bath tissue, 4.5 inch sheets, 500 sheets per roll, 96 roll count per case.

Per case delivered to schools listed below \$ 37.35 per case

30/100 Select WHT Facial Tissue flat EPP

Per case delivered to schools listed below \$ 21.25 per case

16/250 Single Fold Towel

Per case delivered to schools listed below \$ 19.10 per case

6/725 White Roll Towel (equivalent to GP # 89460)

Per case delivered to schools listed below \$ 64.76 per case

6/725 white roll towel (equivalent to #89480)

Per case delivered to schools listed below \$ 59.50 per case

6/725 white roll towel (Equivalent to #89490)

Per case delivered to schools listed below \$ 70.50 per case

Alcohol wipes 75% canisters 180 pc. , case count pack 12

Per case delivered to schools listed below \$ 59.90 per case

Alcohol hand gel refill

Per case delivered to schools listed below \$ 40.00 per case

Weekly/ monthly orders and needs will Drop/ Deliver to these locations per each order submitted:

East Hickman High School (EHHS) 7700 Hwy 7, Lyles TN 37098

East Hickman Elementary School (EHES) 5191 Hwy 100, Lyles TN 37098

East Hickman Intermediate School (EHIS) 5198 East Eagle Drive, Lyles TN 37098

East Hickman Middle School (EHMS) 9414 East Eagle Drive, Lyles TN 37098

Hickman County Middle School, (HCMS) 1639 Bulldog Blvd. Centerville TN 37033

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033

Centerville Elementary School, 104 Mary Field Ave. Centerville TN 37033

Centerville Intermediate School, 110 Mary Field Ave. Centerville TN 37033

American Paper & Twine's pricing is subject to change in response to market conditions and other foreseeable events that are beyond American Paper & Twine's control, including but not limited to labor and supply disruptions, extraordinary weather conditions, disasters, riots, acts of God, insurrection, or war.

Natalie Waldrop
3/2/2022

Hickman County Government

Conflict of Interest Disclosure Form

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- (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: 3/2/2022 Name: American Paper & Twine

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: 3/2/2022 Signature: Natalie Waldrep
Bid Coordinator

The Hickman County Finance Office is accepting bids for Hygiene Paper Products for the 2022-2023 school year.

All bidders must complete the bid form and provide pricing "as delivered" to each site on weekly or monthly orders.

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

Bid and specifications can also be found on line at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand 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 "**Hygiene Paper Products**".

Bids will be opened on Monday, March 7, 2022 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 waive any informalities that would prevent the acceptance of a better bid.

Specifications: Hygiene Paper Products – 2022-2023

NOTE: All prices must remain the same for the bid period beginning July 1 2022- thru June 30th 2023

12/350 –8" roll brown towel - 2 inch core - 7.87" x 350'

Per case delivered to schools listed below \$ 22⁰⁰ per case

96/500-2 ply Bath tissue, 4.5 inch sheets, 500 sheets per roll, 96 roll count per case. - 11.4" x 3.5"

Per case delivered to schools listed below \$ 42⁰⁰ per case

30/100 Select WHT Facial Tissue flat EPP

Per case delivered to schools listed below \$ 21⁰⁰ per case

16/250 Single Fold Towel - (2/334)CS

Per case delivered to schools listed below \$ 22⁰⁰ per case

6/725 White Roll Towel (equivalent to GP # 89460)

Per case delivered to schools listed below \$ NO BID per case

6/725 white roll towel (equivalent to #89480)

Per case delivered to schools listed below \$ NO BID per case

6/725 white roll towel (Equivalent to #89490)

Per case delivered to schools listed below \$ NO BID per case

Alcohol wipes 75% canisters 180 pc. , case count pack 12

Per case delivered to schools listed below \$ NO BID per case

Alcohol hand gel refill

Per case delivered to schools listed below \$ NO BID per case

Weekly/ monthly orders and needs will Drop/ Deliver to these locations per each order submitted:

East Hickman High School (EHHS) 7700 Hwy 7, Lyles TN 37098

East Hickman Elementary School (EHES) 5191 Hwy 100, Lyles TN 37098

East Hickman Intermediate School (EHIS) 5198 East Eagle Drive, Lyles TN 37098

East Hickman Middle School (EHMS) 9414 East Eagle Drive, Lyles TN 37098

Hickman County Middle School, (HCMS) 1639 Bulldog Blvd. Centerville TN 37033

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033

Centerville Elementary School, 104 Mary Field Ave. Centerville TN 37033

Centerville Intermediate School, 110 Mary Field Ave. Centerville TN 37033

**CENTRAL POLY - BAG CORP.
2400 BEDLE PLACE
LINDEN, NJ 07036**

Hickman County Government

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

Date: 2/24/22 Name: Central Poly-Pkg Corp

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.

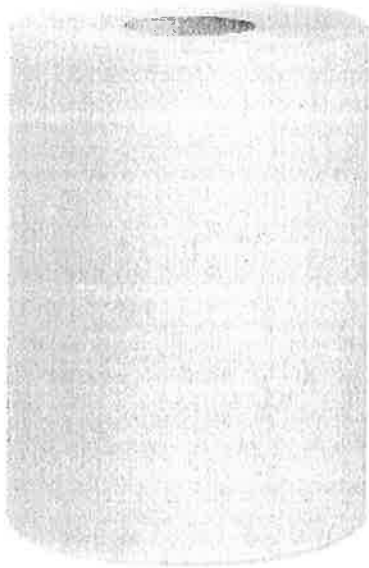
I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 2/24/22 Signature: 

Marcal Pro #P720N, Hardwound Roll Towel – Natural (350') GS1

This 350' Unbleached, Kraft Hardwound Towel is:

- 100% Recycled and Sustainable
- Green Seal® certified
- No chlorine bleach = better for the environment
- Hypoallergenic, made without added fragrances
- Uniquely designed to fit most universal dispensers
- Embossed sheets for added strength
- Virtually lint free
- Built for high traffic/high capacity areas
- 350' means fewer roll changes, less maintenance
- *Meets or Exceeds EPA Comprehensive Procurement
- Packed 12 rolls per case



marcalpaper.com

Brand: Marcal Pro
UPC (12 Digit): 0 78701 00701 7

SHEET SPECIFICATIONS

Length: 350'
Width: 7.87"
Count: 350
Ply: 1



CASE SPECIFICATIONS

Case UPC: 0-00-78701-00701-7
Length: 21.65"
Width: 16.50"
Height: 8.37"
Actual Cube: 1.85'
Inflated Cube: 1.94'
Case Weight: 20.33 lbs
Packages Per Case: 12
Count Per Package: 12
Shipping Unit: Corrugated

PALLET SPECIFICATIONS

Layer: 9
Tier: 5
Cases: 55
Length: 49.75"
Width: 38.25"
Height: 79.5"
Weight(lbs): 957 lbs
Cases Per 48' Trailer: 1,170
Cases Per 53' Trailer: 1,260

CENTRAL POLY - BAG CORP.
2400 BEDLE PLACE
LINDEN, NJ 07036

HARDWOOD ROLL TOWEL											
PRODUCT NUMBER	BRAND NAME	PRODUCT DESCRIPTION	SHEET SIZE	CASE COUNT	CASE CUBE	TI X HI	CASE WEIGHT (lb)	CASES/TL	CS/ PALLET	PALLETS/ TL	CERT.
8007	Green Heritage	White, 1-ply	7.75" x 800'	6	2.0	5 x 11	22	1650	55	30	SFI
3550	Green Heritage	Kraft, 1-ply, 100% recycled	7.75" x 300'	12	1.6	5 x 11	17	1650	55	30	
8000	Green Heritage	Kraft, 1-ply, 100% recycled	7.75" x 800'	6	2.0	5 x 11	22	1650	55	30	
CENTER PULL TOWEL											
327600	Harmony Pro	White 2-ply, 600 sheets/roll	7.6" x 9.0"	6	1.9	5 x 12	15	1800	60	30	SFI
327860	Harmony Pro	White 1-ply, 860 sheets/roll	7.6" x 14"	6	2.2	5 x 12	25	1560	60	26	SFI
KITCHEN ROLL TOWEL											
585	Green Heritage	2-ply, 85 sheets/roll	11.0" x 8.0"	30	4.2	6 x 4	16	720	24	30	SFI
223210	Green Heritage	2-ply, 210 sheets/roll	11.0" x 8.0"	12	2.4	6 x 8	15	1344	48	28	SFI
JUMBO ROLL TISSUE											
700	Green Heritage	1000', 2-ply	9" dia., 3.4" width	12	2.3	5 x 13	22	1430	65	22	SFI
730	Green Heritage	2000', 2-ply	12" dia., 3.4" width	6	2.0	6 x 9	22	1458	54	28	SFI
800	Green Heritage	2-ply	Fits 9" dia. disp., 3.4" width	12	2.0	5 x 13	13	1690	65	26	SFI
901	Green Heritage	1-ply	Fits 9" dia. disp., 3.4" width	12	2.2	5 x 13	18	1430	65	22	SFI
062	Green Heritage	2-ply	Fits 12" dia. disp., 3.4" width	6	1.9	6 x 9	15	1620	54	30	SFI
322222	Harmony Pro	1125', 2-ply, 2.4" core	Fits 9" dia., 2.4" core, 3.5" width	18	3.25	5 x 9	37	990	45	22	SFI
SINGLE ROLL TISSUE											
221205	Green Heritage	2-ply, 500 sheets/roll	4" x 3.8"	48	2.3	5 x 11	16	1430	55	26	SFI
275	Green Heritage	2-ply, 500 sheets/roll	4.4" x 3.1"	96	4.6	5 x 5	29	650	25	26	SFI
276	Green Heritage	2-ply, 500 sheets/roll	4" x 3.1"	96	4.2	5 x 6	26	780	30	26	SFI
235	Green Heritage	2-ply, 500 sheets/roll	4.4" x 3.5"	96	4.8	5 x 5	32	650	25	26	SFI
248	Green Heritage	2-ply, 400 sheets/roll	4" x 3.1"	96	4.3	5 x 6	23	780	30	26	SFI
115	Green Heritage	1-ply, 1000 sheets/roll	4" x 3.1"	96	4.2	5 x 6	33	780	30	26	SFI
321374B	Harmony Pro	2-ply Premium, 465 sheets/roll	4" x 3.5"	80	3.7	6 x 6	24	936	36	26	SFI
FACIAL TISSUE											
324330	Harmony Pro	2-ply, 100 sheets/box	7.5" x 8.2"	30	1.5	8 x 10	10	2080	80	26	
324336	Harmony Pro	Cube 2-ply, 85 sheets/box	7.5" x 8.2"	36	2.2	7 x 6	12	1260	42	30	

All product specifications are subject to change without notice. All case weights are approximate and subject to minor variations.

CENTRAL POLY - BAG CORP.
2400 BEDLE PLACE
LINDEN, NJ 07036



Meets the material requirements of the Federal Comprehensive Procurement Guideline Program.



This product meets Green Seal™ Standard GS-1 based on chlorine-free processing, energy and water efficiency, and content of 100% Recycled Content with a minimum of 50% postconsumer material.
GreenSeal.org



CENTRAL POLY-BAG CORP.

