

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---March 11, 2024

The Hickman county Board of Education met on March 11, 2024, at 6:30 PM in Central Office - Room 203.

**Present:** Sherri Baker, Ronald Gammons, Jim Hudgins, Doug Lane, Christy Mays, Vance Willis, **Absent:** Tim Hobbs.  
Ella Callicott  
John Mullins

I. Call To Order

II. Public Comment

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

III. Moment of Silence

IV. Pledge of Allegiance

V. Regular Meeting Minutes for February 5, 2024

Motion to approve the Regular Meeting Minutes for February 5, 2024.  
Motion made by Doug Lane.  
Motion seconded by Sherri Baker.  
Motion Result: Passed

Tim

Hobbs: Absent

Sherri

Baker: Yea

Ronald

Gammons Yea

:

Jim

Hudgins Yea

:

Doug

Lane: Yea

Christy

Mays: Yea

Vance

Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VI. SCOPE Student Attendees Briefing

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VII. Agenda for March 11, 2024

Agenda approved for March 11, 2024.

Motion made by Sherri Baker.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Tim

Hobbs: Absent

Sherri

Baker: Yea

Ronald

Gammons Yea

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Jim

Hudgins Yea

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Doug

Lane: Yea

Christy

Mays: Yea

Vance

Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VIII. Special Recognition

A. Employee of the Month

IX. Information to the Board

A. EHHS Band Boosters

The suggestion is made to put this discussion as part of the  
work session. \$25,000 need for around 35 marching members.

X. Consent Agenda Items

Consent Agenda Approved.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Tim

Hobbs: Absent

Sherri

Baker: Yea

Ronald

Gammons Yea

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Jim

Hudgins Yea

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Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1  
A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report (as of the end of month 2/29/24)

F. Student Balance for School Nutrition

XI. Items Requiring Board Action

A. Trip Request

1. HCHS JROTC

a. 7th Brigade Regional Drill & Air Rifle Competition

b. JROTC Cadet Leadership Challenge (JCLC)

2. HCHS TNStrong

HCHS TNStrong trip approved.  
Motion made by Doug Lane.  
Motion seconded by Jim Hudgins.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

3. HCHS FCCLA

HCHS FCCLA approved to go to State Competition in Gatlinburg TN.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

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4. EHHS HOSA

EHHS HOSA State Conference Competition during Spring Break.

Motion made by Christy Mays.

Motion seconded by Vance Willis.

Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

5. HCMS 8th Grade

HCMS 8th Grade trip approved.  
Motion made by Ronald Gammons.  
Motion seconded by Vance Willis.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

6. HCHS Boys Basketball State Tournament

HCHS Boys Basketball State Tournament approved. Cheerleaders are also going to spend the night. They are approved for same trip.

Motion made by Vance Willis.

Motion seconded by Jim Hudgins.

Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

B. Behavior Consulting Contract

Behavior consulting contract approved. The contracted consultants will conduct FBAs in order to create BIP. This has been budgeted and expenditures will not exceed what is budgeted.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Tim

Hobb Absent

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Yea: 6, Nay: 0, Absent: 1

C. ESSER Camera Quote (purchase through BuyBoard)

ESSER Camera Quote (purchase through BuyBoard) is approved and in the ESSER budget.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Tim

Hobb Absent

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D. ESSER HVAC Proposals for CIS and CES (purchases through OMNIA)

ESSER HVAC Proposals for CIS and CES (purchases through OMNIA). This is able to be funded through ESSER. The board would like to have questions answered about the air purchase. Will this unit cost more to operate?  
ESSER HVAC Proposals for CIS and CES (purchases through OMNIA). This is able to be funded through ESSER.  
Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Withdrawn  
ESSER HVAC Proposals for CIS and CES (purchases through OMNIA). The motion for HVAC proposals not to exceed \$160,000 from ESSER funds.

Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

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Jim  
Hudgins: Yea

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Yea: 6, Nay: 0, Absent: 1

E. Re-Bid - School Mowing Services

Discussion occurs about the choice and making sure that the choice is best. Mr. Mullins has discussed with Dreaded Lawn Care about how they will care for the schools. The lawn care owner is hiring on additional crew in order to take on the schools.

School mowing services is approved for Dreaded Lawn Care bid.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Tim  
Hobb Absent

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Sherri  
Baker Yea

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Hudgins: Yea

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Mays Yea

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Yea: 6, Nay: 0, Absent: 1

F. Entry Resistant Replacement Doors - EHES

Entry Resistant Replacement Doors - EHES/EHMS. \$37,427 is the initial cost and then for project 3 is additional \$9,300. The approval is just for the \$9,300. This comes from the school safety grant. This amount is covered by the grant. This will not exceed \$50,000.

Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

G. Request for Interscholastic Athletic Practice During School Day

Request for Interscholastic Athletic Practice During School Day approved. This is for the 24-25 school year.

Motion made by Jim Hudgins.  
Motion seconded by Vance Willis.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

H. Budget Amendments

Budget amendments 24, 25, 26, 27, 28 approved.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

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Hobb Absent

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HICKMAN COUNTY BOARD OF EDUCATION  
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Yea: 6, Nay: 0, Absent: 1

- I. Approve Job Description/Salary Schedule for Interim School Nutrition Field Manager

The Job Description/Salary Schedule for Interim School Nutrition Field Manager was approved. Child nutrition funds will fund this so it will not effect line 141. The job description should state temporary or interim.  
Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

- J. Change the Regularly Scheduled Meeting of the HCBOE from April 1, 2024

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to April 8, 2024

Change the Regularly Scheduled Meeting of the HCBOE from April 1, 2024 to April 8, 2024 was approved. The board needs to check the school calendar and match dates.

Motion made by Vance Willis.

Motion seconded by Christy Mays.

Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

K. Discuss Future Dates for HCBOE Budget Committee Meetings

The entire board will sit on the budget committee. Mr. Gammons will be chair of the committee. With a committee, the meeting can adjourn and meet again without announcing it. The committee will vote. There will be dedicated budget meetings. March 20th is a legislative update for the Board. The meeting is set for 6-9pm on Wednesday.

Suggestion is made that the board meet and state the max amount that they are willing to spend on a budget. Then the director and team come back with what they can do with that budget. CFO states that you don't have the TISA or county fund balance in order to develop a number. The board just provides strategic high level fund balance and allows the director/team to create the budget allocations.

L. Budget for 2024 -2025

Budget meeting dates will be set after April 8th.

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M. Board Policies

1. Revised Board Policies 1.805, 6.200, 1.808, 2.403 (1st Reading)  
1.808 is not up for a 1st reading since the addition of lines 26/27 are deleted. Buses will be sold and put online as they come up for sale based on mileage. The line for holding the buses on the lot needs to be flexible - the buses should be stored in a secure lot.  
Revised Board Policies 1.805, 6.200, 2.403 on (1st Reading) are approved.  
Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

2. Revised Board Policies 1.901, 2.805 (2nd Reading)

Revised Board Policies 1.901, 2.805 (2nd Reading) are approved.

Motion made by Christy Mays.

Motion seconded by Ronald Gammons.

Motion Result: Passed

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HICKMAN COUNTY BOARD OF EDUCATION  
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Yea: 6, Nay: 0, Absent: 1

3. Board Policies Review 2.800--2.600

Mark Board Policies Review 2.800--2.600 as reviewed.  
Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

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Yea: 6, Nay: 0, Absent: 1

4. Family Engagement Plans Title I Schools

XII. Closing Comments

A. TN Legislative Representative Updates

XIII. Adjourn

Motion to adjourn!  
Motion made by Vance Willis.  
Motion seconded by Jim Hudgins.  
Motion Result: Passed

Tim  
Hobbs: Absent

Sherrri  
Baker: Yea

Ronald  
Gammons Yea  
:

Jim  
Hudgins Yea  
:

Doug  
Lane: Yea

Christy  
Mays: Yea

Vance  
Willis: Yea

Yea: 6, Nay: 0, Absent: 1

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

The Hickman county Board of Education met on February 5, 2024, at 6:30 PM in Central Office - Room 203.

**Present:** Sherri Baker, Ronald Gammons, Tim Hobbs, Doug Lane, Christy Mays, Vance Willis, **Absent:** Jim Hudgins.

Ella Callicott  
Izabelle Narragon  
John Mullins

I. Call To Order (Roll Call)

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification.

The sign-up sheet will be available from 5:30 p.m.-6:30 p.m.

Mr. Glen DeVore, 1890 Hwy 100, Centerville, TN. spoke to the board and expressed his opinion. I think we've lost sight of our core values. I think we're getting too political. My opinion is we got three core values and should be safety from the time the kids get on the bus till they get off the bus. They should be well-educated and fed. That doesn't involve feeding the parents. It doesn't involve providing transportation to the Banana Pudding Festival. It needs to be run like a business. An example was provided. We need to get back to doing what we do, educating and get out of the politics.

III. Moment of Silence

IV. Pledge of Allegiance

Vance Willis led the Pledge of Allegiance.

V. Regular Meeting Minutes for December 4, 2023.

Motion to approve.

Motion made by Doug Lane.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent  
Tim Hobbs: Abstain (With Conflict)  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

VI. Agenda for February 5, 2024

Motion to approve the Agenda for February 5, 2024.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea

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Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

VII. Special Recognition

A. Employee Recognition

Shannon Nolen award presented by Sherri Baker

1. January Employee of the Month
2. February Employee of the Month  
Ms Lena Frazier's award was presented by Doug Lane

B. Teachers of the Year

VIII. Information to the Board

A. Adolescent Health Curriculum/Family Life

The presentation is about Teen Pregnancy Prevention curriculum for Tennessee youth. Asking for Board Approval for Centerstone to provide information during Wellness Classes at high schools.

Motion for Director Mullins will be responsible for working with schools to implement this in the near future.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

B. Project AWARE Grant Ending 2024

AWARE Team. Director: Jana Acy; S3:Olivia Felts made a 23 minute presentation. Go to YouTube starting at 28:18 to see the whole presentation.

\$285,000 is the cost needed in order to continue the program. Director Acy presented the facts from Hickman County as well as Tennessee. S3 Felts provided the data for a response to crises during a one-month period as well as a 4-year view. There was a video presentation from Hickman County school leaders as well as school counselors from the county. They are asking for the AWARE program to be included in the budget.

Director Mullins spoke about the need for this program as well by providing details of how effective this program works for the schools. Project AWARE is a real need - it is life-changing and life-saving.

Chairman Gammons stated the Board would be considering the cost of the Aware program in budget planning. Currently, it is unfunded by the state.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

IX. Consent Agenda

Motion to approve.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

A. Board Chair's Report (list of countersigned warrants)

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report (as of end of month - 12/31/23 and 1/31/2024)

F. Student Negative Balance for School Nutrition

G. OPEB Quarterly Report

H. 2022-2023 Audit Report

X. Items Requiring Board Action

A. Trip Requests

1. SCOPE

Motion to approve 2 Students for EHHS and 2 Students from HCHS to attend the SCOPE Conference on March 5, 2024 at Belmont University, Nashville, Tennessee with registration (\$75 per student), 4 Chaperone Registration fees (\$18 each).

Motion made by Ronald Gammons.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

2. EHHS Seniors

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Motion to approve the extension of 12 hours for the senior class.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

3. HCHS Seniors

Motion to approve overnight trip Sunday - Tuesday to Gatlinburg.

Motion made by Vance Willis.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

4. EHHS Competitions

Motion to approve trip for SW State FBLA competition.

Motion made by Ronald Gammons.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

5. EHHS FFA

Motion to approve the FFA reward trip- these are overnight trips.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to accept conference for the degree award for FFA trip.

Motion made by Tim Hobbs.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

6. HCHS Volleyball

Motion to approve an overnight volleyball camp at MTSU.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

B. ERATE Proposal

Motion to approve application for Category 2 E-rate funding for funding year 2023 using the Tennessee Educational Broadband Consortium Statewide Master Contract(s).

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

C. Bid - Entry Resistant Replacement Doors  
Motion to accept bid from Waverly Glass, Inc to spend \$37,427.00 of grant money to replace doors.  
Motion made by Ronald Gammons.  
Motion seconded by Christy Mays.  
Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

D. Bid - School Mowing (bids were rejected due to winter weather and mowing will be re-bid in February)

E. Windows and Doors Project Change Orders - CES, HCMS, EHMS  
Motion to approve windows and doors project ESSER change orders - window treatments add to CES, EHMS and a door to match at HCMS for the amount of \$118,121.00.  
Motion made by Vance Willis.  
Motion seconded by Ronald Gammons.  
Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

F. Budget Amendments  
Motion to approve the budget amendment 22 for Innovative School Model, Give to Grant, Donations and budget amendment 23 for ESSER.  
Motion made by Vance Willis.  
Motion seconded by Doug Lane.  
Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

G. Budget 2024-2025

H. Board Policies

1. Board Policies 1.901, 2.805 (1st Reading)

Motion to approve policies 1.901 thru 2.805 with changes on 1st Reading.