Manufacturers of Polyethylene Films, Bags, Drum Liners, Box Liners & Specialties
 2400 Bedle Place
 Linden, NJ 07036
 (908) 862-7570
 Fax (908) 862-9019
 Email: bids@centralpoly.com

Premium Facial Tissue Product Information

Item Description	Premium Box Facial Tissue
Packaging	100 Sheets Per Box, 30 Packs Per Carton
Box Detail	Box Size (CM)
	53.5CM(L)X28CM(W)X21CM(H)
	Item Number
	2930

Technical Item Information

Materials Made From 100% Post Consumer Material

PCS Weight	0.95g
Thickness	13.5gsm
Weight Per Pack	127g
Strength Length	20cm
Sheet Width	18cm



Marcal Pro #P600N, Single-fold Towel, Natural, 334ct

These Unbleached, Kraft Single-fold Towels are:

- 100% Recycled and Sustainable
- No chlorine bleach = better for the environment
- Hypoallergenic, made without added fragrances
- Uniquely designed to fit most universal dispensers
- Embossed sheets for added strength and absorbency
- Virtually lint free
- Built for high traffic/high capacity areas
- Easy to maintain
- Meets or Exceeds EPA Comprehensive Procurement Guidelines for post-consumer/recycled content
- Packed 334 towels per sleeve, 12 sleeves per case

Brand: Marcal Pro
UPC (12 Digit): 0-78701-00602-0

SHEET SPECIFICATIONS

Length: 10.25"
Width: 8.62"
Count: 334
Ply: 1

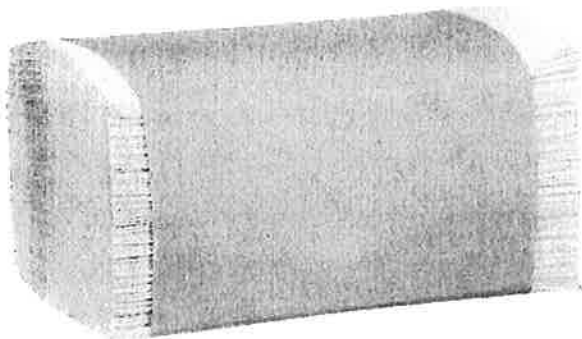
CASE SPECIFICATIONS

Case UPC: 0-00-78701-00602-7
Length: 22.37"
Width: 12.62"
Height: 9.5"
Actual Cube: 1.55'
Inflated Cube: 101.67'
Case Weight: 16.8 lbs
Packages Per Case: 12
Count Per Package: 334
Shipping Unit: Corrugated

PALLET SPECIFICATIONS

Layer: 6
Tier: 9
Cases: 54
Length: 48"
Width: 40"
Height: 91.5"
Weight(lbs): 945 lbs
Cases Per 48' Trailer: 1,404
Cases Per 53' Trailer: 1,440

CENTRAL POLY - BAG CORP.
2400 BEDLE PLACE
LINDEN, NJ 07036



marcalpaper.com



EQUAL EMPLOYMENT / NON-DISCRIMINATION POLICY

Central Poly-Bag Corp. will not conduct business with nor appropriate any funds for any organization or entity that practices discrimination on the on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

Central Poly does not discriminate against any employee or applicant for employment because of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

Central Poly will take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment without regard to race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Central Poly-Bag Corp. agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

Central Poly will, in all applications or advertisements for employees placed by or on behalf of Central Poly, state that all qualified applicants will receive consideration for employment without regard race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation; gender identity and expression, disability, or genetic information.



State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges CENTRAL POLY-BAG CORP. as a Category 3 approved Small Business (SBE) that has met the criteria established by N.J.A.C. 17:13 and/or 17:14..

This registration will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the registration notice, an annual verification statement in which it shall attest that there is no change in the ownership, revenue eligibility or control of that business.

If the business fails to submit the annual verification statement by the anniversary date, the SBE registration will lapse and the business SBE status will be revoked in the New Jersey Selective Assistance Vendor information (NJSAVI) database that lists registered Small businesses. If the business seeks to be registered again, it will have to reapply and complete a new application



Peter Lowicki
Deputy Director

Issued: 4/16/2021
Certification Number: A0149-14

Expiration: 4/16/2024

Specifications: Hygiene Paper Products – 2022-2023

NOTE: All prices must remain the same for the bid period beginning July 1 2022- thru June 30th 2023

12/350 –8” roll brown towel - 2 inch core

Per case delivered to schools listed below \$ _____ per case

96/500-2 ply Bath tissue, 4.5 inch sheets, 500 sheets per roll, 96 roll count per case.

Per case delivered to schools listed below \$ _____ per case

30/100 Select WHT Facial Tissue flat EPP

Per case delivered to schools listed below \$ _____ per case

16/250 Single Fold Towel

Per case delivered to schools listed below \$ _____ per case

6/725 White Roll Towel (equivalent to GP # 89460)

Per case delivered to schools listed below \$ _____ per case

6/725 white roll towel (equivalent to #89480)

Per case delivered to schools listed below \$ _____ per case

6/725 white roll towel (Equivalent to #89490)

Per case delivered to schools listed below \$ _____ per case

Alcohol wipes 75% canisters 180 pc. , case count pack 12

Per case delivered to schools listed below \$ _____ per case

Alcohol hand gel refill

Per case delivered to schools listed below \$ _____ per case

Weekly/ monthly orders and needs will Drop/ Deliver to these locations per each order submitted:

East Hickman High School (EHHS) 7700 Hwy 7, Lyles TN 37098

East Hickman Elementary School (EHES) 5191 Hwy 100, Lyles TN 37098

East Hickman Intermediate School (EHIS) 5198 East Eagle Drive, Lyles TN 37098

East Hickman Middle School (EHMS) 9414 East Eagle Drive, Lyles TN 37098

Hickman County Middle School, (HCMS) 1639 Bulldog Blvd. Centerville TN 37033

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033

Centerville Elementary School, 104 Mary Field Ave. Centerville TN 37033

Centerville Intermediate School, 110 Mary Field Ave. Centerville TN 37033

A-Z Office Resource

3014 Owen Dr. Antioch, TN 37013

Specifications: Hygiene Paper Products – 2022-2023 – All prices below include delivery.

NOTE: All prices must remain the same for the bid period beginning July 1 2022- thru June 30th 2023

12/350 –8” roll brown towel - 2 inch core Item: MORR12350

Per case delivered to schools listed below \$ 23.29 per case

96/500-2 ply Bath tissue, 4.5 inch sheets, 500 sheets per roll, 96 roll count per case. Item:KRG05975

Per case delivered to schools listed below \$ 35.30 per case

30/100 Select WHT Facial Tissue flat EPP Item: GJO26100

Per case delivered to schools listed below \$ 31.50 per case

16/250 Single Fold Towel Item: KRG01802

Per case delivered to schools listed below \$ 20.67 per case

White Roll Towel Item: 1281. See attached spec sheet

Per case delivered to schools listed below \$ 42.98 per case

Manual Roll Towel Dispenser Item: 9755

Per case delivered to schools listed below \$ 75.00 per case

Electronic Roll Towel Dispenser Item: 9877

Per case delivered to schools listed below \$ 95.00 per case

Alcohol wipes 75% canisters 180 pc. , case count pack 12 Item: WXF3130C160CT 160wipes/canister

Per case delivered to schools listed below \$ 113.00 per case

Purell Hand Gel Sanitizer Dispenser (comes with 1 sanitizer) Item: GOJ4424-DG

Per case delivered to schools listed below \$ 10.86 each

Alcohol hand gel refill Purell Item: GOJ445006CT 6 refills/case

Per case delivered to schools listed below \$ 42.67 per case

Weekly/ monthly orders and needs will Drop/ Deliver to these locations per each order submitted:

East Hickman High School (EHHS) 7700 Hwy 7, Lyles TN 37098

East Hickman Elementary School (EHES) 5191 Hwy 100, Lyles TN 37098

East Hickman Intermediate School (EHIS) 5198 East Eagle Drive, Lyles TN 37098

East Hickman Middle School (EHMS) 9414 East Eagle Drive, Lyles TN 37098

Hickman County Middle School, (HCMS) 1639 Bulldog Blvd. Centerville TN 37033

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033

Centerville Elementary School, 104 Mary Field Ave. Centerville TN 37033

Centerville Intermediate School, 110 Mary Field Ave. Centerville TN 37033

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: 2-24-22 Name: William Vaughan

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.

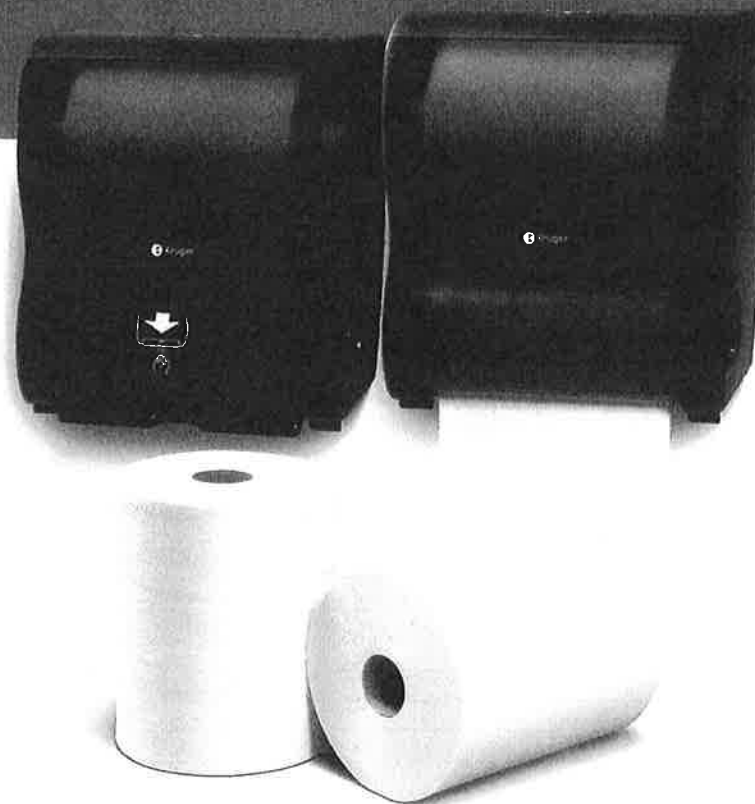
Date: 2-24-22 Signature: [Signature]

OUR WIDEST ROLL EVER

INTRODUCING OUR NEW 10" TAD ROLL TOWEL



Give your customers the ultimate absorbency and softness with the Mont Royal 10" TAD (Thru Air Dried) Roll Towel. With 800" of footage and our widest 10" roll, the Mont Royal 10" TAD towel is ideal for busy washrooms as it requires less frequent roll changes.

The **NOIR** Electronic and Mechanical 10" Roll Towel Dispensers match most décor with their simple cover designs. The optional touchless, hidden paper mode on the **NOIR** Electronic dispenser provides a more hygienic washroom experience while the exposed towel mode and mechanical dispensers are ideal for high traffic areas.



CODE	DESCRIPTION	COLOUR	PLY	CUBIC (FT)	WT (LBS)	SIZE	ROLL LENGTH	ROLLS/CASE	CASES/LAYER	CASES/PALLET
01281	Mont Royal TAD 10" Roll Towel	White	1-Ply	2.25	25.1	7.9" x 10.0" 20.0 x 25.4 cm	800'	6	5	45

FOR USE WITH:

	CODE	DESCRIPTION	COLOUR	SIZE (W X H X D)	WT (LBS.)	UNITS / CASE	CASES/LAYER	CASES/PALLET
	09755	NOIR 10" Mechanical Roll Towel Dispenser	Black	14.8" x 16.6" x 9.3" 37.6 x 42.2 x 23.6 cm	7	1	6	54
	09855	NOIR 10" Electronic Roll Towel Dispenser	Black	14.8" x 16.6" x 9.3" 37.6 x 42.2 x 23.6 cm	8.7	1	6	54

For more information email afh@krugerproducts.ca or visit krugerproducts.ca/afh



AWAY FROM
HOME

Mont Royal

Invitation To Bid

The Hickman County Finance Office is accepting bids for "School Mowing Services" for the school years beginning July 1, 2022 and ending June 30th, 2027. This is a three year bid, with a last two year option to mutually continue the bid contract or end.

All bidders will be required to submit a conflict of interest disclosure form that can be obtained at: www.hickmank12.org/request-for-proposal. All bidders must comply with TCA 49-5-406 and all State, Federal, local laws and regulations regarding employees and contractors working on school properties.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of envelope "School Mowing Services". Bids will be opened on Monday, March 7, 2022 at 10:30 a.m. in the Finance Office.

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

Present Penny Mayhew
Nicole Wight

Bids Rec'd

Petty + Sons LLC

Re Gen Turf and Irrigation, LLC.

All bids attached

PETTY AND SON'S LLC,

2022 SEASON
BID

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

THREE YEAR BID/ RENEWABLE YEARLY BY YEARLY SIGNED CONTRACT

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

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

CES / CIS : \$ 675.00

Centerville Elementary School { \$337.50 }

Centerville Intermediate School \$337.50 }

Spraying services (When requested) \$ 225.00

HCMS/HCHS : \$ 745.00

Hickman County Middle School { \$372.50 }

Hickman County High School \$372.50 }

Spraying services (When requested) \$ 225.00

EHES/EHIS/EHMS : \$ 760.00

East Hickman Elementary School \$253.30 }

East Hickman Intermediate School \$253.30 }

East Hickman Middle School \$253.30 }

Spraying Services (When requested) \$ 250.00

EHHS : \$ 575.00

East Hickman High School -

Spraying Services (When Requested) \$ 250.00

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

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

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

Questions regarding the bid, or disputes:

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

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

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

NOTE:

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

Mowing Services - Part B Specifications

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

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

Four (4) Locations referenced as follows:

CES/CIS campuses

HCMS/HCHS campuses

EHES/EHIS/EHMS campuses

EHHS campus

All bidders must meet TCA codes 49-5-405, regarding working on school properties, whereas no prior convicted felons, drug offenders, registered sex offenders may be hired to work on school properties by any company contracted to do work on Hickman County school properties.

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

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

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

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

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

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

Sub contractors:

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

ReGen Turf & Irrigation, LLC
Randy Patton - 931-774-4323

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

THREE YEAR BID/ RENEWABLE YEARLY BY YEARLY SIGNED CONTRACT

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

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

CES / CIS : \$ 775.00

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ Ø

HCMS/HCHS : \$ 1075.00

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ Ø

EHES/EHIS/EHMS : \$ 725.00

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ Ø

EHHS : \$ 725.00

East Hickman High School

Spraying Services (When Requested) \$ Ø

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: 3-6-22 Name: Randy Patton
ReGen Turf and Irrigation, LLC.

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

I have no conflict of interest to report.

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

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

Date: 3-6-22 Signature: 

The Hickman County Finance Office will be accepting sealed bids for "Schools Patch & Paving Services" for the 2022-2023 school year.

Specifications may be found at www.hickmank12.org/request-for-proposal, or by contacting the building maintenance office at 931-729-3391 ext. 3.

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

All bidders must meet TAC 49-5-406 regarding compliance to all local, State, and Federal guidelines to working on school properties. All bidders must have a TN paving contractor license, carry a minimum 1 million dollar liability insurance and workers compensation insurance, with copies attached to the bid.

Sealed bids must be mailed or hand delivered to the Hickman County finance office, 114 North Central Ave. Suite 203, Centerville TN 37033 and clearly marked "Schools Patch & Paving Services" on the outside of the mailing Envelope. Bids will be opened on March 7, 2022 at 11:00 a.m. in the Finance Office.

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 may prevent the acceptance of a better bid.

Present Penny Mayberry
C. Fitzgerald

Part B Specifications

Schools Patch and Paving Services 2022-2023

Scope: This bid is for the July 1, 2022-June 30, 2023 school year and pricing shall be good for the remaining school year.

All paving costs below to include cleaning, milling, key joints, and tie ins, removal of any vegetation, cleaning of loose sand and millings and the application of the required tack coats per the standard DOT specifications and laying of top coat as per each of the line items below.

Any low drains, utility covers, risers are to be included, unless the paving grade is milled down to make them level to the finished and final coat of topping. There are not to be any trip hazards high or low spots, and paving is to be smooth and level to travel.

OVERLAY:

Price Per square yard for 2 inch overlay rolled to 1.5 inch thickness \$ 17.00 per square yard of paving.

PAVING:

Price per square yard rolled of 2 inch CW grade (220# per square yard) with binder and additional 1.5 Inch finished rolled (165# per square yard) top coat finish paving overly \$ 32.75 per square yard.

Milling:

SAWING / DEMO/milling existing pavement by the square yard removed down to 4 inches, to include sawing and hauling off/disposal of the excess debris. \$ 22.00 per square yard.

Patch paving:

To saw cut, remove all loose or broken materials, to removal of wet earth, ensuring solid dry compaction layer is exposed, adding back minimum of 4 inches of pug and rock material rolled with 2 inches of CW binder, and 2 inches of topcoat rolled to 1.5 inches and level. All patching to be level and smooth seams to grade. \$ 125.00 per square yard.

Earth removal: Equipment & General undercutting and removal of clay dirt per Yard
\$ 75.00

Crack sealing/ resealing of pavement lots:

Cost to remove any vegetation from cracks, blow out and sweep clean pavement, hot tar slurry crack fill all cracks level with mop finish. \$ 1.35 per linear ft.

Sealing:

Cost to remove vegetation and clean pavement and simply seal spray two coats of parking lot sealer. \$ 1.75 per yard.

Install curtain drains per 2020 bid specs
\$ 85.00 per 1m. ft.

Four Star Paving, LLC
by: *Daniel M. Vaughn*
Proj Mgr.

Hickman County Government

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

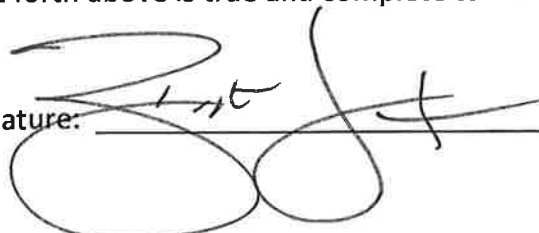
Date: 02/22/2022 Name: Four Star Paving

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: 02/22/2022 Signature: 

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TENNESSEE

COUNTY OF DAVIDSON

The undersigned, principal officer of FOUR STAR PAVING LLC, an employer of five(5) or more employees contracting with Hickman County government to provide construction services states under oath as follows:

1. The undersigned is a principal officer of FOUR STAR PAVING LLC (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. ~ 50-9-113. Further affiant saith not.

UMG Magner
Principal Officer

STATE OF TENNESSEE

COUNTY OF DAVIDSON

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 22 day of February 2022

Mary Johnson
Notary Public
My commission expires: 5/2/22



REC'D JAN 11 2021

STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE

FOUR STAR PAVING, LLC

373859

ID NUMBER: 50045
LIC STATUS: ACTIVE
EXPIRATION DATE: January 31, 2023

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

ATTN:MICHAEL MAYNARD
FOUR STAR PAVING, LLC
1441 ELM HILL PIKE
NASHVILLE, TN 37210


State of Tennessee

373859 12438512

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
FOUR STAR PAVING, LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 50045
LIC STATUS: ACTIVE
EXPIRATION DATE: January 31, 2023
UNLIMITED; HRA-B; HRA-E.3; MU-D



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

Sessions Paving Company

The Hickman County Finance Office will be accepting sealed bids for "Schools Patch & Paving Services" for the 2022-2023 school year.

Specifications may be found at www.hickmank12.org/request-for-proposal, or by contacting the building maintenance office at 931-729-3391 ext. 3.

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

All bidders must meet TAC 49-5-406 regarding compliance to all local, State, and Federal guidelines to working on school properties. All bidders must have a TN paving contractor license, carry a minimum 1 million dollar liability insurance and workers compensation insurance, with copies attached to the bid.

Sealed bids must be mailed or hand delivered to the Hickman County finance office, 114 North Central Ave. Suite 203, Centerville TN 37033 and clearly marked "Schools Patch & Paving Services" on the outside of the mailing Envelope. Bids will be opened on March 7, 2022 at 11:00 a.m. in the Finance Office.

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 may prevent the acceptance of a better bid.

SESSIONS PAVING COMPANY
P.O. BOX 90266
NASHVILLE, TN 37209

Contractor's License
ID No. 6962

Paving, surfacing, grading, bridges, structures and work incidental thereto, airports, site grading and excavation.

Expiration Date: 1/31/2024

Limit: AGLM Unlimited

Class: BC; CE-A; CE-B; HC-D; HRA; MU

Phone (615) 356-0600

E-Mail - Robert N. Hutcheson

rnhutcheson@sessionspaving.com

Sessions Paving Company

Part B: General Paving Specifications

Scope: This bid is for the July 1, 2022-June 30, 2023 school year and pricing shall be good for the remaining school year.

All paving costs below to include cleaning, milling, key joints, and tie ins, removal of any vegetation, cleaning of loose sand and millings and the application of the required tack coats per the standard DOT specifications and laying of top coat as per each of the line items below.

Any low drains, utility covers, risers are to be included, unless the paving grade is milled down to make them level to the finished and final coat of topping. There are not to be any trip hazards high or low spots, and paving is to be smooth and level to travel.

OVERLAY:

Price Per square yard for 2 inch overlay rolled to 1.5 inch thickness \$ 14.65 per square yard of paving.

PAVING:

Price per square yard rolled of 2 inch CW grade (220# per square yard) with binder and additional 1.5 Inch finished rolled (165# per square yard) top coat finish paving overly \$ 27.60 per square yard.

Milling:

SAWING / DEMO/milling existing pavement by the square yard removed down to 4 inches, to include sawing and hauling off/disposal of the excess debris. \$ 15.00 per square yard.

Patch paving:

To saw cut, remove all loose or broken materials, to removal of wet earth, ensuring solid dry compaction layer is exposed, adding back minimum of 4 inches of pug and rock material rolled with 2 inches of CW binder, and 2 inches of topcoat rolled to 1.5 inches and level. All patching to be level and smooth seams to grade. \$ 98.00 per square yard.

Earth removal: Equipment & General undercutting and removal of clay dirt per Yard

\$ 29.00

Crack sealing/ resealing of pavement lots:

Cost to remove any vegetation from cracks, blow out and sweep clean pavement, hot tar slurry crack fill all cracks level with mop finish. \$ 2.30 per linear ft.

Sealing:

Cost to remove vegetation and clean pavement and simply seal spray two coats of parking lot sealer. \$ 1.80 per yard.

Sessions Paving Company
by Robert A. Hutchinson
President

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: 3/7/2022 Name: Sessions Paving Company
Robert N. Hutcheson President

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: 3/7/2022 Signature: Sessions Paving Company
Robert N. Hutcheson President

CONTRACTOR DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TENNESSEE
COUNTY OF DAVIDSON

1. Now comes the Affiant, who being duly sworn, deposes and says:

2. He/she is the principal officer for SESSIONS PAVING COMPANY
(Name and Address of Bidding Entity)

P.O. Box 90266 (6535 Robertson Avenue) Nashville, TN 37209

3. That the bidding entity has submitted a bid to Hickman County Board of Education
(Owner)

for the construction of Schools Patch & Paving Services
(Name of Project)

For 2022-2023 School Year

4. That the bidding entity employs no less than five (5) employees.

5. That the Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with § 50-9-113, Tennessee Code Annotated.

6. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Robert N. Hutcheson

AFFIANT

President

STATE OF TENNESSEE
COUNTY OF DAVIDSON

Before me personally appeared Robert N. Hutcheson, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledges that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 7th day of March, 20 22.