Motion to Policy 1.901 page 2, line 18 Remove "if necessary.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to Policy 2.805 to add line 21 to 27 as noted.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

2. Board Policies 1.407, 6.402 (2nd Reading)

Motion to approve 1.407 to 6.402, with changes as noted, on 2nd Reading.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

3. Board Policy Review 1.803--2.404

This will be held for review Policy 1.808 after line 25, "Bus stops will not be established any closer than 100 feet limit of a registered sex offenders residence without permission of the Director of School."

Motion to approve 1.803 to 2.300 with changes 1.803 change line over 18, calling parents Pull out 1.805 in order to add line 2 after assignments. Board members will be allowed full access to electronic mail including group and individual addresses to bring it back for first reading.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to approve 1.803 to 2.404 with changes/review.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

4. Review Board Policy 2.403

Motion to ask the Director to review the draft of policy 2.403 and report back to the board.

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---February 5, 2024

Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1

5. Board Policy 4.502 Parental and Family Involvement (annually work with parents)  
Board Policy 4.502 needs to be brought to the Board. The school family engagement compacts lines 10-14 states that the Board will review and comment on the compact.

XI. Announcements

A. Discuss and propose date(s) for the Board Retreat in February 2024  
Schedule a Board Retreat, February 29th, 6pm. Send agenda items to Mr. Gammons.

B. The next Board Meeting is on March 4, 2024, at 6:30 pm. in Room 203 at the Hickman County Board of Education, 115 Murphree Ave., Centerville, Tennessee, 37033.

C. TN Legislative Representative Updates  
Tim Hobbs spoke to us about his upcoming visit with our House of Representative Jody Barrett

XII. Closing Comments

XIII. Adjourn  
Motion to Adjourn.  
Motion made by Tim Hobbs.  
Motion seconded by Vance Willis.  
Motion Result: Passed

Jim Hudgins: Absent  
Sherri Baker: Yea  
Ronald Gammons: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Vance Willis: Yea  
Yea: 6, Nay: 0, Absent: 1



**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, March 11, 2024 at 6:30 p.m. in Room 203 of the Hickman County Board of Education Office Complex.

- I. Call to Order
- II. Public Comment  
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Regular Meeting Minutes for February 5, 2024
- VI. SCOPE Student Attendees Briefing
- VII. Agenda for March 11, 2024
- VIII. Special Recognition
  - A. Employee of the Month—Tim Hobbs
- IX. Information to the Board
  - A. EHHS Band Boosters—Booster Representatives and Band Members
- X. Consent Agenda
  - A. Board Chair's Report
    1. Chair's Countersigned Warrants
  - B. Director's Report
  - C. Financial Report
  - D. ESSER Updates
  - E. Director's Monthly Attendance Report (as of end of month – 2/29/24)
  - F. Student Negative Balance for School Nutrition
- XI. Items Requiring Board Action
  - A. Trip Requests
    1. HCHS JROTC—Instructor and Cadets
      - a. 7<sup>th</sup> Brigade Regional Drill & Air Rifle Competition
      - b. JROTC Cadet Leadership Challenge (JCLC)
    2. HCHS TNStrong—Sponsor and Students
    3. HCHS FCCLA—Sponsor and Students
    4. EHHS HOSA—Sponsor and Students
    5. HCMS 8<sup>th</sup> Grade Trip Request—Teacher and Students
    6. HCHS Boys Basketball State Tournament—Coach and Players

- B. Behavior Consulting Contract—Special Programs Director
  - C. ESSER Camera Quote (purchase through BuyBoard)—ESSER Manager
  - D. ESSER HVAC Proposals for CIS and CES (purchases through OMNIA)—ESSER Manager
  - E. Re-Bid – School Mowing Services—Director of Schools
  - F. Entry Resistant Replacement Doors – EHES—Becky Malugin
  - G. Request for Interscholastic Athletic Practice During School Day—Athletic Director
  - H. Budget Amendments—Business Officer
  - I. Approve Job Description/Salary Schedule for Interim School Nutrition Field Manager—  
Director of Schools
  - J. Change The Regularly Scheduled Meeting of the HCBOE from April 1, 2024 to April 8, 2024—  
Director of Schools
  - K. Discuss Future Dates for HCBOE Budget Committee Meetings—Board Chair
  - L. Budget 2024-2025—Board Chair
  - M. Board Policies
    - 1. Revised Board Policies 1.805, 6.200, 1.808, 2.403 (1<sup>st</sup> Reading)—Misty Shelton
    - 2. Revised Board Policies 1.901, 2.805 (2<sup>nd</sup> Reading)—Misty Shelton
    - 3. Board Policy Review 2.800—2.600—Misty Shelton
    - 4. Family Engagement Plans Title I Schools—Board Chair
- XII. Closing Comments
- A. TN Legislative Representative Updates—Tim Hobbs
- XIII. Adjourn



Hickman County Schools Board Agenda Item Request

Date: 2/27/24

Name of School: East Hickman High School

Item Request: NEW uniforms


Explanation:

we are wanting to get 1-2 boosters  
and 2-3 of the Band students to  
Show ~~us~~ 2-4 uniforms for examples  
as to why we need new uniforms.

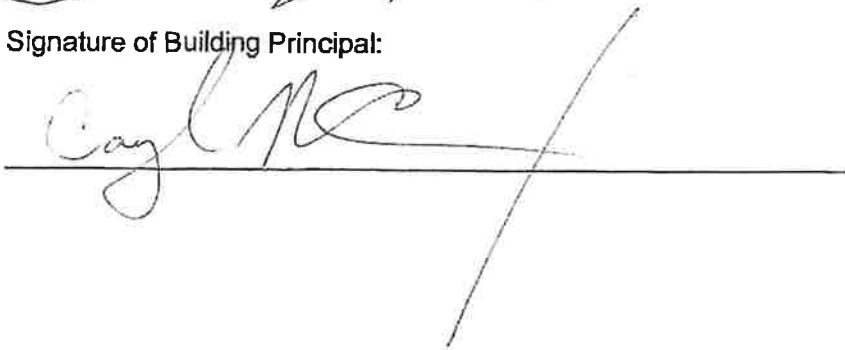
Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

 Chelsea Wade, EHB+C Boost

Signature of Building Principal:



**Bank Name**  
General Purpose

**Bank Number**  
141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000706	Algonquin Products Co.	8190	02/01/2024	141- -11140	\$140.24
41000707	Amazon	727	02/01/2024	141- -11140	\$661.10
41000708	American Fidelity Assurance	637	02/01/2024	141- -11140	\$15,129.14
41000709	American Fidelity Assurance Co	636	02/01/2024	141- -11140	\$73,414.03
41000710	American Fidelity Assurance Co	652	02/01/2024	141- -11140	\$8,277.00
41000711	Dickson Electric System	1806	02/01/2024	141- -11140	\$5,502.81
41000712	FaciliServe, Inc.	1394	02/01/2024	141- -11140	\$1,209.00
41000713	Four Seasons Outdoors & Sports	2334	02/01/2024	141- -11140	\$2,619.35
41000714	Gilbert, Charles	2537	02/01/2024	141- -11140	\$487.50
41000715	Grainger	3491	02/01/2024	141- -11140	\$1,158.00
41000716	Tucker, Twyla L.	8214	02/01/2024	141- -11140	\$37.15
41000717	Mcc Nashville	1836	02/01/2024	141- -11140	\$1,544.40
41000718	Oscar Enterprises Inc	4263	02/01/2024	141- -11140	\$360.00
41000719	Owen's Oil Co., Inc.	4257	02/01/2024	141- -11140	\$68.24
41000720	Republic Service, LLC #840	4739	02/01/2024	141- -11140	\$5,906.19
41000721	SSC Service Solutions Compass Group USA, Inc.	4832	02/01/2024	141- -11140	\$59,518.35
41000722	Town Of Centerville	5315	02/01/2024	141- -11140	\$1,427.91
41000723	Walmart	5868	02/01/2024	141- -11140	\$473.11
<b>141 Total:</b>					\$177,933.52
<b>Bank Total:</b>					\$177,933.52
<b>Bank Payment Count:</b>					18

**Bank Name**                      **Bank Number**  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000216	American Fidelity Assurance Co	636	02/01/2024	142-010-11140	\$145.14
<b>142-010 Total:</b>					\$145.14
42000215	American Fidelity Assurance	637	02/01/2024	142-101-11140	\$50.00
42000216	American Fidelity Assurance Co	636	02/01/2024	142-101-11140	\$166.95
<b>142-101 Total:</b>					\$216.95
42000216	American Fidelity Assurance Co	636	02/01/2024	142-201-11140	\$370.44
<b>142-201 Total:</b>					\$370.44
42000214	Amazon	727	02/01/2024	142-601-11140	\$198.25
<b>142-601 Total:</b>					\$198.25
42000216	American Fidelity Assurance Co	636	02/01/2024	142-801-11140	\$14.77
<b>142-801 Total:</b>					\$14.77
42000215	American Fidelity Assurance	637	02/01/2024	142-901-11140	\$132.07
42000216	American Fidelity Assurance Co	636	02/01/2024	142-901-11140	\$1,329.73
<b>142-901 Total:</b>					\$1,461.80
42000216	American Fidelity Assurance Co	636	02/01/2024	142-911-11140	\$81.60
<b>142-911 Total:</b>					\$81.60
42000216	American Fidelity Assurance Co	636	02/01/2024	142-933-11140	\$521.27
<b>142-933 Total:</b>					\$521.27
42000215	American Fidelity Assurance	637	02/01/2024	142-937-11140	\$17.93
42000216	American Fidelity Assurance Co	636	02/01/2024	142-937-11140	\$16.20
<b>142-937 Total:</b>					\$34.13
42000216	American Fidelity Assurance Co	636	02/01/2024	142-964-11140	\$294.72
42000217	Casad Company, Inc. Db Totally Promotional	8122	02/01/2024	142-964-11140	\$711.15
42000218	Oriental Trading Co., Inc.	6258	02/01/2024	142-964-11140	\$426.41
<b>142-964 Total:</b>					\$1,432.28
<b>Bank Total:</b>					\$4,476.63
<b>Bank Payment Count:</b>					5

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<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000724	American Fidelity Assurance Co	652	02/01/2024	141- -11140	\$200.00
<b>141 Total:</b>					\$200.00
<b>Bank Total:</b>					\$200.00
<b>Bank Payment Count:</b>					1

Date/Time: 2/2/2024 8:39 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000725	Hickman County Trustee	2937	02/02/2024	141- -11140	\$1,600.81
<b>141 Total:</b>					\$1,600.81
<b>Bank Total:</b>					\$1,600.81
<b>Bank Payment Count:</b>					1

**Bank Name**                      **Bank Number**  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000726	Bennett & DeCamp PLLC	8071	02/05/2024	141- -11140	\$924.50
41000727	Bon Aqua Lyles Utility Distric	851	02/05/2024	141- -11140	\$2,418.10
41000728	Carroll, Whitney	8172	02/05/2024	141- -11140	\$500.00
41000729	Duley, L.C.S.W., Joe	1814	02/05/2024	141- -11140	\$1,690.00
41000730	Ed's Supply, Inc.	2103	02/05/2024	141- -11140	\$1,319.17
41000731	Evans, Meghan	987	02/05/2024	141- -11140	\$163.48
41000732	Ferrellgas	7446	02/05/2024	141- -11140	\$2,639.00
41000733	Gross, Debbie	2675	02/05/2024	141- -11140	\$75.71
41000734	Hibbs, Polly	3038	02/05/2024	141- -11140	\$29.48
41000735	Main Street Emporium	7541	02/05/2024	141- -11140	\$361.85
41000736	McCaleb, Rachel	7746	02/05/2024	141- -11140	\$158.79
41000737	Meriwether Lewis Electric	3675	02/05/2024	141- -11140	\$45,289.26
41000738	Qualls, Shelda	4597	02/05/2024	141- -11140	\$67.00
41000739	Quill Corp.	4574	02/05/2024	141- -11140	\$141.74
41000740	Rietveld, Stephanie	993	02/05/2024	141- -11140	\$1,800.00
41000741	Tanner, Katelyn	6315	02/05/2024	141- -11140	\$34.84
41000742	Town Of Centerville	5315	02/05/2024	141- -11140	\$13,989.15
<b>141 Total:</b>					<b>\$71,602.07</b>
<b>Bank Total:</b>					<b>\$71,602.07</b>
<b>Bank Payment Count:</b>					<b>17</b>

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000223	Mayberry, Kimberly D.	4108	02/05/2024	142-010-11140	\$70.35
<b>142-010 Total:</b>					\$70.35
42000226	Wilson, Anita	7954	02/05/2024	142-901-11140	\$804.00
<b>142-901 Total:</b>					\$804.00
42000219	Codell Construction Company	7950	02/05/2024	142-933-11140	\$18,300.00
42000220	First Farmers & Merchants Bank	8074	02/05/2024	142-933-11140	\$15,042.94
42000221	Gopher Sport	2460	02/05/2024	142-933-11140	\$223.72
42000222	Lyle-Cook-Martin	7919	02/05/2024	142-933-11140	\$22,080.10
42000224	Phase 1 Construction, LLC	7934	02/05/2024	142-933-11140	\$285,815.73
42000225	Virco, Inc.	5830	02/05/2024	142-933-11140	\$13,859.97
<b>142-933 Total:</b>					\$355,322.46
<b>Bank Total:</b>					\$356,196.81
<b>Bank Payment Count:</b>					8

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000138	Town Of Centerville	5315	02/05/2024	143- -11140	\$104.97
<b>143 Total:</b>					\$104.97
<b>Bank Total:</b>					\$104.97
<b>Bank Payment Count:</b>					1

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000743	County Of Hickman Misc Acct	1633	02/06/2024	141- -11140	\$43,073.30
41000744	Hickman County Trustee	2937	02/06/2024	141- -11140	\$2,369.70
41000745	SP2	7340	02/06/2024	141- -11140	\$5,754.00
<b>141 Total:</b>					\$51,197.00
<b>Bank Total:</b>					\$51,197.00
<b>Bank Payment Count:</b>					3

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Hickman County Finance  
Payment Register By Account Control

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Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000227	County Of Hickman Misc Acct	1633	02/06/2024	142-901-11140	\$159.79
<b>142-901 Total:</b>					\$159.79
42000227	County Of Hickman Misc Acct	1633	02/06/2024	142-933-11140	\$200.00
<b>142-933 Total:</b>					\$200.00
<b>Bank Total:</b>					\$359.79
<b>Bank Payment Count:</b>					1

**Bank Name**                      **Bank Number**  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000139	AT & T	7542	02/08/2024	143- -11140	\$177.65
43000140	County Of Hickman Misc Acct	1633	02/08/2024	143- -11140	\$9,051.81
43000141	Fitts, Connie S.	185	02/08/2024	143- -11140	\$102.18
43000142	Gordon Food Service, Inc.	2488	02/08/2024	143- -11140	\$79,190.72
43000143	Matrix Mechanical Solutions, LLC	7974	02/08/2024	143- -11140	\$9,220.00
43000144	Murfreesboro Pure Milk Co, Inc.	7552	02/08/2024	143- -11140	\$2,300.40
43000145	Optimus Pest Solutions	47	02/08/2024	143- -11140	\$240.00
43000146	Outside The Box	3315	02/08/2024	143- -11140	\$99.53
43000147	Pepsi Cola	6726	02/08/2024	143- -11140	\$1,606.38
43000148	Prairie Farms Dairy	18	02/08/2024	143- -11140	\$12,976.87
43000149	Prince Hardware, LLC	4321	02/08/2024	143- -11140	\$541.77
43000150	Rj Young Company	4691	02/08/2024	143- -11140	\$331.37
43000151	SNA Depository	4878	02/08/2024	143- -11140	\$83.00
<b>143 Total:</b>					<u>\$115,921.68</u>
<b>Bank Total:</b>					\$115,921.68
<b>Bank Payment Count:</b>					13

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>				
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-010-11140	\$337.78	
42000232	Rj Young Company	4691	02/08/2024	142-010-11140	\$250.00	
<b>142-010 Total:</b>					\$587.78	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-101-11140	\$2,229.72	
42000232	Rj Young Company	4691	02/08/2024	142-101-11140	\$186.41	
<b>142-101 Total:</b>					\$2,416.13	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-201-11140	\$389.92	
<b>142-201 Total:</b>					\$389.92	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-401-11140	\$20.83	
<b>142-401 Total:</b>					\$20.83	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-601-11140	\$104.36	
42000229	Howard Technology Solutions	3053	02/08/2024	142-601-11140	\$201.00	
<b>142-601 Total:</b>					\$305.36	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-901-11140	\$911.95	
42000231	Quill Corp.	4574	02/08/2024	142-901-11140	\$89.98	
42000233	Western Psychological Service	6042	02/08/2024	142-901-11140	\$2,450.00	
<b>142-901 Total:</b>					\$3,451.93	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-933-11140	\$1,888.23	
<b>142-933 Total:</b>					\$1,888.23	
42000230	National Institute For Excellence In Teaching	4172	02/08/2024	142-959-11140	\$33,762.50	
<b>142-959 Total:</b>					\$33,762.50	
42000228	County Of Hickman Misc Acct	1633	02/08/2024	142-964-11140	\$868.99	
42000232	Rj Young Company	4691	02/08/2024	142-964-11140	\$336.20	
<b>142-964 Total:</b>					\$1,205.19	
<b>Bank Total:</b>					\$44,027.87	
<b>Bank Payment Count:</b>						6

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000746	Ace Hardware	635	02/08/2024	141- -11140	\$525.08
41000747	Amazon	727	02/08/2024	141- -11140	\$1,003.20
41000748	AT & T	7542	02/08/2024	141- -11140	\$1,024.37
41000749	Big G Metal Works	7864	02/08/2024	141- -11140	\$40.00
41000750	Brewer Chemicals & Equip, LLC	861	02/08/2024	141- -11140	\$420.00
41000751	Central States Bus Sales, Inc.	1326	02/08/2024	141- -11140	\$1,237.60
41000752	County Of Hickman Misc Acct	1633	02/08/2024	141- -11140	\$177,020.44
41000753	Dick, Kathy	1826	02/08/2024	141- -11140	\$37.15
41000754	Dickson Electric System	1806	02/08/2024	141- -11140	\$185.98
41000755	Everett Glass Company, LLC	8092	02/08/2024	141- -11140	\$239.00
41000756	Harvill, Nancy	2758	02/08/2024	141- -11140	\$5,360.00
41000757	Interkal, LLC	8128	02/08/2024	141- -11140	\$1,683.33
41000758	Jenkins, Michelle OTR/L	7423	02/08/2024	141- -11140	\$3,720.00
41000759	Kelsan, Inc.	3379	02/08/2024	141- -11140	\$2,994.82
41000760	Matrix Mechanical Solutions, LLC	7974	02/08/2024	141- -11140	\$1,710.00
41000761	McManus, Christy	8120	02/08/2024	141- -11140	\$151.96
41000762	Mid-South Bus Center, Inc	3706	02/08/2024	141- -11140	\$2,284.34
41000763	Monica Ogles PT	7756	02/08/2024	141- -11140	\$2,333.60
41000764	O'Reilly Auto Parts	4265	02/08/2024	141- -11140	\$305.86
41000765	Prince Hardware, LLC	4321	02/08/2024	141- -11140	\$845.05
41000766	Qualls, Don	4571	02/08/2024	141- -11140	\$37.15
41000767	Renato Software LTD.	7243	02/08/2024	141- -11140	\$8,700.00
41000768	Rj Young Company	4691	02/08/2024	141- -11140	\$5,114.48
41000769	Rodriguez, Dafne	8220	02/08/2024	141- -11140	\$37.15
41000770	School In Sites	8047	02/08/2024	141- -11140	\$1,800.00
41000771	Southern Duplicating of Clarksdale, Inc.	7343	02/08/2024	141- -11140	\$46.07
41000772	SSC Service Solutions Compass Group USA, Inc.	4832	02/08/2024	141- -11140	\$59,518.35
41000773	Town Of Centerville	5315	02/08/2024	141- -11140	\$13,419.63
41000774	Unifirst Corp.	5758	02/08/2024	141- -11140	\$1,038.62
41000775	Warren, Wanda	8219	02/08/2024	141- -11140	\$37.15

**141 Total:** \$292,870.38

**Bank Total:** \$292,870.38

**Bank Payment Count:** 30

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000776	American Fidelity Assurance	637	02/12/2024	141- -11140	\$15,098.21
41000777	American Fidelity Assurance Co	636	02/12/2024	141- -11140	\$72,726.81
41000778	American Fidelity Assurance Co	652	02/12/2024	141- -11140	\$8,717.00
41000779	Beam Insurance Administrators LLC	7435	02/12/2024	141- -11140	\$11,165.78
41000780	Brewer, Ronnie	7876	02/12/2024	141- -11140	\$104.52
41000781	Hickman Co Trustee	2722	02/12/2024	141- -11140	\$241,636.49
41000782	Interquest Detection Canines, LLC	6718	02/12/2024	141- -11140	\$600.00
41000783	Karco Parts	3364	02/12/2024	141- -11140	\$25.63
41000784	Main Street Emporium	7541	02/12/2024	141- -11140	\$310.65
41000785	Oriental Trading Co., Inc.	6258	02/12/2024	141- -11140	\$1,284.87
41000786	Quill Corp.	4574	02/12/2024	141- -11140	\$415.92
41000787	Tennessee School Board Assoc.	61	02/12/2024	141- -11140	\$200.00
<b>141 Total:</b>					<b>\$352,285.88</b>
<b>Bank Total:</b>					<b>\$352,285.88</b>
<b>Bank Payment Count:</b>					<b>12</b>

Hickman County Finance  
Payment Register By Account Control

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000236	American Fidelity Assurance Co	636	02/12/2024	142-010-11140	\$145.14
42000238	Hickman Co Trustee	2722	02/12/2024	142-010-11140	\$56.60
<b>142-010 Total:</b>					\$201.74
42000234	Amazon	727	02/12/2024	142-101-11140	\$1,378.81
42000235	American Fidelity Assurance	637	02/12/2024	142-101-11140	\$50.00
42000236	American Fidelity Assurance Co	636	02/12/2024	142-101-11140	\$166.95
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-101-11140	\$62.43
42000238	Hickman Co Trustee	2722	02/12/2024	142-101-11140	\$113.20
42000240	Rochester 100 Inc.	4736	02/12/2024	142-101-11140	\$598.85
<b>142-101 Total:</b>					\$2,370.24
42000236	American Fidelity Assurance Co	636	02/12/2024	142-201-11140	\$370.44
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-201-11140	\$63.49
42000238	Hickman Co Trustee	2722	02/12/2024	142-201-11140	\$113.20
<b>142-201 Total:</b>					\$547.13
42000236	American Fidelity Assurance Co	636	02/12/2024	142-801-11140	\$14.78
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-801-11140	\$12.16
<b>142-801 Total:</b>					\$26.94
42000235	American Fidelity Assurance	637	02/12/2024	142-901-11140	\$132.07
42000236	American Fidelity Assurance Co	636	02/12/2024	142-901-11140	\$1,329.73
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-901-11140	\$162.86
42000238	Hickman Co Trustee	2722	02/12/2024	142-901-11140	\$740.00
42000239	Quill Corp.	4574	02/12/2024	142-901-11140	\$116.98
<b>142-901 Total:</b>					\$2,481.64
42000236	American Fidelity Assurance Co	636	02/12/2024	142-911-11140	\$81.60
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-911-11140	\$31.75
42000238	Hickman Co Trustee	2722	02/12/2024	142-911-11140	\$56.60
<b>142-911 Total:</b>					\$169.95
42000236	American Fidelity Assurance Co	636	02/12/2024	142-933-11140	\$521.29
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-933-11140	\$266.21
42000238	Hickman Co Trustee	2722	02/12/2024	142-933-11140	\$893.78
<b>142-933 Total:</b>					\$1,681.28
42000235	American Fidelity Assurance	637	02/12/2024	142-937-11140	\$17.93
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-937-11140	\$2.14
<b>142-937 Total:</b>					\$20.07
42000236	American Fidelity Assurance Co	636	02/12/2024	142-964-11140	\$294.72
42000237	Beam Insurance Administrators LLC	7435	02/12/2024	142-964-11140	\$112.79
42000238	Hickman Co Trustee	2722	02/12/2024	142-964-11140	\$445.58

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Hickman County Finance  
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142-964 Total: \$853.09

Bank Total: \$8,352.08

Bank Payment Count: 7

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000788	ASMS, LLC	646	02/15/2024	141- -11140	\$829.00
41000789	AT & T	7542	02/15/2024	141- -11140	\$323.18
41000790	Atkinson, Dana	8229	02/15/2024	141- -11140	\$37.15
41000791	County Of Hickman Misc Acct	1633	02/15/2024	141- -11140	\$5,853.36
41000792	Cude, Rebecca	1311	02/15/2024	141- -11140	\$37.15
41000793	Deen, Elaine	8227	02/15/2024	141- -11140	\$37.15
41000794	Ed's Supply, Inc.	2103	02/15/2024	141- -11140	\$1,611.22
41000795	Emerson, Robyn	2280	02/15/2024	141- -11140	\$45.56
41000796	Ferguson Enterprises, Inc.	2315	02/15/2024	141- -11140	\$481.45
41000797	Mathis, Mickey	3929	02/15/2024	141- -11140	\$37.15
41000798	Mcmullin, Vanessa Dunn	3905	02/15/2024	141- -11140	\$37.15
41000799	McNichols, Adrian	8226	02/15/2024	141- -11140	\$37.15
41000800	Optimus Pest Solutions	47	02/15/2024	141- -11140	\$750.00
41000801	Roberts, Donna	7236	02/15/2024	141- -11140	\$65.00
41000802	Taylor, Kimberly	8228	02/15/2024	141- -11140	\$37.15
41000803	TNRMT	5357	02/15/2024	141- -11140	\$24,863.00
41000804	Totty, Teresa	5588	02/15/2024	141- -11140	\$37.15
41000805	Town Of Centerville	5315	02/15/2024	141- -11140	\$5,452.93
41000806	Verizon Wireless	5823	02/15/2024	141- -11140	\$68.04
<b>141 Total:</b>					\$40,639.94
<b>Bank Total:</b>					\$40,639.94
<b>Bank Payment Count:</b>					19