Sean M. Starkey
Notary Public



My commission expires March 03, 2025



**Hickman County
Business Tax Standard License**

July 16, 2021

SESSIONS PAVING COMPANY
PO BOX 90266
NASHVILLE TN 37209-0266

Letter ID: L1683585664
Expiration Date: 15-Aug-2022
Return Due By: 15-Jul-2022

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 1000380328 and your classification is 4. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on July 15, 2022. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA



**Hickman County
Business Tax Standard License**

This certificate must be publicly displayed.

SESSIONS PAVING COMPANY
6535 ROBERTSON AVE
NASHVILLE TN 37209-1682

Date Issued: 16-Jul-2021
Classification: 4
Letter ID: L1683585664
License Number: 1000380328
Expiration Date: 15-Aug-2022



The Hickman County Finance Office will be accepting sealed bids for "School Parking Lot Striping Services" for the 2022-2023 school year.

All bidders must complete the bid form and provide pricing. Bid form and specifications can be found online at: www.hickmank12.org/request-for-proposal.

Bidders must also submit a conflict of interest disclosure form that can also be found online at: www.hickmank12.org/request-for-proposal, or by contacting the building Maintenance Office at 931-729-3391 Ext. 3.

All bidders must meet TCA 49-5-406 regarding compliance to all Local, State, and federal guidelines for working on school properties. Bidders must have a TN business license, carry a 1 million dollar liability insurance and workers compensation insurance and must attach copies of certificates to the bid.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Ave. Suite 203, Centerville TN 37033 and clearly marked on the outside of the envelope "School Parking Lot Striping Services". Bids will be opened on Monday, March 14, 2022 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 may prevent the acceptance of a better bid.

Present Penny Mayberry
Nicole Wright

Bids Rec'd

Sessions Paving Company

Kerr Brothers + Associates

Hargrove Sealcoating and Striping

all bids attached

Sessions Paving Company

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SESSIONS PAVING COMPANY
P.O. BOX 90266
NASHVILLE, TN 37209

Contractor's License
ID No. 6962

Paving, surfacing, grading, bridges, structures and work incidental thereto, airports, site grading and excavation.

Expiration Date: 1/31/2024
Limit: AGLM Unlimited
Class: BC; CE-A; CE-B; HC-D; HRA; MU

Phone (615) 356-0600
E-Mail - Robert N. Hutcherson
rnhutcherson@sessionspaving.com

Sessions Paving Company

Please use this form to bid on parking lot striping for 2022-2023 school year. All prices must remain good or the same for the school year ending starting on July 1, 2022 and ending June 30, 2023.

Current parking lot stripes may be obtained via google earth and we reserve the right to modify or make changes and will allow adjustment for additional lines, traffic markings, or spaces in accordance with current bid pricing.

Regardless of current configurations, all parking lots are to be painted to the latest codes, and most current latest ADA accessible code requirements, and awarded bidder is responsible for any changes, or corrections that may be required under the State and federal regulated codes.

All locations are noted below, but not all locations may be due this calendar year for restriping. Please price all the lots below and they will be considered in our upcoming budgets appropriations.

All prices to include drive and parking lots lines, traffic markings, stop lines and arrows.

All markings to be double sprayed with commercial traffic Chlorinated Rubber paint with a minimum spray rate of 7.5 mils dry per pass coat (15 mils manufacturer wet recommended per coat.)

Locations for striping prices:

Centerville Elementary School, 104 Mary fields Avenue, Centerville TN 37033 (To include the front, rear lots, and bus / car turn lanes leading into the parking lot.)

\$ 4,000.00

Centerville Intermediate School, 110 Mary Fields Avenue, Centerville TN 37033 (To include the circle turnabout, and turn lanes leading to and from the parking lot of the schools with traffic markings.)

\$ 3,500.00

Hickman County Middle School, 1639 Bulldog Blvd. Centerville TN 37033

\$ 5,250.00

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033 (To include front, side, and rear lots, alley, and the street drive around the entire school building and outlying parking lot.)

\$ 9,275.00

East Hickman Elementary School, 5191 Hwy 100, Lyles TN 37098 (To include the road markings surrounding the entire 3 school campus, dividing traffic lines, arrows, road letters, and stop bars.)

\$ 4,750.00

East Hickman Intermediate School, 5198 East Eagle Drive, Lyles TN 37098 (To include front and rear lot area of the school building and road.)

\$ 3,500.00

Sessions Paving Company
by Robert A. Haddleton
President

East Hickman Middle School, 9414 East Eagle Drive, Lyles TN 37098 (To include all road front, entire gym side and rear lots.)

\$ 5,500.⁰⁰

East Hickman High School, 7700 Hwy 7, Lyles TN 37098 (To include all marking surround the entire campus, which includes road traffic markings, front and rear and side parking lots, as well as outlying athletic parking lots. Two way divided traffic lanes and all directional, stop bar, " MPH 15" painted markings on all turn lanes and road areas.)

\$ 11,000.⁰⁰

Hickman County Board of Education building: Side Entrance parking lot / Rear building parking lot and Drive between the jail and Board of Ed building ending at the gate entrance to include the bus garage paved areas.)

\$ 2,750.⁰⁰

General Lot Services:

Hot crack sealing per linear ft: \$ 2.30 ^{RNH} (To include the scrapping out and cleaning of all vegetation from asphalt cracks and joints, and sweeping, blowing, removal of all loose sand, dirt debris prior to hot tar crack filling and squeegee or broom/mop smooth level to surface of the asphalt..)

Black tar Spray sealer per square yard: \$ 1.80 ^{RNH} (To include the removal of any all weeds and vegetation and sweeping and or blowing off all loose asphalt filings, loose sand/ dirt debris and properly applying per manufacturer specifications "70 % Solids Coal Tar Emulsion asphalt sealer top coat".)

Sessions Paving Company
by Robert A. Hutcherson
President

Hickman County Government

Conflict of Interest Disclosure Form

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

Date: 3/14/2022 Name: Sessions Paving Company
Robert N. Hutcherson President

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: 3/14/2022 Signature: Sessions Paving Company
Robert N. Hutcherson
President

CONTRACTOR DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TENNESSEE
COUNTY OF DAVIDSON

1. Now comes the Affiant, who being duly sworn, deposes and says:

2. He/she is the principal officer for SESSIONS PAVING COMPANY
(Name and Address of Bidding Entity)
P.O. Box 90266 (6535 Robertson Avenue) Nashville, TN 37209

3. That the bidding entity has submitted a bid to Hickman County Board of Education
(Owner)
for the construction of "School Parking Lot Striping Services"
(Name of Project)
for the 2022-2023 School Year

4. That the bidding entity employs no less than five (5) employees.

5. That the Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with § 50-9-113, Tennessee Code Annotated.

6. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Robert N. Hutcheson
AFFIANT President

STATE OF TENNESSEE
COUNTY OF DAVIDSON

Before me personally appeared Robert N. Hutcheson, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledges that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 14th day of March, 2022.

Jean M. Starkey
Notary Public

My commission expires March 03, 2025





**Hickman County
Business Tax Standard License**

July 16, 2021

SESSIONS PAVING COMPANY
PO BOX 90266
NASHVILLE TN 37209-0266

Letter ID: L1683585664
Expiration Date: 15-Aug-2022
Return Due By: 15-Jul-2022

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 1000380328 and your classification is 4. The certificate must be displayed publicly at the location for which it is issued.

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Business Tax Standard License**

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SESSIONS PAVING COMPANY
6535 ROBERTSON AVE
NASHVILLE TN 37209-1682



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Current parking lot stripes may be obtained via google earth and we reserve the right to modify or make changes and will allow adjustment for additional lines, traffic markings, or spaces in accordance with current bid pricing.

Regardless of current configurations, all parking lots are to be painted to the latest codes, and most current latest ADA accessible code requirements, and awarded bidder is responsible for any changes, or corrections that may be required under the State and federal regulated codes.

All locations are noted below, but not all locations may be due this calendar year for restriping. Please price all the lots below and they will be considered in our upcoming budgets appropriations.

All prices to include drive and parking lots lines, traffic markings, stop lines and arrows.

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Locations for striping prices:

Centerville Elementary School, 104 Mary fields Avenue, Centerville TN 37033 (To include the front, rear lots, and bus / car turn lanes leading into the parking lot.

\$ 5,124.00

Centerville Intermediate School, 110 Mary Fields Avenue, Centerville TN 37033 (To include the circle turnabout, and turn lanes leading to and from the parking lot of the schools with traffic markings.)

\$ 4,670.00

Hickman County Middle School, 1639 Bulldog Blvd. Centerville TN 37033

\$ 6,928.00

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033 (To include front, side, and rear lots, alley, and the street drive around the entire school building and outlying parking lot.)

\$ 23,826.00

East Hickman Elementary School, 5191 Hwy 100, Lyles TN 37098 (To include the road markings surrounding the entire 3 school campus, dividing traffic lines, arrows, road letters, and stop bars.)

\$ 8,188.00

East Hickman Intermediate School, 5198 East Eagle Drive, Lyles TN 37098 (To include front and rear lot area of the school building and road.)

\$ 11,606.00

East Hickman Middle School, 9414 East Eagle Drive, Lyles TN 37098 (To include all road front, entire gym side and rear lots.)

\$ 6,776.00

East Hickman High School, 7700 Hwy 7, Lyles TN 37098 (To include all marking surround the entire campus, which includes road traffic markings, front and rear and side parking lots, as well as outlying athletic parking lots. Two way divided traffic lanes and all directional, stop bar, " MPH 15" painted markings on all turn lanes and road areas.)

\$ 27,374.00

Hickman County Board of Education building: Side Entrance parking lot / Rear building parking lot and Drive between the jail and Board of Ed building ending at the gate entrance to include the bus garage paved areas.)

\$7,540.00

General Lot Services:

Hot crack sealing per linear ft: \$ 1.05 (To include the scrapping out and cleaning of all vegetation from asphalt cracks and joints, and sweeping, blowing, removal of all loose sand, dirt debris prior to hot tar crack filling and squeegee or broom/mop smooth level to surface of the asphalt..

Black tar Spray sealer per square yard: \$ 1.20 (To include the removal of any all weeds and vegetation and sweeping and or blowing off all loose asphalt filings, loose sand/ dirt debris and properly applying per manufacturer specifications "70 % Solids Coal Tar Emulsion asphalt sealer top coat".

Hickman County Government

Conflict of Interest Disclosure Form

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Date: 2-25-22 Name: Robert A Mallory III

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: 2-25-22 Signature: Robert A. Mallory III



STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE



KERR BROTHERS & ASSOCIATES, INC.

366116

ID NUMBER: 8780
LIC STATUS: ACTIVE
EXPIRATION DATE: April 30, 2022

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

Attn: ANGELA CLINARD
KERR BROTHERS & ASSOCIATES, INC.
P. O. BOX 110071
NASHVILLE, TN 37222

State of Tennessee

366116 2069813

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

KERR BROTHERS & ASSOCIATES, INC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 8780
LIC STATUS: ACTIVE
EXPIRATION DATE: April 30, 2022
\$1,500,000.00: HRA-E.1(a)



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/07/2022

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

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

PRODUCER Frank E. Neal & Co., A Division of Brown & Brown of TN, Inc. P. O. Box 40507 Nashville TN 37204		CONTACT NAME: PHONE (A/C, No, Ext): (615) 383-8874 FAX (A/C, No): (615) 383-8939 E-MAIL ADDRESS: LSterry@feneal.com																						
INSURED Kerr Bros. & Assoc., Inc. P.O. Box 110071 Nashville TN 37222-0071		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Travelers Property Casualty Insurance Company</td> <td>36161</td> </tr> <tr> <td>INSURER B:</td> <td>The Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C:</td> <td>The Travelers Indemnity Company of America</td> <td>25666</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Travelers Property Casualty Insurance Company	36161	INSURER B:	The Travelers Indemnity Company	25658	INSURER C:	The Travelers Indemnity Company of America	25666	INSURER D:			INSURER E:			INSURER F:		
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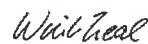
COVERAGES CERTIFICATE NUMBER: 03/01/2022-23 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CO8C657236	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA8L580486	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP1J173440	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB0K320557	03/01/2022	03/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	CONTRACTORS EQUIPMENT LEASED/ RENTED COVERAGE			6607178B428	03/01/2022	03/01/2023	LEASED/RENTED LIMIT 100,000 DEDUCTIBLE 1,000

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

CERTIFICATE HOLDER**CANCELLATION**

HICKMAN COUNTY HIGHWAY DEPT 187 HIGHWAY 50 EAST CENTERVILLE TN 37033	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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Hargrove Sealcoating and Striping

Please use this form to bid on parking lot striping for 2022-2023 school year. All prices must remain good or the same for the school year starting on July 1, 2022 and ending June 30, 2023.