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000245	TN Assoc.of Secondary School Principals	7832	02/15/2024	142-401-11140	\$400.00
<b>142-401 Total:</b>					\$400.00
* 42000241	Amazon	727	02/15/2024	142-901-11140	\$64.13
<b>142-901 Total:</b>					\$64.13
42000242	American Reprographics	8204	02/15/2024	142-933-11140	\$928.68
42000243	Lakeshore Learning Materials	3463	02/15/2024	142-933-11140	\$321.92
42000244	Teacher Synergy, LLC	5548	02/15/2024	142-933-11140	\$136.65
<b>142-933 Total:</b>					\$1,387.25
<b>Bank Total:</b>					\$1,851.38
<b>Bank Payment Count:</b>					5

Amazon

The Amount of the Check was calculated incorrectly and the check will be voided + re-run on Tues 2/20/24

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000152	Volco	5841	02/15/2024	143- -11140	\$7,039.47
<b>143 Total:</b>					\$7,039.47
<b>Bank Total:</b>					\$7,039.47
<b>Bank Payment Count:</b>					1

**Bank Name**                      **Bank Number**  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000807	AT & T	7542	02/20/2024	141- -11140	\$285.43
41000808	Dean, Frank	2012	02/20/2024	141- -11140	\$125.00
41000809	Dickson Electric System	1806	02/20/2024	141- -11140	\$31,214.69
41000810	Gunther, Gregory	8231	02/20/2024	141- -11140	\$37.15
41000811	Hickman County Trustee	2937	02/20/2024	141- -11140	\$11.48
41000812	Jackson, Bruce	3270	02/20/2024	141- -11140	\$37.15
41000813	Kelsan, Inc.	3379	02/20/2024	141- -11140	\$2,828.55
41000814	Oriental Trading Co., Inc.	6258	02/20/2024	141- -11140	\$520.47
41000815	Pace Analytical National	2230	02/20/2024	141- -11140	\$658.60
41000816	Quill Corp.	4574	02/20/2024	141- -11140	\$246.60
41000817	Swope Educational Consulting	5203	02/20/2024	141- -11140	\$3,270.00
41000818	Town Of Centerville	5315	02/20/2024	141- -11140	\$110.00
41000819	Warren's Wrecker Service	5864	02/20/2024	141- -11140	\$80.00
<b>141 Total:</b>					<b>\$39,425.12</b>
<b>Bank Total:</b>					<b>\$39,425.12</b>
<b>Bank Payment Count:</b>					<b>13</b>

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000246	Amazon	727	02/20/2024	142-901-11140	\$78.53
<b>142-901 Total:</b>					\$78.53
<b>Bank Total:</b>					\$78.53
<b>Bank Payment Count:</b>					1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000153	AT & T	7542	02/20/2024	143- -11140	\$181.09
<b>143 Total:</b>					\$181.09
<b>Bank Total:</b>					\$181.09
<b>Bank Payment Count:</b>					1

Hickman County Finance  
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Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000251	Hickman Co Board Of Ed.	2734	02/22/2024	142-010-11140	\$12,008.98
<b>142-010 Total:</b>					\$12,008.98
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-101-11140	\$55.20
42000251	Hickman Co Board Of Ed.	2734	02/22/2024	142-101-11140	\$44,799.02
<b>142-101 Total:</b>					\$44,854.22
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-201-11140	\$36.00
<b>142-201 Total:</b>					\$36.00
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-901-11140	\$99.40
42000251	Hickman Co Board Of Ed.	2734	02/22/2024	142-901-11140	\$91,004.74
<b>142-901 Total:</b>					\$91,104.14
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-911-11140	\$19.88
<b>142-911 Total:</b>					\$19.88
42000247	ADT Security Systems, Inc.	7196	02/22/2024	142-933-11140	\$33,916.37
42000248	Amazon	727	02/22/2024	142-933-11140	\$6,040.28
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-933-11140	\$126.85
42000250	Capital Microscope Service, Inc.	7755	02/22/2024	142-933-11140	\$2,909.80
42000251	Hickman Co Board Of Ed.	2734	02/22/2024	142-933-11140	\$44,704.00
<b>142-933 Total:</b>					\$87,697.30
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-937-11140	\$0.68
<b>142-937 Total:</b>					\$0.68
42000249	Ameritas Life Insurance Corp.	7442	02/22/2024	142-964-11140	\$53.48
42000251	Hickman Co Board Of Ed.	2734	02/22/2024	142-964-11140	\$19,725.84
<b>142-964 Total:</b>					\$19,779.32
<b>Bank Total:</b>					\$255,500.52
<b>Bank Payment Count:</b>					5

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000820	Amazon	727	02/22/2024	141- -11140	\$269.83
41000821	Ameritas Life Insurance Corp.	7442	02/22/2024	141- -11140	\$5,478.73
41000822	Breece, Debbie	853	02/22/2024	141- -11140	\$37.15
41000823	Burchard, Brenda	586	02/22/2024	141- -11140	\$37.15
41000824	Gallegos, William	8232	02/22/2024	141- -11140	\$37.15
41000825	Hobbs, Tim	3117	02/22/2024	141- -11140	\$254.43
41000826	Interpreters Unlimited, Inc.	6501	02/22/2024	141- -11140	\$155.00
41000827	Kimbrow Oil Co.	3419	02/22/2024	141- -11140	\$3,691.39
41000828	Orton, Melissa	4305	02/22/2024	141- -11140	\$37.15
41000829	Owen's Oil Co., Inc.	4257	02/22/2024	141- -11140	\$13,072.44
41000830	Quill Corp.	4574	02/22/2024	141- -11140	\$499.63
41000831	Republic Service, LLC #840	4739	02/22/2024	141- -11140	\$5,971.35
<b>141 Total:</b>					\$29,541.40
<b>Bank Total:</b>					\$29,541.40
<b>Bank Payment Count:</b>					12

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000154	American Fidelity Assurance Co	636	02/22/2024	143- -11140	\$1,317.54
43000155	Ameritas Life Insurance Corp.	7442	02/22/2024	143- -11140	\$94.44
43000156	Beam Insurance Administrators LLC	7435	02/22/2024	143- -11140	\$343.26
43000157	Hickman Co Trustee	2722	02/22/2024	143- -11140	\$1,146.55
43000158	Hickman County Trustee	2937	02/22/2024	143- -11140	\$16,318.50
43000159	Tennessee Farmers Life Insurance	5297	02/22/2024	143- -11140	\$25.00

**143 Total:** \$19,245.29

**Bank Total:** \$19,245.29

**Bank Payment Count:** 6

<b>Bank Name</b>	<b>Bank Number</b>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000832	Amazon	727	02/26/2024	141- -11140	\$1,519.45
41000833	Don Kennedy Roofing Co., Inc.	6673	02/26/2024	141- -11140	\$4,471.36
41000834	FacillServe, Inc.	1394	02/26/2024	141- -11140	\$1,297.00
41000835	Hickman Co Trustee	2722	02/26/2024	141- -11140	\$1,655.10
41000836	Hickman Co. Middle School- Softball	8237	02/26/2024	141- -11140	\$150.00
41000837	Lumen/Centurylink	4577	02/26/2024	141- -11140	\$20.07
41000838	ODP Business Solutions, LLC	4261	02/26/2024	141- -11140	\$249.39
41000839	Parent Institute, The	4328	02/26/2024	141- -11140	\$809.10
41000840	Tennessee School Board Assoc.	61	02/26/2024	141- -11140	\$354.00
<b>141 Total:</b>					<u>\$10,525.47</u>
<b>Bank Total:</b>					\$10,525.47
<b>Bank Payment Count:</b>					9

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000253	Frog Publications	2333	02/26/2024	142-101-11140	\$211.14
<b>142-101 Total:</b>					\$211.14
42000252	American Assoc. of Family & Consumer Science	8233	02/26/2024	142-801-11140	\$120.00
<b>142-801 Total:</b>					\$120.00
<b>Bank Total:</b>					\$331.14
<b>Bank Payment Count:</b>					2

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000841	Cornerstone Financial Credit Union	2100	02/28/2024	141- -11140	\$200.00
41000842	County Of Hickman Misc Acct	1633	02/28/2024	141- -11140	\$43,115.96
41000843	Dickson Co. General Sessions Court	1861	02/28/2024	141- -11140	\$118.09
41000844	Hickman Co Trustee	2722	02/28/2024	141- -11140	\$930.00
41000845	Hickman Co. General Sessions	2858	02/28/2024	141- -11140	\$88.13
41000846	Hickman County Trustee	2937	02/28/2024	141- -11140	\$353,002.27
41000847	Metropolitan Life	3677	02/28/2024	141- -11140	\$120.00
41000848	Tennessee Credit Union	5296	02/28/2024	141- -11140	\$825.00
41000849	Tennessee Farmers Life Insurance	5297	02/28/2024	141- -11140	\$675.00

**141 Total:** \$399,074.45

**Bank Total:** \$399,074.45

**Bank Payment Count:** 9

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000257	Hickman County Trustee	2937	02/28/2024	142-010-11140	\$2,822.36	
					<b>142-010 Total:</b>	\$2,822.36
42000257	Hickman County Trustee	2937	02/28/2024	142-101-11140	\$11,125.29	
					<b>142-101 Total:</b>	\$11,125.29
42000257	Hickman County Trustee	2937	02/28/2024	142-201-11140	\$1,869.13	
					<b>142-201 Total:</b>	\$1,869.13
42000257	Hickman County Trustee	2937	02/28/2024	142-401-11140	\$63.74	
					<b>142-401 Total:</b>	\$63.74
42000257	Hickman County Trustee	2937	02/28/2024	142-601-11140	\$477.94	
					<b>142-601 Total:</b>	\$477.94
42000257	Hickman County Trustee	2937	02/28/2024	142-801-11140	\$190.50	
					<b>142-801 Total:</b>	\$190.50
42000254	Chapter 13 Trustee	1265	02/28/2024	142-901-11140	\$180.00	
42000255	County Of Hickman Misc Acct	1633	02/28/2024	142-901-11140	\$159.79	
42000256	Dickson Co. General Sessions Court	1861	02/28/2024	142-901-11140	\$374.44	
42000257	Hickman County Trustee	2937	02/28/2024	142-901-11140	\$11,329.07	
42000258	Tennessee Farmers Life Insurance	5297	02/28/2024	142-901-11140	\$30.00	
					<b>142-901 Total:</b>	\$12,073.30
42000257	Hickman County Trustee	2937	02/28/2024	142-911-11140	\$232.72	
					<b>142-911 Total:</b>	\$232.72
42000255	County Of Hickman Misc Acct	1633	02/28/2024	142-933-11140	\$200.00	
42000257	Hickman County Trustee	2937	02/28/2024	142-933-11140	\$12,163.30	
					<b>142-933 Total:</b>	\$12,363.30
42000255	County Of Hickman Misc Acct	1633	02/28/2024	142-937-11140	\$18.51	
42000257	Hickman County Trustee	2937	02/28/2024	142-937-11140	\$3,693.14	
					<b>142-937 Total:</b>	\$3,711.65
42000257	Hickman County Trustee	2937	02/28/2024	142-964-11140	\$3,465.61	
					<b>142-964 Total:</b>	\$3,465.61
					<b>Bank Total:</b>	\$48,395.54
					<b>Bank Payment Count:</b>	5

Bank Name                      Bank Number  
Cafeteria                              143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000160	Gordon Food Service, Inc.	2488	02/29/2024	143- -11140	\$1,070.75
43000161	RJ Young Company, LLC.	4605	02/29/2024	143- -11140	\$331.37
<b>143 Total:</b>					<u>\$1,402.12</u>
<b>Bank Total:</b>					<u>\$1,402.12</u>
<b>Bank Payment Count:</b>					2

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000260	RJ Young Company, LLC.	4605	02/29/2024	142-010-11140	\$250.00
<b>142-010 Total:</b>					\$250.00
42000260	RJ Young Company, LLC.	4605	02/29/2024	142-101-11140	\$186.41
<b>142-101 Total:</b>					\$186.41
42000259	Riverside Insights	6689	02/29/2024	142-901-11140	\$573.80
<b>142-901 Total:</b>					\$573.80
42000260	RJ Young Company, LLC.	4605	02/29/2024	142-964-11140	\$336.20
<b>142-964 Total:</b>					\$336.20
<b>Bank Total:</b>					\$1,346.41
<b>Bank Payment Count:</b>					2