Current parking lot stripes may be obtained via google earth and we reserve the right to modify or make changes and will allow adjustment for additional lines, traffic markings, or spaces in accordance with current bid pricing.

Regardless of current configurations, all parking lots are to be painted to the latest codes, and most current latest ADA accessible code requirements, and awarded bidder is responsible for any changes, or corrections that may be required under the State and federal regulated codes.

All locations are noted below, but not all locations may be due this calendar year for restriping. Please price all the lots below and they will be considered in our upcoming budgets appropriations.

All prices to include drive and parking lots lines, traffic markings, stop lines and arrows,

All markings to be double sprayed with commercial traffic Chlorinated Rubber paint with a minimum spray rate of 7.5 mils dry per pass coat (15 mils manufacturer wet recommended per coat.)

Locations for striping prices:

Centerville Elementary School, 104 Mary fields Avenue, Centerville TN 37033 (To include the front, rear lots, and bus / car turn lanes leading into the parking lot.

\$ 5,295.00

Centerville Intermediate School, 110 Mary Fields Avenue, Centerville TN 37033 (To include the circle turnabout, and turn lanes leading to and from the parking lot of the schools with traffic markings.)

\$ 3,556.00

Hickman County Middle School, 1639 Bulldog Blvd. Centerville TN 37033

\$ 4,636.00

Hickman County High School, 1645 Bulldog Blvd. Centerville TN 37033 (To include front, side, and rear lots, alley, and the street drive around the entire school building and outlying parking lot.)

\$ 20,461.00

East Hickman Elementary School, 5191 Hwy 100, Lyles TN 37098 (To include the road markings surrounding the entire 3 school campus, dividing traffic lines, arrows, road letters, and stop bars.)

\$ 11,932.00

East Hickman Intermediate School, 5198 East Eagle Drive, Lyles TN 37098 (To include front and rear lot area of the school building and road.)

\$ 1,250.00

East Hickman Middle School, 9414 East Eagle Drive, Lyles TN 37098 (To include all road front, entire gym side and rear lots.)

\$ 3,657.00

East Hickman High School, 7700 Hwy 7, Lyles TN 37098 (To include all marking surround the entire campus, which includes road traffic markings, front and rear and side parking lots, as well as outlying athletic parking lots. Two way divided traffic lanes and all directional, stop bar," MPH 15" painted markings on all turn lanes and road areas.)

\$ 28,766.00

Hickman County Board of Education building: Side Entrance parking lot / Rear building parking lot and Drive between the jail and Board of Ed building ending at the gate entrance to include the bus garage paved areas.)

\$ 900.00

General Lot Services:

Hot crack sealing per linear ft: \$ 1.00 (To include the scrapping out and cleaning of all vegetation from asphalt cracks and joints, and sweeping, blowing, removal of all loose sand, dirt debris prior to hot tar crack filling and squeegee or broom/mop smooth level to surface of the asphalt.

Black tar Spray sealer per square yard: \$ 1.35 for 2 Coats (To include the removal of any all weeds and vegetation and sweeping and or blowing off all loose asphalt filings, loose sand/ dirt debris and properly applying per manufacturer specifications "70 % Solids Coal Tar Emulsion asphalt sealer top coat".

Additional Note: All line striping is quoted @ 0.45 cents a linear foot per coat. Arrows \$35 each, Handicap \$45 each, Numbers \$10 each

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: 3-13-22 Name: William M. Hargrove
Hargrove Sealcoating + Striping DBA

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: 3-13-22 Signature: William M. Hargrove

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for a yearly School System Technology Service Plan to assist the Technology Department of Hickman County Schools.

The plan will include server maintenance, network planning and troubleshooting, on-site work order maintenance and other tasks as assigned by the district. Additional specifications can be found at: www.hickmank12.org/request-for-proposal.

All bidders will be required to submit a conflict of interest disclosure form that can also be found 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 bid envelope "School System Technology Service Plan".

Bids will be opened on Monday March 14th, 2022 at 10:30 A.M. in the Finance Office. The Hickman County School District reserves the right to reject any and or all bids or proposals and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

Present Penny Mayberry
Nicole Wright

Bid Rec'd

Bluegrass Computer Systems, LLC 45,000.00



Scope of Work

**ATTENTION:
Hickman County School District
Brad Gilbert**

**FROM:
Bluegrass Computer Systems, LLC
174 Saundersville Road, Suite 501
Hendersonville, TN 37075**

**SUBJECT:
Yearly Technology Service Plan**

Technical Acknowledgements/ Notes /Scope of Work

- 1) Bluegrass Computer Systems acknowledges the goal of HCSS to obtain a yearly service agreement in order to assist the Hickman County Schools Technology Department. In order to provide the best possible accomplishment of this goal, Bluegrass Computer Systems provides an outline of service offerings.
 - a. BCS will utilize Datto RMM, which is a combination of a remote monitoring, access tool and Webroot Anti-Virus. The software will allow BCS to remotely access all HCSS servers and 1 Technician PC. This proposed plan includes licensing for 8 servers and 1 Technician PC. The Technician PC will be provided by BCS and remain the property of BCS throughout the service agreement period. HCSS shall provide a remote tool to allow connection to other network attached PCs, such as Dameware. The continued costs related to remote connection to

2) References

- a. For the past 2 years, BCS has provided HCSS onsite and remote technology services. While mainly focusing on enterprise network, server, and wireless tasks, BCS has recently provided onsite assistance for help desk and maintenance tickets by providing an onsite technician up at minimum 1 day a week.
- b. For the past 7 years, BCS has provided a similar service to Charleston R-1 School District in Charleston, MO. Charleston R-1 is another K-12 school district with large scale wired and wireless network, as well as a VMWare Virtual Server and Altigen On Prem PBX. Mr. Nate Burton is the technology director and can provide a reference to our service. Mr. Burton can be reached at 573-233-6012.

3) Pricing


- a. Pricing Stated is per year, per posted RFP.
- b. Payment may be made in yearly or quarterly payments beginning on July 1, 2022.
- c. BCS recognizes that HCSS may not be in a position to cut a service agreement PO prior to July 31st. Regardless, services may be rendered by BCS to HCSS starting on July 1st with the agreement and understand that a PO would be issued on or around July 31st.
- d. BCS recognizes the posted RFP renewal stipulation and agrees to continue with the same terms and conditions above for two additional years.
- e. Pricing shall be \$45,000 for the 2022-2023 school year

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: 3/8/2022 Name: 

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

I have no conflict of interest to report.

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

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

Date: _____ Signature: _____



Hickman County Schools
Best for All Grant Application

Grant Allocation: \$200,000

Activity	Category	Cost
<p>Interactive Panels</p> <p>Purchase 40 interactive panels for use in schools and classrooms for interactive instruction</p>	<p>Educational Technology</p>	<p>\$100,000</p>
<p>Interactive Playground</p> <p>Purchase Interactive Playgrounds for use in schools for critical thinking, physical activity, and social emotional learning</p>	<p>Educational Technology</p>	<p>\$39, 057.50</p>
<p>Additional Student Support Specialist</p> <p>Hire an additional student support specialist for the 2022-2023 school year to provide mental health services for students in the referral pathway for Project AWARE</p>	<p>Mental Health Supports</p>	<p>\$60,942.50</p>

Hickman County Board of Education

Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 05/06/19
	Rescinds: 1.102	Issued: 03/06/17

1 The legal status of board members shall be as follows:¹

2 NUMBER

3 The Board is composed of seven (7) members. One member shall be elected from each school district,
4 each school district being composed of one (1) County Commission district.

5 QUALIFICATIONS

6 Members of the Board shall be residents of and elected ~~on a non-partisan basis~~ from districts of
7 substantially equal population,¹ and shall be citizens of recognized integrity, intelligence, and ability to
8 administer the duties of the office.² To qualify as a candidate, an individual must show proof of
9 graduation from high school or receipt of a G.E.D or HiSET. No member of the County Commission
10 nor any other County official shall be eligible for election as a member of the county Board of
11 Education.³

12 TERMS OF OFFICE

13 Members of the Board shall serve four (4) year terms.¹

14 METHOD OF ELECTION

15 Members of the Board shall be elected by qualified voters of Hickman County at the August election.

16 VACANCIES

17 Vacancies shall be declared to exist on account of death, resignation, removal from the district which
18 elected him, removal from the school system,⁵ or through due process proceedings.⁴

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
20 County Commission.⁵ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201
2. TCA 49-2-202(a)(1); TCA 49-2-202(a)(4)
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202
5. TCA 49-2-202(e)



State of Tennessee

PUBLIC CHAPTER NO. 1

THIRD EXTRAORDINARY SESSION

HOUSE BILL NO. 72

By Mr. Speaker Sexton and Representatives Cepicky, Griffey, Williams, Smith, Moody, Lafferty, Weaver, Sherrell, Cochran, Reedy, Lynn

Substituted for: Senate Bill No. 9

By Mr. Speaker McNally and Senators Bell, Niceley

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 2, relative to partisan elections for school board members.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-2-201, is amended by deleting the last sentence in subdivision (a)(1) and substituting instead the following:

Elections for school board members may be conducted on a partisan or nonpartisan basis. If at least one (1) county primary board of a political party elects to conduct school board elections on a partisan basis, then a person seeking a position on any board in that county may campaign as the nominee or representative of a political party, and political parties may nominate candidates for membership on the board by any method authorized under the rules of the party or by primary election under title 2.

SECTION 2. Tennessee Code Annotated, Section 49-2-201, is further amended by deleting subsection (d) and substituting the following:

(d)

(1)

(A) Primary elections in which candidates nominated for school boards are to appear on the regular August election ballot are held on the first Tuesday in May before the August election. In the years in which an election is held for president of the United States, a political party primary for offices to be elected in the regular August election shall be held on the same day as the presidential preference primary. In such event, the qualifying deadline for independent and primary candidates is twelve o'clock (12:00) noon, prevailing time, on the date established in § 2-5-101(a)(2).

(B) Primary elections in which candidates nominated for school board are to appear on the regular November election ballot are held concurrently with the regular August election. The qualifying deadline for independent and primary candidates is twelve o'clock (12:00) noon, prevailing time, on the date established in § 2-5-101(a)(1).

(C) Primary elections in which candidates nominated for school board are to appear on a ballot other than the regular August or regular November election ballot may be held on the first Tuesday in the third month before the election. If the first Tuesday of the third month falls on a legal holiday, the election shall be held on the second Tuesday of the third month before the election. Nothing in this subdivision (d)(1)(C) requires a primary election to be held, political parties may elect to nominate candidates for membership on the board by any method authorized under the rules of the party pursuant to subdivision (a)(1).