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000850	Bates, Michelle	889	02/29/2024	141- -11140	\$319.80
41000851	Breece, Debbie	853	02/29/2024	141- -11140	\$294.80
41000852	Chappells #8	1443	02/29/2024	141- -11140	\$65.33
41000853	Deal, David	44	02/29/2024	141- -11140	\$37.15
41000854	Ferrellgas	7446	02/29/2024	141- -11140	\$6,567.35
41000855	Hinson, Gregory	2800	02/29/2024	141- -11140	\$37.15
41000856	Terry Erin M.	8254	02/29/2024	141- -11140	\$437.15
41000857	Powell, Celine	4501	02/29/2024	141- -11140	\$37.15
41000858	Rivers, Tracy L	4644	02/29/2024	141- -11140	\$79.50
41000859	RJ Young Company, LLC.	4605	02/29/2024	141- -11140	\$3,906.48
41000860	The King's Daughter's School	7928	02/29/2024	141- -11140	\$9,000.00
41000861	Town Of Centerville	5315	02/29/2024	141- -11140	\$1,870.97
41000862	Underwood, Scott	7738	02/29/2024	141- -11140	\$40.20
41000863	Usa Blue Book	5799	02/29/2024	141- -11140	\$233.30
<b>141 Total:</b>					\$22,926.33
<b>Bank Total:</b>					\$22,926.33
<b>Bank Payment Count:</b>					14

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000264	Thomasson, Julia	192	03/04/2024	142-010-11140	\$187.60
42000265	Mayberry, Kimberly D.	4108	03/04/2024	142-010-11140	\$229.14
<b>142-010 Total:</b>					\$416.74
42000261	Dunn, Kristin	8259	03/04/2024	142-401-11140	\$220.08
42000266	Toss	5723	03/04/2024	142-401-11140	\$150.00
<b>142-401 Total:</b>					\$370.08
42000262	Four Seasons Outdoors & Sports	2334	03/04/2024	142-964-11140	\$221.00
42000263	Hickok, Raven	8258	03/04/2024	142-964-11140	\$79.93
<b>142-964 Total:</b>					\$300.93
<b>Bank Total:</b>					\$1,087.75
<b>Bank Payment Count:</b>					6

**Bank Name**                      **Bank Number**  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000864	Anderson, Belinda	8051	03/04/2024	141- -11140	\$363.54
41000865	Brewer, Ronnie	7876	03/04/2024	141- -11140	\$178.84
41000866	Central Technologies, Inc.	1668	03/04/2024	141- -11140	\$1,550.00
41000867	Duley, L.C.S.W., Joe	1814	03/04/2024	141- -11140	\$3,477.50
41000868	Evans, Meghan	987	03/04/2024	141- -11140	\$206.36
41000869	Gross, Debbie	2675	03/04/2024	141- -11140	\$143.05
41000870	Hatton, Lynn	5923	03/04/2024	141- -11140	\$37.15
41000871	Hibbs, Polly	3038	03/04/2024	141- -11140	\$45.56
41000872	Main Street Emporium	7541	03/04/2024	141- -11140	\$41.50
41000873	McCaleb, Rachel	7746	03/04/2024	141- -11140	\$207.03
41000874	McManus, Christy	8120	03/04/2024	141- -11140	\$180.23
41000875	Qualls, Shelda	4597	03/04/2024	141- -11140	\$115.24
41000876	Rietveid, Stephanie	993	03/04/2024	141- -11140	\$2,010.00
41000877	Stellar Therapy Services, LLC	8260	03/04/2024	141- -11140	\$6,510.00
41000878	Tanner, Katelyn	6315	03/04/2024	141- -11140	\$32.16
41000879	Walmart	5868	03/04/2024	141- -11140	\$3,569.04
<b>141 Total:</b>					<u>\$18,667.20</u>
<b>Bank Total:</b>					\$18,667.20
<b>Bank Payment Count:</b>					16

Bank Name                      Bank Number  
General Purpose                      141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41000880	County Of Hickman Misc Acct	1633	03/05/2024	141- -11140	\$183,235.99
41000881	Griggs, Michelle	8076	03/05/2024	141- -11140	\$37.15
<b>141 Total:</b>					<u>\$183,273.14</u>
<b>Bank Total:</b>					<u>\$183,273.14</u>
<b>Bank Payment Count:</b>					2

Bank Name                      Bank Number  
Federal                              142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-010-11140	\$337.78
<b>142-010 Total:</b>					\$337.78
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-101-11140	\$2,289.39
<b>142-101 Total:</b>					\$2,289.39
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-201-11140	\$389.92
<b>142-201 Total:</b>					\$389.92
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-401-11140	\$20.83
<b>142-401 Total:</b>					\$20.83
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-601-11140	\$104.36
<b>142-601 Total:</b>					\$104.36
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-901-11140	\$911.95
<b>142-901 Total:</b>					\$911.95
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-933-11140	\$2,057.04
<b>142-933 Total:</b>					\$2,057.04
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-937-11140	\$732.27
<b>142-937 Total:</b>					\$732.27
42000267	County Of Hickman Misc Acct	1633	03/05/2024	142-964-11140	\$868.99
<b>142-964 Total:</b>					\$868.99
<b>Bank Total:</b>					\$7,712.53
<b>Bank Payment Count:</b>					1

Date/Time: 3/5/2024 9:10 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

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

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000162	County Of Hickman Misc Acct	1633	03/05/2024	143- -11140	\$8,994.84
<b>143 Total:</b>					\$8,994.84
<b>Bank Total:</b>					\$8,994.84
<b>Bank Payment Count:</b>					1



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

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

Memorandum

To: Board Members  
From: John Mullins  
Date: 3/4/2024  
Re: March Director's Report

**Leave of Absence**

Professional

Support Staff

**Hiring**

Professional

William Gallegos  
Selena Harris  
Michael Cook

HCHS Sp. Ed. Teacher  
EHMS Instructional Coach  
HCMS Teacher

Support Staff

Dafne Burgos Rodriquez  
Angela Epps  
Cailey Ivey

HCHS ESSER Tutor  
Bus Driver  
EHHS ESSER Assistant

**Resignation**

Professional

Chastity Moss

HCMS Teacher

Support Staff

Amanda Myles  
Crissy Goodwin

EHIS Assistant  
EHIS DBA

**Retirement**

**Professional**

**Support Staff**

**Transfers**

**Professional**

**Support Staff**

Shelly Patterson

Lauren Johnson

EHHS ESSER Assistant to  
CTE Assistant  
EHIS Assistant to  
EHIS DBA

**Appointment**

**Professional**

**Support Staff**

**Open Positons**

Bus Drivers

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

Hickman County Finance  
 Summary Financial Statement  
 February 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	2,974,879.00	(2,931,653.74)	98.55%	247,906.58	(1,264,650.38)	510.13%
40120	Trustee's Collections - Prior Year	65,000.00	(57,822.14)	88.96%	5,416.67	(11,226.19)	207.25%
40125	Trustee's Collections - Bankruptcy	500.00	(92.72)	18.54%	41.67	(5.83)	13.99%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(15,499.33)	32.98%	3,916.67	(711.59)	18.17%
40140	Interest And Penalty	15,000.00	(7,292.16)	48.61%	1,250.00	(1,976.45)	158.12%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,082.84)	52.07%	333.33	(259.21)	77.76%
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,455,008.00	(1,796,912.64)	73.19%	204,584.00	(287,972.66)	140.76%
40270	Business Tax	35,000.00	(8,727.28)	24.94%	2,916.67	(2,208.06)	75.70%
41110	Marriage Licenses	1,300.00	(855.00)	65.77%	108.33	(19.00)	17.54%
43517	Tuition - Other	2,000.00	(2,200.00)	110.00%	166.67	(100.00)	60.00%
43570	Receipts From Individual Schools	30,000.00	(4,439.61)	14.80%	2,500.00	(1,170.58)	46.82%
43582	Community Service Fees - Adults	200.00	(22.50)	11.25%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	(1,535.42)	15.35%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	(34,980.93)	116.60%	2,500.00	(29,798.68)	1,191.95%
44530	Sale Of Equipment	15,000.00	(8,747.88)	58.32%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(5,426.84)	180.89%	250.00	(179.00)	71.60%
44570	Contributions & Gifts	15,000.00	(20,690.54)	137.94%	1,250.00	(515.24)	41.22%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(17,228,882.94)	72.13%	1,990,546.83	(2,427,948.99)	121.97%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46515	Early Childhood Education	493,047.45	(134,153.40)	27.21%	41,087.29	(44,354.27)	107.95%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	0.00	0.00%	416.67	0.00	0.00%
46590	Other State Education Funds	240,000.00	(60.00)	0.03%	20,000.00	0.00	0.00%
46610	Career Ladder Program	45,000.00	(23,423.41)	52.05%	3,750.00	0.00	0.00%
46790	Other Vocational	3,000,000.00	(405,678.39)	13.52%	250,000.00	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	230,000.00	(111,771.00)	48.60%	19,166.67	0.00	0.00%
46980	Other State Grants	124,846.74	0.00	0.00%	10,403.90	0.00	0.00%
46981	Safe Schools	0.00	(41,190.00)	0.00%	0.00	(41,190.00)	0.00%
47640	Rotc Reimbursement	70,000.00	(29,843.20)	42.63%	5,833.33	(7,368.50)	126.32%
48990	Other	258,804.00	(152,674.85)	58.99%	21,567.00	(56,935.74)	263.99%
49700	Insurance Recovery	10,000.00	(6,854.87)	68.55%	833.33	(742.87)	89.14%
49800	Transfers In	25,000.00	(8,571.05)	34.28%	2,083.33	0.00	0.00%
	<b>Total Revenues</b>	<b>34,154,147.19</b>	<b>(23,048,084.68)</b>	<b>67.48%</b>	<b>2,846,178.93</b>	<b>(4,179,333.24)</b>	<b>146.84%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,377,394.00)	9,695,642.61	59.20%	(1,364,782.83)	1,229,731.34	90.10%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71150	Alternative Instruction Program	(288,810.00)	101,368.85	35.10%	(24,067.50)	14,490.20	60.21%
71200	Special Education Program	(3,796,162.45)	1,758,889.26	46.33%	(316,346.87)	249,675.20	78.92%
71300	Career and Technical Education	(2,962,073.50)	1,694,501.23	57.21%	(246,839.46)	283,264.75	114.76%
72110	Attendance	(189,631.00)	85,600.35	45.14%	(15,802.58)	10,721.41	67.85%
72120	Health Services	(660,690.00)	338,247.25	51.20%	(55,057.50)	45,095.11	81.91%
72130	Other Student Support	(1,153,235.85)	487,296.30	42.25%	(96,102.99)	66,035.75	68.71%
72210	Regular Instruction Program	(1,601,056.74)	779,402.87	48.68%	(133,421.40)	100,233.93	75.13%
72220	Special Education Program	(133,398.00)	34,904.00	26.17%	(11,116.50)	2,609.37	23.47%
72230	Career and Technical Education	(507,115.00)	215,312.62	42.46%	(42,259.58)	18,964.02	44.88%
72250	Technology	(451,592.00)	327,033.81	72.42%	(37,632.67)	54,129.67	143.84%
72290	Other Programs	(35,000.00)	23,647.30	67.56%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	471,480.23	65.83%	(59,683.58)	61,304.77	102.72%
72320	Director Of Schools	(328,338.00)	181,599.21	55.31%	(27,361.50)	21,863.45	79.91%
72410	Office Of The Principal	(2,014,392.00)	924,455.58	45.89%	(167,866.00)	119,909.86	71.43%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,567,000.00)	1,598,895.53	62.29%	(213,916.67)	260,120.69	121.60%
72620	Maintenance Of Plant	(1,333,258.00)	623,311.67	46.75%	(111,104.83)	(18,368.04)	-16.53%
72710	Transportation	(2,631,068.50)	1,579,443.36	60.03%	(219,255.71)	138,520.78	63.18%
72810	Central And Other	(406,863.00)	44,652.13	10.97%	(33,905.25)	2,419.35	7.14%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	50,221.45	39.99%	(10,465.68)	6,222.79	59.46%
73400	Early Childhood Education	(525,088.00)	202,407.35	38.55%	(43,757.33)	30,068.83	68.72%
76100	Regular Capital Outlay	(3,102,000.00)	33,457.00	1.08%	(258,500.00)	27,857.00	10.78%
	<b>Total Expenditures</b>	<b>(41,998,973.19)</b>	<b>21,251,769.96</b>	<b>50.60%</b>	<b>(3,499,914.43)</b>	<b>2,724,870.23</b>	<b>77.86%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(7,844,826.00)</b>	<b>(1,796,314.72)</b>	<b>-22.90%</b>	<b>(653,735.50)</b>	<b>(1,454,463.01)</b>	<b>-222.48%</b>