HB72

(2) If the date for a primary election falls within ninety (90) days of an upcoming regular primary or general election being held in the jurisdiction, the commission or commissions may reset the date of the primary election to coincide with the regular primary or general election, even though this may be outside of the time period established herein. All dates dependent on the date of the election must be adjusted accordingly and any acts required to be done by these dates must be performed timely if done in accordance with the adjusted dates.

(3) The qualifying deadline for independent and primary candidates is twelve o'clock (12:00) noon, prevailing time, on the date established in § 2-5-101(a).

(4) If the county executive committee timely filed a notice with the county election commission directing the commission to hold a May primary election in 2022, then within thirty (30) days of the effective date of this act, the county executive committee may file a supplemental notice, in writing, to include school board offices to be elected in the regular August election within the county.

SECTION 3. No later than thirty (30) days after the effective date of this act, a county executive committee may direct, in writing, the county election commission to hold a primary for school board offices to be elected in the regular November 2022 election.

SECTION 4. This act takes effect upon becoming a law, the public welfare requiring it.

THIRD EXTRAORDINARY SESSION

HOUSE BILL NO. 72

PASSED: October 29, 2021



CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES



RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 12th day of November 2021



BILL LEE, GOVERNOR



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

To: School Board Members
From: Misty Shelton
Date: April 2022

1st Reading:

1.102- Board Members Legal Status- While this law does not currently impact every district, state law allows school board elections to be conducted on a partisan basis if at least one county primary board of a political party opts-in. Previously, state law prohibited school board members from being elected on a partisan basis, and some boards have policy language that reflects that prior requirement. To avoid confusion, TSBA is recommending it may be helpful to revise current policy language on this topic.

6.206- Transfers Within the System- Recommendation from TSBA is to adopt model policy based on information below.

Public Chapter 479 requires districts to make changes to their open enrollment policies and practices. To comply with the law, districts must take the following actions:

1. Identify each school that has space to serve additional students;
2. Post the number of spaces available for enrollment at least 14 days prior to the open enrollment period. This number of spaces is not required to include those reserved for students who may transfer to the district in the coming year, students who have a sibling enrolled at the respective school, or students who may have a parent who teaches at the respective school;
3. Conduct an open enrollment period of at least 30 days before the start of the school year; and
4. If the number of applications for transfer exceeds the number of spaces available, then the district must conduct a lottery to select the students who will be chosen to transfer.

931-729-3391 ext. 2226

misty.shelton@hickmark12.org

fax 931-729-3834

Up for review:

3.300- Equipment and Supplies Management

3.3001 Use of Phones and Faxes

3.301 Leasing and Renting

3.400 Student Transportation Management

3.401 Scheduling and Routing

3.402 Special Use of School Vehicles

3.403 Traffic and Parking Controls

3.404 Private Vehicles

3.500 Food Service Management

3.600 Insurance Management

3.601 Student Insurance Program

3.602 Workers' Compensation

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

931-729-3391 ext. 2226

misty.shelton@hickman12.org

fax 931-729-3834

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 437 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

Adopt Model Policy

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Each year, the Director of Schools/designee shall review the number of spaces available in each school
3 by grade, class, and program levels. This information shall be posted on the district's website along
4 with the dates of the district's open enrollment period. The open enrollment period shall last for thirty
5 (30) days and information about the number of seats available shall be posted for at least fourteen (14)
6 days prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at
7 each school to account for the enrollment of zoned students, siblings of students, and students who
8 have a parent/guardian employed at the school.²

9 During the district's open enrollment period each year, a parent/guardian may request that his/her child
10 attend a school within the district other than the one to which the child is zoned. The Director of
11 Schools/designee shall review such requests, and if adequate space is available, grant such transfers. If
12 the number of requests exceeds the number of available spaces, the Director of Schools/designee shall
13 implement a lottery to fill the available spaces.

The open enrollment process shall be completed before other nonresident transfers are approved.

15 **POST ENROLLMENT**¹

16 Once accepted, the student shall provide his/her own transportation to and from the school. The student
17 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

18 **CHANGE IN RESIDENCE**¹

19 Students whose families transfer their residence to another school area after the first month of school
20 may complete the school year at their former school. Students who present evidence that they will
21 move during the school year and who desire to enroll in a new school in the new area may do so with
22 prior written request for a change of school area.

23 **[NOTE: Not effective in the event of a federally mandated desegregation order.]**³

Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

Cross References

Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505

Hickman County Board of Education

	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 01/04/21
		Rescinds: 6.206	Issued: 10/01/18

1 During the month of June each year, a parent/guardian may request that his/her child attend a school
 2 within the system other than the one to which the child is zoned. ** The director of schools or his/her
 3 designee shall review such requests and, if adequate space is available, grant such transfers unless a
 4 transfer would be adverse to the best interests of the child or the school system. If granted, the student
 5 must provide his/her own transportation to and from the school.¹

6 Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment
 7 of a student to the Board,² after a student has enrolled in one (1) school within the system, he/she shall
 8 not be permitted to transfer to another unless there is a change in residence of the student's parents or
 9 guardian outside the area in which the student enrolled. Any exception to this policy must be brought
 10 before the director of schools for evaluation and decision.

11 Students whose families transfer their residence to another school area after the first month of school
 12 may complete the school year at their former school. Students who present evidence that they will move
 13 during the school year and who desire to enroll in a new school in the new area may do so with prior
 14 written request for a change of school area. The director of schools or his/her designee may grant other
 15 exceptions to this policy for good and sufficient reasons.

16 Principals shall allow credit for work transferred from other schools only when substantiated by official
 17 transcripts or successful completion of comprehensive written examinations approved, administered and
 18 graded by the principal or his/her designated representative.³

Legal References

1. TCA 49-2-128
2. TCA 49-6-3201
3. TRR/MS 0520-01-03-.03(9)

Cross References

- Student Assignments 6.205
- Homeless Students 6.503
- Students in Foster Care 6.505

** Not effective in event of federally-mandated desegregation order.



State of Tennessee

PUBLIC CHAPTER NO. 479

SENATE BILL NO. 788

By Lundberg, White

Substituted for: House Bill No. 1305

By White, Hardaway, Smith, Hazlewood, Todd, Grills, Reedy, Calfee, Moody, Terry, Lynn

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 1; Title 49, Chapter 2 and Title 49, Chapter 6, relative to open enrollment.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-2-128, is amended by deleting the section and substituting instead:

(a) Before the start of each school year, an LEA shall identify each school that, based on the school's capacities at the building, grade, class, and program levels, has space available to enroll and serve additional students. In determining available space at the class level, an LEA may use the class size averages specified in § 49-1-104.

(b)(1) An LEA shall post the number of spaces available for enrollment in each school by grade, class, and program levels on the LEA's website at least fourteen (14) days before the beginning of the open enrollment period under subsection (c). An LEA shall not include in the number of spaces available for enrollment under this subdivision (b)(1) the number of enrollment spaces that are reserved by the LEA pursuant to subdivision (b)(2).

(2) An LEA may reserve a reasonable number of enrollment spaces each school year from the number of spaces, if any, determined by the LEA to be available for enrollment for purposes of this section, to accommodate the potential enrollment of students who may relocate within the respective school zone, students who may have a sibling enrolled at the respective school, and students who may have a parent who teaches at the respective school.

(c) Before the start of each school year, each LEA shall conduct an open enrollment period of at least thirty (30) days during which a parent or guardian of a student residing within the LEA may apply for enrollment of the parent's or guardian's student in a school that the student is not zoned to attend. During the open enrollment period, a parent or guardian may submit an application for transfer to a school identified by the LEA as having space available to enroll and serve additional students.

(d) At the end of the open enrollment period, an LEA shall approve an application for transfer if space is available for the student at the requested school. If the number of applications for transfer to a school exceeds the number of spaces available for enrollment in the school at the building, grade, class, or program level, as identified by the LEA according to subsection (b), then the LEA shall conduct a lottery to select the students who may transfer to the school.

(e) If an LEA grants a transfer to a student, then the parent or guardian of the student is responsible for transportation to the new school. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school.

(f)(1) An LEA shall not deny a student who is zoned to attend or who was enrolled in a school during the previous school year enrollment and attendance in the school.

(2)(A) An LEA shall not admit a nonresident student seeking to transfer into the LEA from outside the LEA under §§ 49-6-3104 and 49-6-3105 before all applications for transfer under subsection (c) have been acted upon according to subsection (d).

(B) Notwithstanding subdivision (f)(2)(A), an LEA may enroll a nonresident student pursuant to § 49-6-3113 before all applications for transfer under subsection (c) have been acted upon according to subsection (d).

SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it, and applies to the 2022-2023 school year and each school year thereafter.

SENATE BILL NO. 788

PASSED: May 3, 2021


RANDY McNALLY
SPEAKER OF THE SENATE


CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES

APPROVED this 18th day of May 2021


BILL LEE, GOVERNOR



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

To: School Board Members
From: Misty Shelton
Date: April 2022

1st Reading:

1.102- Board Members Legal Status- While this law does not currently impact every district, state law allows school board elections to be conducted on a partisan basis if at least one county primary board of a political party opts-in. Previously, state law prohibited school board members from being elected on a partisan basis, and some boards have policy language that reflects that prior requirement. To avoid confusion, TSBA is recommending it may be helpful to revise current policy language on this topic.

6.206- Transfers Within the System- Recommendation from TSBA is to adopt model policy based on information below.

Public Chapter 479 requires districts to make changes to their open enrollment policies and practices. To comply with the law, districts must take the following actions:

1. Identify each school that has space to serve additional students;
2. Post the number of spaces available for enrollment at least 14 days prior to the open enrollment period. This number of spaces is not required to include those reserved for students who may transfer to the district in the coming year, students who have a sibling enrolled at the respective school, or students who may have a parent who teaches at the respective school;
3. Conduct an open enrollment period of at least 30 days before the start of the school year; and
4. If the number of applications for transfer exceeds the number of spaces available, then the district must conduct a lottery to select the students who will be chosen to transfer.

931-729-3391 ext. 2226

misty.shelton@hickmark12.org

fax 931-729-3834

Up for review:

3.300- Equipment and Supplies Management

3.3001 Use of Phones and Faxes

3.301 Leasing and Renting

3.400 Student Transportation Management

3.401 Scheduling and Routing

3.402 Special Use of School Vehicles

3.403 Traffic and Parking Controls

3.404 Private Vehicles

3.500 Food Service Management

3.600 Insurance Management

3.601 Student Insurance Program

3.602 Workers' Compensation

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

931-729-3391 ext. 2226

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The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

Hickman County Board of Education

Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 01/06/20
	Rescinds: 3.300	Issued: 11/06/17

1 *General*

2 All equipment and materials placed in school buildings by any group or organization become the
3 property of the Board. The Board reserves the right to transfer property to other schools if the school in
4 which it was originally placed is discontinued or if there is no longer any need for the equipment or
5 materials where originally placed.

6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
7 establishing a thorough, effective and economical operations and maintenance program and providing
8 adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
11 him. In addition, ~~he/she is responsible for the preservation and protection of materials, equipment and~~
12 ~~supplies not under his/her direct control when such are endangered and when the system employee~~
13 ~~having direct control is not present or is otherwise unable to act.~~

14 *Technology*

15 All technology hardware and related technology peripherals must remain within the school to which it
16 has been assigned, except when a principal makes a request to take technology hardware and/or
17 peripherals off campus for a specific school related purpose, and the request is approved by the
18 appropriate supervisor and by the technology coordinator.

Cross References

Inventories 2.702

Hickman County Board of Education

	Descriptor Term: Use of Phones and Faxes	Descriptor Code: 3.3001	Issued Date: 01/06/20
		Rescinds: 3.3001	Issued: 11/06/17

1 Telephones, faxes and cellular/mobile telephones funded with school district funds shall comply with
2 the following procedures:

- 3 1. Absolutely no personal and/or non-school district use is allowed.
- 4
- 5 2. Long-distance calls shall be held to a minimum and a monthly long distance log sheet must be
6 maintained for cellular/mobile telephones.
- 7
- 8 3. Official or employee must have a narrative explaining need on file with the director of schools'
9 office and the finance office for any cellular/mobile telephone.
- 10
- 11 4. The director of schools' office and the finance office reserves the right to obtain a complete list
12 of monthly calls for audit purposes.
- 13
- 14 5. The Board will not be responsible for the loss of any cellular/mobile telephones, or for damages
15 to privately owned vehicles vandalized as a result of an attempt to steal the phone.
- 16
- 17 6. Optimum rates must be obtained, through competitive bids for any cellular/mobile telephone,
18 and placed on file with the director of schools' office and finance office.
- 19
- 20 7. Only the director of schools' office or designee are authorized to sign contracts for cellular/mobile
21 telephones and service.
- 22
- 23 8. The director of schools by this policy has the authority to cancel contracts for cellular/mobile
24 service, when in his/her opinion, abuse has occurred, and he/she has the authority to require that
25 identified abuse shall be reimbursed to the County.
- 26
- 27 9. Facsimile transmissions shall be for official school district business only.

Hickman County Board of Education

	Descriptor Term: Equipment and Supplies: Leasing and Renting	Descriptor Code: 3.301	Issued Date: 01/06/20
		Rescinds: 3.301	Issued: 11/06/17

- 1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.
- 3 Staff members may borrow school equipment and materials at no cost when such use is related to their
4 employment.
- 5 Students may borrow school equipment and materials at no cost when used in connection with their
6 studies or extracurricular activities.
- 7 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
8 when requested by responsible parties or organizations.
- 9 Staff members borrowing school equipment for personal use will be subject to the same regulations,
10 including fees, as for non-school usage.
- 11 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
12 tools), and cleaning and maintenance equipment are not for personal use by anyone.
- 13 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.
- 14 The Board will approve and periodically review a rental fee for the use of school equipment.

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 01/06/20
		Rescinds: 3.400	Issued: 06/03/19

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor; and
24
25 2. Forms may be submitted in person, via phone, mail, or email.
26 a. Written complaints shall be submitted on forms located on the district's website. In the
27 case of a complaint received via phone, the person receiving the phone call shall be
28 responsible for filling out the form and submitting it to the transportation supervisor.

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
4 submit a preliminary report to the director of schools. This report shall include:

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
13 submit a final written report to the director of schools that details the investigation's findings as well as
14 the action taken in response to the complaint.

15 An annual notice of this complaint process shall be provided to parents and students. This information
16 shall be made available in the student handbook.

17 **RECORDKEEPING⁵**

18 The transportation supervisor shall be responsible for the collection and maintenance of the following
19 records:

- 20 1. Bus maintenance and inspections forms;
- 21
- 22 2. Bus driver credentials, including required background checks, health records, and performance
23 reviews;
- 24
- 25 3. Driver training records; and
- 26
- 27 4. Complaints received and any records related to the investigation and complaints.
- 28

29 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

30 The Hickman County Board of Education operates some school buses with three-point lap/shoulder
31 seat restraint systems (and integrated child restraint systems).

32 Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this
33 safety technology.

1 SEAT RESTRAINT NON-COMPLIANCE

2 Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students
3 removing their seat restraint during the route or refusing to wear their seat restraint will be issued a
4 written discipline referral. The local school authority will discipline the student in a manner consistent
5 with other safety-related behavioral infractions.

6 SEAT RESTRAINT TRAINING

7 The transportation supervisor will conduct annual training for all school bus drivers on the
8 implementation and use of seat restraints.

9 School bus drivers will train students on the proper implementation and use of seat restraints annually
10 at the start of each school year to ensure each passenger is familiar with the operation of seat restraints.
11 The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened
12 at all times during their ride.

13 All students will receive additional instruction on the proper use of seat restraints at least two (2)
14 additional times per year.

15 Bus drivers will instruct students to put on their seat restraints at three time periods:

- 16 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 17
- 18 2. On Route: If a student takes their restraint off (visibly) while riding.
- 19
- 20 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to
- 21 departure.

22 Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints
23 while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint
24 and/or referring the student for discipline if the student refuses to be compliant with seat restraint
25 utilization.

26 SEAT RESTRAINT MALFUNCTION

27 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,
28 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

29 SCHOOL BUS IDLING POLICY

30 This policy applies to the operation of every district-owned and/or contracted school bus.

31 Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health
32 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and

1 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
2 fuel and financial resources.

3 Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses
4 (including activity buses) and minimize idling time in all aspects of school bus operation.

5 Guidance:

- 6 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
7 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
8 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
9 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
10 include conditions that would compromise passenger safety, such as extreme weather, idling in
11 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
12
- 13 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
14 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
15 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
16 bus.
17
- 18 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
19 other events where students are transported off school grounds.
20
- 21 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
22 wait if they have shut down their bus.
23
- 24 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
25 occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up
26 time as possible to maintain warmth and then shut down if there is a wait time of more than
27 fifteen (15) minutes.
28
- 29 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
30 policy's requirements. As a part of the onboarding and/or new hire process, all new drivers
31 shall receive a copy of this policy and be trained regarding the policy's requirements.
32
- 33 7. Excessive idling by the driver may result in disciplinary action.

34 General Exemptions: The actions outlined in the guidance section above need not apply for the
35 period(s) during which idling is necessary:

- 36 1. While stopped:
 - 37 a. For an official traffic control device;
 - 38 b. For an official traffic control signal;
 - 39 c. For traffic conditions over which the driver has no control, including, but not limited to,
40 stopped in a line of traffic; or

- 1 d. At the direction of a law enforcement officer;
- 2
- 3 2. To ascertain that the school bus is in safe operating condition and equipped as required by all
- 4 provisions of law, and all equipment is in good working order, either as part of the driver's
- 5 daily vehicle inspection, or as otherwise needed;
- 6
- 7 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
- 8
- 9 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to
- 10 exceed 5 minutes (as per the recommendation of the manufacturer);
- 11
- 12 5. To operate:
- 13 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or
- 14 transport of persons with one or more disabilities; or
- 15 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more
- 16 children with exceptional medical needs aboard whose IEP requires such;
- 17
- 18 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or
- 19 health of the driver or passengers;
- 20
- 21 7. To recharge a battery or other energy storage unit of a hybrid electric bus.

22 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful

23 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit

24 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance

25 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired

26 heaters).

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

Cross References

- Bus Safety and Conduct 6.308
Homeless Students 6.503

Hickman County Board of Education

	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 01/06/20
		Rescinds: 3.401	Issued: 03/05/18

1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the
2 time the first student is picked up until the trip is complete.

3 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus
4 transportation, including the determination of bus stops and the assignment of students. Deleting or
5 establishing new bus routes is the responsibility of the Board. Bus stops will be reviewed annually by
6 the bus driver and transportation supervisor. Concerns regarding bus stop locations and bus routes
7 should be addressed through the transportation supervisor.

8 Appeals of transportation decisions shall be made to the director of schools. The following procedure
9 will govern how students, teachers, staff, and community members shall submit bus safety complaints:

- 10 1. All complaints shall be submitted to the transportation supervisor; and
- 11
- 12 2. Forms may be submitted in person, via phone, mail, or email.
 - 13 a. Written complaints shall be submitted on forms located on the district's website. In the
14 case of a complaint received via phone, the person receiving the phone call shall be
15 responsible for filling out the form and submitting it to the transportation supervisor.

16 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
17 four (24) hours of receipt.

18 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
19 submit a preliminary report to the director of schools. This report shall include:

- 20 1. The time and date the complaint was received;
- 21
- 22 2. The name of the bus driver;
- 23
- 24 3. A copy or summary of the complaint; and
- 25
- 26 4. Any prior complaints or disciplinary actions taken against the driver.

27 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
28 submit a final written report to the director of schools that details the investigation's findings as well as
29 the action taken in response to the complaint.

30 An annual notice of this complaint process shall be provided to parents and students. This information
31 shall be made available in the student handbook.

1 All children living within legal boundaries of Hickman County who are legally enrolled in Hickman
2 County Schools and who are eligible may be transported from their home to school. However, it
3 should be understood that transporting children within one and one-half miles (1-1/2) of a school is
4 done without reimbursement from the State Department of Education and will be continued only as
5 long as it is economically feasible.

6 Students shall not be in transit to and from school more than one and one-half hours each way.¹ Under
7 no circumstances shall students be transported past their assigned school.

8 Where practical, transfers may be made from one bus to another. Both buses shall be present while the
9 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place
10 of business for transfer shall be permitted only after approval has been obtained from the Board.

11 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or
12 unless overlapping results from the necessity to travel the main highway to school centers. When more
13 than one bus travels a main highway and each bus picks up some students along such routes, each bus
14 shall be assigned a certain portion of the route and all students within this section shall ride the bus to
15 which assigned.

16 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the
17 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding
18 the transportation of students.²

19 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
20 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
21 transporting students.

22 No student may exit the bus at a destination other than that student's designated bus stop. The Director
23 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus
24 at an alternative location. If the Director adopts procedures, such procedures shall include, at a
25 minimum, the following:³

- 26 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
27 System's policies and procedures. The Director shall immediately review the fitness to drive of
28 a driver who permits or requires a student to exit a bus in violation of the School System's
29 policies and procedures.
30
- 31 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
32 unless the student provides the driver with a signed note from the parent or guardian informing
33 the driver of the change in the student's bus stop for the day. The driver shall turn the note
34 over to the principal as soon as practical after the completion of the route.
35
- 36 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
37 student's designated stop in order to preserve the safety of other student passengers or the
38 driver, the driver may remove the offending student from the bus provided that the driver
39 secures the safety of the student for the uncompleted trip.
40

- 1 4. A driver shall report to school authorities as soon as possible, but no later than the end of the
2 route, any student refusing to obey the driver or exiting the bus without the driver's permission
3 at a point other than the student's destination for that trip.⁴
- 4 Students who ride school buses shall attend the school designated unless the Board designates an
5 alternate school. If a parent chooses to send his/her child to another school in the system, the parent
6 must provide transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

Cross References

Bus Safety and Conduct 6.308

Hickman County Board of Education			
	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 01/06/20
		Rescinds: 3.402	Issued: 03/05/19

1 **SCHOOL BUSES**

2 All standard rules of student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 The principal will make all transportation arrangements with the director of transportation and the
6 director of schools.

7 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.
8 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting
9 extra use of buses will be furnished to each school principal.

10 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity
11 trips during the regular school year.

12 School buses may be used only for the transportation of school personnel on authorized school business.
13 No other individual or group may rent a school bus without written request to the director of schools'
14 office.

15 **BOARD-OWNED VEHICLES**

16 The director of schools shall recommend for board approval a list of Board-owned vehicles to be
17 assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-
18 related sites and must comply with IRS requirements, including implications for reporting taxable
19 income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24)
20 hours a day to perform services required by their job responsibilities. Other than commuting to and from
21 work, use of these vehicles for personal use is prohibited.

Cross References

- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302

Hickman County Board of Education

	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 01/06/20
		Rescinds: 3.403	Issued: 11/06/17

- 1 The principal of each school shall develop and implement a plan to ensure maximum vehicular and
2 pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan
3 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading
4 and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and
5 dismissal times for car and bus students.
- 6 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated
7 areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.
- 8 Parking regulations for each school will be developed by the principal and published in the school
9 handbook.