Hickman County Finance  
 Summary Financial Statement  
 February 2024

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	72,450.56	(38,904.78)	53.70%	6,037.55	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,097,988.39	(530,373.33)	48.30%	91,499.03	(99,989.00)	109.28%
47143	Special Education - Grants To States	1,164,691.24	(563,165.97)	48.35%	97,057.60	(72,579.38)	74.78%
47145	Special Education Preschool Grants	45,797.98	(8,678.47)	18.95%	3,816.50	0.00	0.00%
47146	English Language Acquisition Grants	0.00	(5,954.26)	0.00%	0.00	0.00	0.00%
47147	Safe And Drug-Free Schools-St Grants	217,972.80	599.99	-0.28%	18,164.40	0.00	0.00%
47148	Rural Education	219,820.70	(4,493.62)	2.04%	18,318.39	0.00	0.00%
47189	Eisenhower Prof Development State	160,181.05	(35,769.56)	22.33%	13,348.42	0.00	0.00%
47307	COVID-19 Grant B	1,041,785.69	(970,535.69)	93.16%	86,815.47	0.00	0.00%
47309	COVID-19 Grant D	83,000.00	(1,000.00)	1.20%	6,916.67	0.00	0.00%
47401	American Rescue Plan Act Grant #1	6,011,423.41	(2,868,844.17)	47.72%	500,951.95	(165,841.69)	33.11%
47402	American Rescue Plan Act Grant #2	15,017.59	(14,329.99)	95.42%	1,251.47	0.00	0.00%
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00%	23.03	0.00	0.00%
47404	American Rescue Plan Act Grant #4	18,417.96	(4,997.85)	27.14%	1,534.83	0.00	0.00%
47590	Other Federal Through State	321,295.29	(185,945.17)	57.87%	26,774.61	(30,209.39)	112.83%
<b>Total Revenues</b>		<b>10,470,119.05</b>	<b>(5,232,392.87)</b>	<b>49.97%</b>	<b>872,509.92</b>	<b>(368,619.46)</b>	<b>42.25%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(2,922,517.32)	1,249,646.77	42.76%	(243,543.11)	177,184.66	72.75%
71150	Alternative Instruction Program	(35,524.50)	22,256.40	62.65%	(2,960.38)	4,075.12	137.66%
71200	Special Education Program	(1,003,669.36)	428,174.63	42.66%	(83,639.11)	116,232.03	138.97%
71300	Career and Technical Education	(129,017.04)	30,348.99	23.52%	(10,751.42)	1,491.98	13.88%
72110	Attendance	(18,971.00)	13,816.36	72.83%	(1,580.92)	0.00	0.00%
72120	Health Services	(27,345.50)	0.00	0.00%	(2,278.79)	0.00	0.00%
72130	Other Student Support	(455,273.28)	232,508.55	51.07%	(37,939.44)	38,639.74	101.85%
72210	Regular Instruction Program	(1,446,830.66)	605,253.08	41.83%	(120,569.22)	106,260.34	88.13%
72220	Special Education Program	(407,002.73)	204,386.91	50.22%	(33,916.89)	49,731.09	146.63%
72230	Career and Technical Education	(8,045.30)	0.00	0.00%	(670.44)	0.00	0.00%
72250	Technology	(198,090.00)	40,632.50	20.51%	(16,507.50)	5,072.44	30.73%
72610	Operation Of Plant	(350,027.75)	330,027.75	94.29%	(29,168.98)	0.00	0.00%
72710	Transportation	(28,000.00)	6,761.88	24.15%	(2,333.33)	804.00	34.46%
73100	Food Service	0.00	0.00	0.00%	0.00	0.00	0.00%
76100	Regular Capital Outlay	(3,420,516.27)	2,789,111.42	81.54%	(285,043.02)	341,238.77	119.71%
99100	Transfers Out	(19,288.34)	8,571.05	44.44%	(1,607.36)	0.00	0.00%
<b>Total Expenditures</b>		<b>(10,470,119.05)</b>	<b>5,961,496.29</b>	<b>56.94%</b>	<b>(872,509.92)</b>	<b>840,730.17</b>	<b>96.36%</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>729,103.42</b>	<b>100.00%</b>	<b>0.00</b>	<b>472,110.71</b>	<b>0.00%</b>

Hickman County Finance  
 Summary Financial Statement  
 February 2024

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	540,000.00	(155,342.64)	28.77%	45,000.00	0.00	0.00%
43522	Lunch Payments - Adults	75,000.00	(13,381.57)	17.84%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(43,269.50)	50.91%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(124,224.93)	70.99%	14,583.33	0.00	0.00%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(1,556.89)	155.69%	83.33	(34.20)	41.04%
44530	Sale Of Equipment	0.00	(161.04)	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,035,000.00	(747,134.50)	72.19%	86,250.00	(102,339.40)	118.65%
47113	Breakfast	540,000.00	(272,512.76)	50.47%	45,000.00	(31,559.91)	70.13%
47114	USDA - Other	35,970.00	(85,881.23)	238.76%	2,997.50	(77,380.12)	2,581.49%
47115	USDA Food Service Equipment Grant -	0.00	(19,200.00)	0.00%	0.00	0.00	0.00%
	<b>Total Revenues</b>	<b>2,486,970.00</b>	<b>(1,462,665.06)</b>	<b>58.81%</b>	<b>207,247.50</b>	<b>(211,313.63)</b>	<b>101.96%</b>
<b>Expenditures</b>							
73100	Food Service	(2,899,494.00)	1,973,958.36	68.08%	(241,624.50)	185,482.38	76.76%
	<b>Total Expenditures</b>	<b>(2,899,494.00)</b>	<b>1,973,958.36</b>	<b>68.08%</b>	<b>(241,624.50)</b>	<b>185,482.38</b>	<b>76.76%</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(412,524.00)</b>	<b>511,293.30</b>	<b>123.94%</b>	<b>(34,377.00)</b>	<b>(25,831.25)</b>	<b>-75.14%</b>

**General Fund (141)**  
**Comparison of Actuals thru February**  
**FY 2024 to FY 2023**

	<b>FY 2024</b>	<b>FY 2023</b>	<b>Difference</b>	<b>% Difference</b>
<b>Revenue</b>				
<b>Total Revenues</b>	<b>23,048,084.68</b>	<b>22,040,133.75</b>	<b>1,007,950.93</b>	<b>4.57%</b>
Property Tax	2,931,653.74	2,951,573.01	(19,919.27)	-0.67%
Local Option Sales Tax	1,796,912.64	1,680,566.06	116,346.58	6.92%
TISA/BEP	17,228,882.94	16,312,714.87	916,168.07	5.62%
ISM	405,678.39	-	405,678.39	
<b>Expenditures</b>				
<b>Total Expenditures</b>	<b>20,179,444.72</b>	<b>17,942,678.16</b>	<b>2,236,766.56</b>	<b>12.47%</b>
Salaries/Wages	12,439,351.13	11,330,605.58	1,108,745.55	9.79%
Payroll Taxes	1,832,058.95	1,808,977.79	23,081.16	1.28%
Medical Ins/Benefits	1,488,732.32	1,437,433.59	51,298.73	3.57%
ISM	899,079.10		899,079.10	

**General Fund (141)**  
**Comparison of Actuals to Budget thru February**  
**FY 2024**

	<b>Actual</b>	<b>Budgeted</b>	<b>% of Budget</b>
<b>Revenues</b>	<b>23,048,084.68</b>	<b>32,054,147.19</b>	<b>71.90%</b>
<b>Expenditures</b>	<b>20,179,444.72</b>	<b>39,898,052.29</b>	<b>50.58%</b>

**FY 2023**

	<b>Actual</b>	<b>Budgeted</b>	<b>% of Budget</b>
<b>Revenues</b>	<b>22,040,133.75</b>	<b>30,302,682.52</b>	<b>72.73%</b>
<b>Expenditures</b>	<b>17,942,678.16</b>	<b>35,016,342.52</b>	<b>51.24%</b>

## HCBOE ESSER Report March 2024

### Allocation Summary

	Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 2.0	\$3,497,160.67	September 30, 2023	\$3,497,160.67	\$0.00
ESSER 3.0	\$7,854,126.08	September 30, 2024	\$4,846,826.63	\$3,007,299.45
Total:	\$11,351,286.75		\$8,343,987.30	\$3,007,299.45

### ESSER Recent Developments

Purchase security cameras, HVACs and air handler through buying cooperative

Budget amendment

### ESSER Next Steps

### ESSER Personnel Funding

Location		Position	Filled
Central Office	\$108,273.00	Tutoring Supervisor/Instructional Coach	Yes
Central Office	\$18,971.00	Attendance Support	Yes (through Sept 2023)
Central Office	\$96,661.00	ESSER Manager	Yes (through Sept 2024)
District	\$78,090.00	Technology Specialist	Yes
CES CIS EES EIS	\$265,300.00	Tier 1 Instructor/Intervention 4	Yes 3.5 (1 PT)
CIS EHIS	\$148,594.00	STEM Teacher 2	Yes 2
Alt School	\$35,524.50	PT Alt School Tutor	Yes
Middle Schools	\$64,590.00	PT SpEd Tutors 2	Yes 1
All Schools	\$100,760.40	Part-time Spec. Ed. Assistants 8	Yes 5
High Schools	\$122,426.00	Math and Language Tutors 3	Yes 2
District	\$12,841.50	Summer Nurses 2	
District	\$13,326.93	Summer Social Workers 3	
District	\$265,625.52	Summer Teachers 39 and assistants 23	

School District: Hickman County District No. 410 Date 03/01/24 Month of School       
 School Name: Centerville Elementary School School No. 005 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 02/01/24 End Date: 02/29/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	54	42	96	101	94.7000	101.0500
01	54	53	107	116	109.5000	115.8500
02	40	54	94	105	96.2500	104.4000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	148	149	297	322	300.4500	321.3000
N	2		2	2	1.8000	2.0000
GRAND TOTAL	150	149	299	324	302.2500	323.3000





School District: Hickman County District No. 410 Date 03/01/24 Month of School       
 School Name: East Hickman Intermediate School No. 016 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 02/01/24 End Date: 02/29/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03	62	59	121	128	120.4000	127.5500
04	60	58	118	123	114.2000	123.3500
05	47	53	100	106	99.0500	106.0000
06					.0000	.0000
07					.0000	.0000
08					.0000	.0000
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	169	170	339	357	333.6500	356.9000
N	2	1	3	3	2.6000	3.0000
GRAND TOTAL	171	171	342	360	336.2500	359.9000

School District: Hickman County District No. 410 Date 03/01/24 Month of School       
 School Name: East Hickman Middle School School No. 017 No. of Days In Session: 20  
 Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_ Begin Date: 02/01/24 End Date: 02/29/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K					.0000	.0000
01					.0000	.0000
02					.0000	.0000
03					.0000	.0000
04					.0000	.0000
05					.0000	.0000
06	64	53	117	130	120.7000	128.9000
07	61	52	113	125	115.8000	124.3500
08	61	42	103	109	103.4500	109.7500
09					.0000	.0000
10					.0000	.0000
11					.0000	.0000
12					.0000	.0000
K-12	186	147	333	364	339.9500	363.0000
N	3		3	2	2.0000	2.6000
GRAND TOTAL	189	147	336	366	341.9500	365.6000









School District: Hickman County District No. 410 Date 03/01/24 Month of School       
 School Name: District Summary School No.      No. of Days In Session: 20  
 Prepared By:                                      Phone:                      Begin Date: 02/01/24 End Date: 02/29/24

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	Total			
K	99	85	184	200	186.0000	199.6500
01	101	106	207	221	207.5000	220.2500
02	104	103	207	227	210.4500	227.6500
03	119	102	221	238	223.2500	236.6500
04	112	105	217	234	216.3500	234.2500
05	108	95	203	220	203.2000	219.8500
06	116	109	225	250	228.8500	249.7500
07	124	84	208	232	208.9000	230.5000
08	106	97	203	213	198.8500	215.3000
09	120	81	201	220	201.7500	222.8500
10	110	99	209	230	209.2000	230.1500
11	104	95	199	217	197.1500	219.0000
12	101	96	197	204	177.7500	204.0000
K-12	1,424	1,257	2,681	2,906	2669.2000	2909.8500
N	29	4	33	37	34.0500	37.0000
GRAND TOTAL	1,453	1,261	2,714	2,943	2703.2500	2946.8500

\*\*\*\*\* End of report \*\*\*\*\*



## Person Data

School	Total Negative Balance
Centerville Intermediate	-\$310.34
East Hickman High School	-\$535.41
East Hickman Intermediate	-\$223.86
East Hickman Middle	-\$19.55
Hickman County High School	-\$1,097.60
Hickman Middle School	-\$294.67
	<b>-\$2,481.43</b>

Number of Records: 6

### FILTERS

Name(s)	Value(s)
Enrolled On	3/5/2024
Ignore Zero Balances	✓
Only Negative Balances	✓



Hickman County Schools Board Agenda Item Request

Date: 2/7/24

Name of School: Hickman High School

Item Request: Out-of-State, Overnight Trip Request

Explanation:

NOTE Request permission to attend the 7<sup>th</sup>  
Brigade Regional Drill & Air Rifle Competition  
in vicinity of Fort Knox, KY 8-9 MAR 2024.