Cross References

Code of Conduct 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316

Hickman County Board of Education

	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 01/06/20
		Rescinds: 3.404	Issued: 11/06/17

1 The Board recognizes that certain employees may need to use their private vehicles for school
2 purposes regularly or occasionally. To safeguard the school system, employees and students in matters
3 of liability, particularly as this relates to an employee transporting a student or students, the following
4 policy shall be observed:

- 5 1. To use a private vehicle for school purposes, the employee must have the written permission of the
6 director of schools or his designee.
7
 - 8 a. This permission may be in the form of a standing permit for employees who use their own
9 vehicles regularly for school purposes. The permit shall state the particular purpose, and
10 whether it includes transportation of students.
 - 11 b. For all special trips involving students, including field trips, a special permit must be
12 obtained in advance for the specific trip signed by the transportation supervisor and director
13 of schools.
- 14 2. Employees so authorized to use their vehicles for school business purposes shall be provided
15 liability coverage by the school system.
- 16 3. The school system shall assume no responsibility for liability in case of accident, unless the
17 employee has the proper authorization described above;
- 18 4. The Board specifically forbids any employee to transport students for school purposes without
19 prior authorization by the director of schools or his designee; and
20
- 21 5. No student shall be sent on school errands in his, an employee's, or a system-owned vehicle.
22
23

24
25 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
26 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
27 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as
28 determined by the director of schools.¹

Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136
(August 24, 2004)

Hickman County Board of Education

	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 01/06/20
		Rescinds: 3.500	Issued: 11/06/17

1 The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and
2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of
3 foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using the Board-approved
6 procurement plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the Board agrees to the following:

12 1. Meals/snacks must be made available to all students in attendance.
13

14 2. Free and reduced-price meals/snacks must be made available to students who are determined
15 eligible for these benefits.

16 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
17 la carte items at school.

18 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
19 be as stringent as the current federal regulations concerning competitive foods.³

20 Procedures for implementing guidelines established by the State Department of Education, School
21 Nutrition Program are on file in the district food service procedures manual.

22 *Students Requesting Modified Meals*

23 The School Nutrition Program shall make reasonable modifications to accommodate children with
24 disabilities. These modifications will be made on a case-by-case basis when supported by a written
25 statement from a licensed healthcare professional who is authorized to write prescriptions under state
26 law. The director of schools shall develop procedures for notifying parents/guardians of the process for
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 CHARGE POLICY

2 *Collection of Unpaid Meal Charges*

3 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
4 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
5 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
6 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
7 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall
8 be considered uncollectable and categorized as an operating loss.⁴

9 OFFER VS. SERVICE

10 Students in all schools, grades K through 12, have the option of refusing one of the four items offered
11 for breakfast. Students in all schools, grades K through 12, have the option of refusing two of the five
12 items offered for lunch; however, the student must choose at least 1/2 cup fruit or 1/2 cup vegetable.

13 COMMUNITY USE OF SCHOOL KITCHENS

14 When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use
15 of the equipment. When food service facilities are used by outside agencies, an adequate fee approved
16 by the Board will be charged and the manager will ensure that no USDA commodities or supplies
17 provided for the regular program are used.

18 School food service receipts will be used only to pay regular food service operating costs.

19 COMPETITIVE FOODS/VENDING MACHINES³

20 Any sale of food and beverages (other than competitive foods) to students during school hours will be
21 under the supervision of the school food service department and the revenue will be deposited to the
22 food service account.

23 The sale of all competitive food and beverages to students during the school hours shall be limited to
24 those approved by the Secretary of Agriculture and controlled by the principal.

25 Vending machines in the schools will be controlled so that they will not offer competition to the school
26 lunch program or encourage poor eating habits. Vending machines may be operated in the school with
27 the approval of the principal.

28 Vending machines located in the dining area must have the approval of the Department of School
29 Nutrition to guarantee compliance with applicable state and federal laws, rules and regulations. The
30 proceeds from the vending machines must be deposited into the school's food service account.

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR § 200.426

Cross References

- Investment Earnings 2.402
Deposit of Funds 2.500
Financial Reports and Records 2.701

Hickman County Board of Education			
	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 01/06/20
		Rescinds: 3.600	Issued: 08/06/18

1 *General*

2 The insurance program shall provide coverages in a minimum of the following broad categories:

- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
4 mischief, boiler and machinery explosion, and vehicles;
- 5 2. Liability: Board members, Director of Schools, and employees resulting from discharging their
6 duties, and students participating in work-based learning;¹
- 7 3. Workers' compensation; and
- 8 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.²

9 The Director of Schools shall continually review the insurance program to ensure that adequate
10 protection is being provided at a reasonable price.

11 **GROUP HEALTH**

12 The Board may provide group health insurance for all full-time employees.³ The Director of Schools,
13 after consultation with personnel, shall recommend carriers of insurance for programs in which the
14 Board makes partial or full payments. The Board shall approve all insurance carriers.

15 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
16 information.⁴

17 **ANNUITIES⁵**

18 Board-approved companies for tax-sheltered annuities shall include all companies presently having
19 contracts with employees.

20 The addition of a company to the list of Board-approved companies shall be considered on written
21 request of agents of the company.

22 Written request for a change in annuity deductions shall be reported to the payroll office on or before
23 the first day of the month in which such change is to be effective.

Legal References

1. TCA 49-11-902; Public Acts of 2019, Chapter No. 468
2. TCA 49-2-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.306, 164.316
5. TCA 49-2-208

Cross References

Payroll 2.802
Work-Based Learning 4.211

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Insurance Program	3.601	01/06/20
		Rescinds:	Issued:
		3.601	12/04/17

- 1 Student accident insurance will be made available for purchase on an optional basis. The policy shall
- 2 be reviewed annually and approved by the Board upon recommendation of the director of schools.
- 3 Applications and information brochures will be sent home with the students during the first week of
- 4 school.

- 5 Files will be maintained in the principal's office listing students subscribing to the plan.

- 6 The principal shall ensure that each student, before participating in interscholastic athletics and/or
- 7 band, either purchases the insurance policy offered or presents a statement signed by the parent(s)
- 8 which assures the school that the parent(s) has personal insurance or is willing to accept all financial
- 9 responsibilities related to participation and travel. Forms for such permission and agreements will be
- 10 furnished by the principal and will be kept on file in the principal's office.

- 11 Teachers shall be eligible to participate in the student insurance program.

Cross References

Interscholastic Athletics 4.301

Hickman County Board of Education

	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 01/06/20
		Rescinds: 3.602	Issued: 11/06/17

1 The Board shall maintain adequate workers' compensation coverage according to state statutes and shall
2 post and maintain in a conspicuous place on the business premises a printed notice regarding worker's
3 compensation as prescribed by the commissioner of labor and workforce development.¹

4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or
5 surgeons, not associated together in practice, if available. The names of the physicians or surgeons shall
6 be posted in conspicuous places throughout the maintenance, transportation, clerical, and professional
7 areas of participating schools. Any claimant may select an operating surgeon or attending physician
8 listed on the medical panel for treatment of on-the-job injuries. Any specialized treatment of injuries
9 must be administered by practitioners or specialists upon referral by the medical panel.²

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(a)(3)(A)(i)

Cross References

Sick Leave 5.302
Physical Assault Leave 5.307

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Kona Ice sales during
Field Days & other reward days (when weather is
nice + we can coordinate dates)

Purposed Uses of funds raised
support student & teacher rewards
throughout the school year.

and possibly
some summer
school dates.

Expected student involvement (school-wide or specific school organization) _____

School-wide (those that wish to participate)

Method by which school will receive profit directly from Kona Ice
Vendor (we receive 20% of the profit)

Requested by [Signature] Date 3/15/22
Name/Title

Approved by [Signature] Date 3-15-22
Principal

Approved by [Signature] Date 3/16/22
Director of Schools*

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

* make sure smart snack version if during school day

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Baseball

Proposed fundraising activities: Kona Ice - sell during
a few baseball ^{home} games.

Purposed Uses of funds raised
Support the baseball program
w/ equipment, field maintenance, etc. . . .

Expected student involvement (school-wide or specific school organization) _____
Community Members in Attendance

Method by which school will receive profit Directly from the Kona
Ice Vendor (we receive 20% of gross profit)

Requested by Tom Rodin Date 3-15-22
Name/Title

Approved by Lina S. Sheppi Date 3-15-22
Principal

Approved by Michelle Hivert Date 3/16/22
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Softball

Proposed fundraising activities: Kona ice sales during
a few home softball games

Purposed Uses of funds raised
Support the softball program
w/ field maintenance, equipment, etc...

Expected student involvement (school-wide or specific school organization) _____
Community Members in attendance

Method by which school will receive profit directly from Kona Ice
Vendor (we receive 20% of the profit)

Requested by [Signature] Date 3-15-22
Name/Title

Approved by [Signature] Date 3-15-22
Principal

Approved by [Signature] Date 3/16/22
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Cheerleading

Account Number _____

Proposed fundraising activities: Candle Sale ~~_____~~
3/25/2022 - 4/8/2022

Purposed Uses of funds raised: uniforms and accessories

Expected Student involvement (school-wide or specific school organization): Cheerleaders
(2022-2023 team)

Method by which school will receive profit: check

Requested by: Rudical Jenkins / Head Coach 3/17/2022
Name/Title Date

Approved by: Kimberly Williams 3/21/22
Principal Date

Approved by: Michelle Hillert 3/22/22
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Cheer

Account Number _____

Proposed fundraising activities: Calendar (May)
5/1/2022 - 5/16/2022

Purposed Uses of funds raised: Cheer ~~camp~~ buses, Competition fees

Expected Student involvement (school-wide or specific school organization): Cheer squad
(2022-2023 team)

Method by which school will receive profit: Cash & checks

Requested by: Audrea M. Jenkins / Head Coach 3/17/2022
Name/Title Date

Approved by: Kimberly Woodard 3/21/22
Principal Date

Approved by: Michelle Gilbert 3/22/22
Director of Schools* Date

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



PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name EHHS

Account Number _____

Proposed fundraising activities: Sell concessions as part of our March Madness PBIS Day

Purposed Uses of funds raised: Use to fund our end-of-year PBIS day

Expected Student involvement (school-wide or specific school organization): for all students who earned the PBIS day

Method by which school will receive profit: cash

Requested by: Kim Williams / Principal
Name/Title

3/21/22
Date

Approved by: Kimberly Williams
Principal

3/21/22
Date

Approved by: Michelle Hivert
Director of Schools*

3/21/22
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name

Softball

Account Number

Proposed fundraising activities:

Sponsor A Day Calendar Fundraisers

Choose your favorite date/number on the calendar and donate that amount. The number of the date translates into the dollar amount for each donation 3rd = \$3.00

Purposed Uses of funds raised:

To pay for basic expenses. We had problems with the Fan Cloth Fundraisers and was not able to do it. So this will be our 1st

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

Each student will be reserve dates and collect money from friends + family.

Method by which school will receive profit:

this should be 100% profit and money will be turned in as we get it.

Requested by:

Todd Collins Coach

Name/Title

3/3/2022
Date

Approved by:

R. D.

Asst. Principal

3/3/2022
Date

Approved by:

Michelle Heibert

Director of Schools*

3/4/20
Date

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

revised 4/2019

* Cash or check w/ numbered receipts

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHIS PE account

Proposed fundraising activities: Field day shirts

Purposed Uses of funds raised

All funds will be used to purchase P.E. equipment

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

School wide

Method by which school will receive profit Each shirt sold will clear

200 around 2nd profit

Requested by Mason Rochelle PE
Name/Title

Date 3-23-22

Approved by Mary Ann Howell
Principal

Date 3-23-22

Approved by Michelle Hixson
Director of Schools*

Date 4/4/22

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