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Attachments (if necessary and appropriate):

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Signature of Person requesting to be placed on the agenda:

*Mary Staley*

Signature of Building Principal:

*R. B.*



Hickman County Schools Board Agenda Item Request

Date: 2/7/2024

Name of School: HCHS

Item Request: Out-of-State, Overnight Trip

Explanation:

Request permission to bring 10 Cadets to  
JOLC to the Wendell Ford Regional Training Center,  
(Greenville, KY) from 04-08 June 2024

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (if necessary and appropriate):

OPORD 7th BDE USACE

Signature of Person requesting to be placed on the agenda:

*Mary Scott Kelly*

Signature of Building Principal:

*R. B.*



**Hickman County Schools Trip Request**

*Overnight Trip*

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Wendal Ford Training Center (Geneville, KY)

Purpose: JCLC (Cadet Training)

Date and Time frame: 04 JUN - 08 JUN Number of students: 8

Number of Chaperones: Male \_\_\_\_\_ Female 3

Costs associated: None

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

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

How will the students travel? Military Contract Rental Vehicles

Is a transportation request attached if system transportation is needed? N/A

Signature of person requesting the trip Mary Scott Rley

Signature of Principal R. B.

Signature of Instructional Supervisor Angie Manor

Signature of Director of Schools John Mullins

\*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.



SEVENTH BRIGADE (ROTC)  
JUNIOR RESERVE OFFICER TRAINING CORPS  
BLD 1468, 328 THIRD AVE.  
FORT KNOX, KY 40121-5600



ATCC-GG-J

02 January 2024

**MEMORANDUM FOR** Seventh Brigade Directors of Army Instruction/Senior Army Instructors/Army Instructors

**SUBJECT:** JROTC Cadet Leadership Challenge (JCLC) 2024, Wendell H. Ford Regional Training Center

1. Reference: CCR 145-2 Organization, Administration, Operation, Training and Support.
2. Through-out this document, all references to "Cadre" will be defined as Instructors and Chaperones.
3. The mission of the JCLC 2024 is to safely provide JROTC cadets the opportunity to experience adventure and leadership training while interacting with their peers in a military setting while having fun.
4. The purpose of this memorandum is to provide Senior Army Instructors (SAIs) and Army Instructors (AIs) guidance and instructions for the preparation and execution of logistical and administrative support for JCLC 2024. 7th Brigade (KY/TN) JCLC 2024 will be held at the Wendell H. Ford Regional Training Center (WHFRTC), Greenville, KY from 28 May – 09 Jun 2024. There will be 8 companies arriving on consecutive days starting with Alpha Co on 29 May 2024. **Those schools that are providing the Company Commanders and/or First Sergeants will make arrangements to arrive NET 0900 and NLT 1100 on their reporting date. Company Commanders will ensure their companies are able to provide a rescue vehicle (van) and driver (a dedicated, enclosed vehicle that is capable of holding a rescue litter/stretchers) for the training sites their companies are assigned to for TD 0 PT Test; TD1; TD2 and TD3.** Schools providing Company Commanders and First Sergeants (with cadets) will be provided a noon ration on their day of arrival. The company minus will report directly to their **assigned company barracks for in-processing NLT 1400** on their report date. **Company minus schools will not be provided a noon ration on their day of arrival.** All schools have been notified of their company assignments for Junior ROTC Cadet Leadership Challenge 2024 and cannot change their assigned company without prior approval from JCLC Commander. **Due to limited billeting space, all schools are limited to their assigned number of cadets unless otherwise coordinated through the Company Commander of their assigned company. At no time will the company cadet personnel count exceed 119 cadets for a 75/25 company and 118 cadets for a 50/50 company.**
5. **Camp Assignments:** JCLC 2024 at WHFRTC will be Instructor led and training will consist of Modified Cadet Challenge, Water Survival, Leadership Reaction Course, Rafting, Intramurals, One Rope Bridge, Rappelling, Rope Corral, Confidence Course, Land Navigation, and Field Craft Skills Training (FCST). Training sites are subject to change depending on availability. Staff positions are: JCLC Commander, JCLC Sergeant Major, JCLC S-1, JCLC S-1 Assistant, JCLC S-3, JCLC S-4, JCLC S-4 Assistant and JCLC Transportation Officer. Committees are annotated in the attached JCLC staffing enclosure. **Committee members will report NLT 1300 hours on the date indicated (29 May 2024, per Enclosure 13) and will be at the Range Control OIC/RSO Briefing, 1400, 29 May 2024, Auditorium, Building 229, WHFRTC (located adjacent JCLC HQ Building).** Schools will be assigned to companies based on graduation dates and female to male ratio. Schools will contact their assigned "**Company Commander**" and provide them the required information (DTS data sheet, Enclosure 11) for any cadre or chaperones attending JCLC. Company Commanders will resolve all issues pertaining to billeting of cadre and chaperones. Company Commanders must remain sensitive to those schools where school policy demands a chaperone from their school system. Company Commanders will ensure all DTS data sheets request have been forwarded to brigade by the deadline of 01 Apr 2024. All schools will keep their assigned company commander informed and updated on any changes pertaining to JCLC. All instructors who attend JCLC 2024, but do not have an assigned position, will be assigned as Platoon TAC Officers and NCOs to the platoon where their cadets are placed. Instructors will be required to assist at training sites as needed and determined by the site OIC/NCOIC. **This includes those instructors who are also bus drivers.**

6. **Travel:** DTS Travel Orders will be initiated by the 7<sup>th</sup> Brigade Junior ROTC Operations office and forwarded to the instructor when completed. Funding will cover expenses from the high school to WHFRTC and return only. Cadet Command will not fund visitations to other sites either on the way to WHFRTC or the return.

The DTS worksheet and transportation request must be sent to BDE (courtesy copy your company commander) by **01 Apr 24**. A DTS worksheet will be filled out on all instructors and chaperones attending JCLC. Transportation request will be reviewed by 7<sup>th</sup> Brigade Junior ROTC Operations Office and then forwarded to Budget Branch for funding. Instructors must email or fax the **Certification of Services Rendered** (Encl: 10), GPC Form Sec 889 v5 (Encl 12), and **vendor invoice (with Tax ID)**, within five (5) days of return from summer camp to the Bde HQ's: 502-378-8051 for check request.

Transportation requests must be in the 7<sup>th</sup> Brigade HQ's **NLT 01 Apr 2024**. It is the responsibility of the instructors to research and select the most economical transportation available, not the most convenient. Request for additional instructors at JCLC based on transportation requirements will not be accepted. Here are two methods to request the selected transportation:

1. Any transportation cost that is more than \$2500 contact Johnny Gavin at 7th Bde.
2. Request for IMPAC Purchase (RIP): Those schools that request transportation **costing less than \$2,500.00** will submit the Transportation request. All Check and Credit Card requests can be e-mailed or faxed. **Multiple van requests will be looked at on a case-by-case basis.** Instructors will make every reasonable attempt to acquire a vehicle of sufficient capacity, with a luggage rack or towing ability, for transport of cadets and duffel bags and which meets the minimum requirements. It is more cost effective to rent one vehicle and a trailer than it is to rent two vehicles. If renting a van and a trailer, a separate RIP is required for each. **No vans larger than ten passengers can be used per Cadet Command Regulations.**

**THERE WILL BE NO EXCEPTIONS TO THE FOLLOWING POLICIES:**

- a. All vehicles will be requested and paid for thru a completed Request for IMPAC Purchase. The only credit card (personal not gov't) reimbursement that will be authorized in DTS is cost of gasoline for rental vehicles. **Instructors must estimate the approximate cost of the fuel required for the trip to WHFRTC and return and place that on the DTS worksheet sheet.**
- b. It is the responsibility of the instructor to ensure that the requested vehicle vendor will accept the Government IMPAC Visa Card (over the phone) or IMPAC Visa Check. Be extremely careful that you do not leave the impression on the vendor that the government has committed to using and paying for the equipment.
- c. It is the SAI/AIs responsibility to ensure that a payment arrangement with Cadet Command has been awarded prior to using any vehicle.
- d. Commercial buses will only be approved for a multiple program (DAI) schools, or schools from the same area traveling to JCLC 2024 together. This does not include school buses from your school system. Use discretion when planning group travel.
- e. For those using school buses, **the bus and driver are not authorized to stay for the week.** Reimbursement will be for the trip to WHFRTC for drop-off and pick-up only. **The only exception will be those instructors or chaperones that drive a bus.** Instructors driving buses will still be required to perform their assigned duties.  
**NOTE: There will be no BDE gas card at Greenville, KY to purchase fuel for the school buses.**
- f. **POV and mileage reimbursement will be authorized for staff and committee personnel only.** All others that bring POVs do so at their own cost and risk.

7. **Per Diem:** Per diem rates for cadre will be determined. Meals and billeting are provided at no cost to cadets and cadre. **Only those individuals actively involved with JCLC 2024 are authorized to attend. Mid cycle switch over is not authorized and at no time will additional orders be cut to support this school decision. All chaperones will be assigned a room.** All room assignments will be made through the S-1 Assistant and under no circumstances will instructors or cadre coordinate with or contact the WHFRTC Billeting Office. Rooms at WHFRTC come supplied with the following: bed linens, towels, wash cloths, coffee pot, (coffee is not provided), refrigerator, telephone, television, and maid service on a rotational daily basis. Extra room supplies are available through the S-1 Assistant. Any complaints pertaining to room assignment or room quality will be reported to the S-1 Assistant. Instructors need to read the posted information in their rooms for specific linen service and clearing procedures. Spouses will not accompany instructors to camp unless acting in the capacity of a chaperone with an ITO. Spouses will then be housed as a chaperone. **Instructors are not authorized to make their own lodging arrangements.** Institutional representative (Principals, guidance counselors, etc.) visits to JCLC 2024 are encouraged, but will be at no cost to the government. Notify Camp Headquarters if you are expecting an Institutional Representative.

#### 8. Uniforms/Appearance:

- a. Cadre: OCPs IAW AR 670-1, (chaperones are encouraged to wear OCP/ACU also). Chaperones that chose to wear the OCP/ACU uniform will be required to wear it IAW prescribed AR. All Instructors will be in uniform during the closing ceremonies at the end of the cycle. Civilian travel attire is not authorized until after the closing ceremonies.
- b. Cadets: OCP/ACU with pistol belt, and canteen w/cover. Appearance standards will be enforced IAW CCR 145-2.
- c. Evening: After training hours dress standards will be enforced IAW CCR 145-2.
- d. PT Uniforms: Will be worn only during morning PT or after the completion of the days training events.
- e. Equipment list:

(1) Duffel bag or suitable container w/lock (cadets are solely responsible for securing their belongings). IAW CCR 145-2, SAI/AI will discourage their cadets from bringing high dollar value items such as cellular telephones, expensive cameras or jewelry etc. Cadets will use headphones/earbuds when listening to their music. **Cadet Command and WHFRTC will not be responsible, nor reimburse the Cadet for the loss of personal items.**

f. Aquatic Activities Uniform (rafting and water survival):

- (1) Males: Swimming trunks with OCP undershirt on (**MANDATORY**)
- (2) Females: **1 piece swim-suit**, IAW CCR 145-2, with OCP undershirt on (**MANDATORY**)

g. **Cadets are required to provide their own blanket.** Sheets, pillows, and pillowcases will be provided for them.

h. Tobacco/Vape: Tobacco/Vape use for cadets is strictly prohibited. Cadre use of tobacco/vape products will be out of the normal view of the cadets.

i. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

#### 9. Administration:

a. The following documents will be submitted to Brigade Headquarters NLT **01 Apr 2024.**

1. Travel packets to include:

- (a) Transportation request.
- (b) DTS worksheet for instructors and chaperones.

10. In-processing:

A. Instructors will report to JCLC 2024 with completed packets, using the correct and current forms, on each cadet.

Instructors failing to arrive at JCLC with complete packets on each cadet will be required, in a timely manner, to complete the packet prior to receiving room keys and initiating camp training with cadets. Incomplete packets will result in cadet departure from JCLC. Instructors are not authorized to sign for parents, legal guardians or medical professionals. Instructors will ensure all forms are complete and properly filled out prior to arrival to JCLC. Instructors will also provide a separate folder with the KYARNG Release forms for all cadets, to include instructors and chaperones. Failure to have this form will result in the school being unable to participate in JCLC and will immediately return to home station.

1. The following forms will be submitted for school / cadet in-processing:

a. School File:

1. **Enclosure 1** - DAIs/SAls Verification of Cadet Roster and Required Forms (Attached to completed Cadet Roster)
2. **Enclosure 2** - Updated JCLC 2024 Cadet/Cadre Roster Form (2 Copies of this document)
3. **Enclosure 3** - KYARNG Liability form (ver:15Mar20) for each cadet, cadre member, and chaperone

b. Cadet File (1 per each cadet):

1. **Enclosure 4** - Cadet Information Form
2. **Enclosure 5** - Statement of Physical Condition
3. **Enclosure 6** - Consent to Medical Treatment
4. **Enclosure 7** - Covenant Not to Sue
5. **Enclosure 8** - Certificate of Medical / Dental Insurance Information
6. **Enclosure 9** - Medical Waiver as required (**any cadet with asthma, severe allergies, diabetes, or other medical conditions must have this waiver signed by parent/legal guardian, licensed physician, and approved by brigade NLT 01 May 2024. Cadets without approved waivers will return to home station immediately, see paragraph 11 below).**

**NOTE\*\* DO NOT STAPLE DOCUMENTS. EACH ENCLOSURE MUST BE ON ITS OWN SHEET OF PAPER.**

11. Cadre:

a. Prepare cadets mentally and physically for the rigors of JCLC 2024 and select those cadets who are **physically capable** of completing all assigned task in accordance with CCR 145-2. Instructors bringing cadets with medical restrictions must meet all of the requirements in CCR 145-2. **Any exception to policy reference medical restrictions must be approved (Encl 9) by the 7<sup>th</sup> Brigade Junior ROTC Operations Chief NO LATER THAN 01 MAY 2024, as outlined in CCR 145-2, 9-31d, dated 12AUG22.**

b. Ensure cadets arrive on time and remain for the duration to reduce waste of government funds.

c. **Ensure that cadets are covered by medical insurance as outlined in CCR 145-2, para 9-33e; 9-36, dated 12AUG22. Cadets without proper medical insurance documentation will not be allowed to participate in training and the parents will be notified to pick-up their cadet immediately. (Encl 8).**

d. **The assigned Company Commander is responsible for ensuring that there are sufficient chaperones for the number of females in each company.** 75/25 Companies will only be allotted four chargeable housing rooms for chaperones and 50/50 companies will be allotted six chargeable housing rooms for chaperones. Chaperones must understand that they will be responsible for all the female cadets in their area or billets, not just the female cadets that they accompany. **Female chaperones will be a minimum of 21 yrs of age.** The only exception would be Senior ROTC cadets. They may be used as chaperones, provided they are contracted ROTC cadets (MS III/IV) and are personally approved for chaperoning duties by their Professor of Military Science. Company Commanders will appoint a senior chaperone to act as his point of contact pertaining to female matters.

12. **Camp Credit:** To receive credit for camp, each school will attend all scheduled training. Day trips to other locations are not authorized.

**There are no exceptions to this policy.** Company Commanders are responsible for all assigned schools to their unit.

13. **Evening Activities:** Due to its remote location, detailed planning for evening activities at WHFRTC will be required by the company cadre. Each company will have one evening available to conduct off post activities. School cadre will organize and plan these evenings. Hours for the evening activities are 1700-2100. All cadets will be in the billets NLT 2100 hrs. School cadre must inform the Company Commander with a by name list of their cadets that they desire to take on the night out and whether or not they will eat in the dining facility. Company Commanders will provide the S-1 a total count of cadets not eating in the dining facility NLT 1000 the day prior. School Cadre will sign their cadets out by turning a by name list in to the Charge of Quarters and signing them out in the log. Cadre must also sign their cadets back in. Company vehicle assets will be the only transportation available for off post activities. Schools not eating in the dining facility may depart early for their night out with the company commander's approval. Evening curfew is as follows:

- a. 2100 hrs: All cadets in their billets.
- b. 2100 hrs: Off camp visits returned.
- c. 2200 hrs: Lights Out.

14. **JCLC T-Shirts:** JCLC T-shirts will be delivered to Wendell H. Ford for those schools attending JCLC at WHFRTC. Schools desiring JCLC T-Shirts are strongly encouraged to order them in advance. Additionally, there may be no extra t-shirts for sale at WHFRTC. Point of Contact for JCLC T-Shirts is 1SG (R) Tim Hodges, email: [hodges\\_tim@hcde.org](mailto:hodges_tim@hcde.org) Concession stand will be available at WHFRTC. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

15. POC: CW3 (Ret) Keith Murphy, E-mail: [keith.murphy@warren.kyschools.us](mailto:keith.murphy@warren.kyschools.us) . Office phone (270) 842-7302 ext. 55123 or 1SG (Ret) Anthony Holloway, E-mail: [anthony.holloway@christian.kyschools.us](mailto:anthony.holloway@christian.kyschools.us) . Office phone (270) 887-7125.

*Keith Murphy*

Keith Murphy  
CW3 (Ret)  
JCLC Commander

Enclosures:

1. DAI/SAI Verification Cadet Roster/Required Forms
2. JCLC 2024 Cadet/Cadre Roster Form
3. KYARNG Release from Liability Form
4. Cadet Information Form
5. Statement of Physical Condition
6. Consent to Medical Treatment Form
7. Covenant Not to Sue Form
8. Certificate of Medical / Dental Insurance Information Form
9. Medical Waiver
10. Certification of Services Rendered Form
11. DTS
12. GPC Form 889 v5
13. Camp Dates for Staff/Committee



Hickman County Schools Board Agenda Item Request

Date: 2/20/24

Name of School: HCHS

Item Request: TN Strong Conference

Explanation:

TN Strong conference on July 21-23 - this  
conference advocates anti-bullying, anti-tobacco,  
and suicide awareness for students. My  
students bring information back and use  
it at the high school and in the community  
no cost to students - all expenses paid.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

Jennifer Cooper

Signature of Building Principal:

R. B.



Hickman County Schools Board Agenda Item Request

Date: 2-12-24

Name of School: HCHS

Item Request: FCCLA State Competition March 20-22, 2024

Explanation:

We would be competing in the STAR Events  
competition in Gatlinburg this year. We have not  
been since before COVID. We would need to leave  
6<sup>th</sup> period on 3-19-24 to drive & check in before  
beginning activities & competitions the following days.  
We would return the afternoon/evening of the 22<sup>nd</sup>  
depending on traffic & when the awards ceremony  
is over

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

[Signature] (Raven Davidson)

Signature of Building Principal:

[Signature]



Hickman County Schools Board Agenda Item Request

Date: February 15, 2024

Name of School: East Hickman High School

Item Request: Admission to March School Board Meeting  
Re: HOSA trip to State Conference  
(Chattanooga)

Explanation:  
Request permission for board hearing for approval for  
qualifying HOSA students to attend state competition and  
Conference. It is an over-night trip (March 25-27, 2024).  
Four students are registered, two advisors and possibly one  
parent will attend. I have requested a school van for  
transportation. (No cost for sub-Spring Break). Hotel  
room cost  $\approx$  \$400.00. Conference registration (paid by  
students). 2 registration fees for advisors. \$170.00. Fuel paid  
per HOSA/CTE.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

Deborah Gardner RN

Signature of Building Principal:

[Signature]

To: John Mullins and Hickman County School Board

From: Carol Gardner and Dana Cook; HOSA Advisors

Date: February 14, 2024

RE: HOSA state competitions

I am requesting to be added to the March School Board Agenda in order to be granted permission for qualifying students to attend the HOSA state competitions. This is an overnight trip to Chattanooga, TN on March 25-27, 2024. Approximately four students will be attending the conference and will be accompanied by both advisors and possibly an adult parent chaperone. I have applied to Mr. Taylor for use of the school van for transportation.

Details are as follows.

- Advisor: Carol Gardner
- Dates: March 25-27, 2024
- Cost:
  - There is no cost for a substitute conference during Spring Break
  - Hotel Rooms 2 rooms x 2 nights @ \$200//night \$400.00
  - Conference Registration 6 or 7 x \$85 \$570.00 to \$585.00
  - Mileage to/from Chattanooga @ \$3.00 unknown gas mileage for van
  - Meals \$200.00
- **Total \$1,185.00**
- Funding will be provided by the EHHS HOSA account and CTE funds (Joey Chilton). Students will only need to bring enough money for food.



Hickman County Schools Board Agenda Item Request

Date: 3-4-24

Name of School: Hickman County Middle School

Item Request: Trip Request (8<sup>th</sup> graders) to Beech Bend Park  
- Out of State -

Explanation:

8<sup>th</sup> grade students who have met the requirements for  
our annual 8<sup>th</sup> grade trip to Beech Bend are requesting  
permission to cross state line and go to Bowling  
Green, KY on May 11, 2024 (Saturday).

Presenting to the Board: Kitty Bates + Aden Weber  
(Student Council Leaders)

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

Christie Carter

Signature of Building Principal:

Ima S. Huggs



### Hickman County Schools Trip Request

Name of School: Hickman County High School

Name of Club/Group: Boys Basketball

Trip Requested: State Tournament

Purpose: Required by TSSAA

Date and Time frame: <sup>3/15</sup>3/14, 3/15/3/16 Number of students: 16

Number of Chaperones: 3 Male  Female

Costs associated: Hotel & TSSAA fees

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

Has the cafeteria been notified? n/a Number of Lunches needed? n/a

How will the students travel? Carpool w/ parents + Van 4

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

Signature of person requesting the trip D.J. Key A.D.

Signature of Principal D.B.

Signature of Instructional Supervisor \_\_\_\_\_

Signature of Director of Schools John Mullins

\*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.

Hickman Co. High School  
Request for Field Trip

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

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

Teacher's name: D.J. Key Subject Area: Boys Basketball

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

required by TSSAA

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

practice & meals

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

n/a

What is the Date of the Trip? 3/13 3/14 <sup>3/15 3/16</sup> Departure Time? \_\_\_\_\_ Return Time? \_\_\_\_\_

Will a substitute be required to cover your classes/responsibilities? yes

What are the plans for the students not going on the trip? ~~no~~ per Mr. Ronnie Brewer

\_\_\_\_\_

Principal Approval: [Signature] Date: 3/6/2014



CONTRACT BETWEEN

**Hickman County Schools**

AND

**Behaviors R Us**

This contract, by and between the **Hickman County Board of Education** hereinafter termed the Board of Education and **Behaviors R Us** hereinafter termed the Contractor.

WITNESSETH, in consideration of the mutual promises contained herein, the parties have agreed and do hereby enter into the contract, according to the provisions set out herein.

1. The Contractor agrees to perform the following services under the general supervision of the Director of Special Programs.
  - a. Provide teachers with behavioral consultation services as deemed necessary to include the following:
    - i. Completion of Functional Behavior Assessments
    - ii. Development and training of Behavior Intervention Plans
    - iii. Written Reports that conform to standards set forth by the Board of Education
    - iv. Observations of students and/or implementation of intervention plans
  - b. Participate in IEP team meetings at the request of the Director of Special Programs and assist in the development of behavioral goals and objectives.
  - c. Provide consultation to teachers and/or parents at the request of the Director of Special Programs to:
    - i. Facilitate student learning
    - ii. Improve student behavior
    - iii. Generalize skills across settings and personnel
  - d. Services discontinue once skills are generalized across all settings and personnel or when mutually agreed upon between Board of Education and Contractor.
2. The Contractor agrees to the following general conditions:
  - a. Contractor will meet with the Director of Special Programs once per month to review caseload.
  - b. Contractor will submit an invoice for all services satisfactorily completed and documented before payment is rendered.
  - c. Materials, typing, and photocopying will be provided by the contractor.
  - d. Contractor will provide up to 8 hours per week of services as described above. Additional hours must be agreed upon in advance between the Board of Education and the Contractor.
3. The Board of Education agrees to compensate the Contractor as follows:

- a. Rate of compensation for services shall not exceed \$45.00 per hour.
  - b. Payments to the Contractor shall be made monthly according to the rates set out above, but only after an invoice is submitted and services are satisfactorily completed as documented.
  - c. The Contractor shall also be compensated at state rate for mileage occurred between school. Payment will be rendered after a monthly travel report is submitted.
4. The parties further agree that the following shall be essential terms and conditions of this contract:
- a. The term of this contract shall be from March 18, 2024 to May 31, 2024.
  - b. This contract may be terminated by either party by giving written notice to the other at least thirty (30) days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date.
  - c. If the Contractor fails to fulfill in a timely and proper manner his/her obligations under this contract, or if the Contractor shall violate any of the terms of this contract, the Board of Education shall have the right to immediately terminate this contract and withhold payments in excess fair compensation for work completed.
  - d. No persons on the ground of disability, race, color, religion, sex, or national origin will be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of this contract, or in the employment practices of the Contractor. The Contractor shall upon request, show proof of such nondiscrimination, and shall post in conspicuous place, available to all employees, applicants, notices on nondiscrimination.
  - e. The Contractor shall no assign this contract or enter into subcontracts for any of the work described herein without obtaining written approval of the school system.
  - f. The Contractor agrees to carry adequate public liability and other appropriate forms of insurance and to pay all taxes incident hereunto. The Board of Education shall have no liability except as specifically provided in this contract.
  - g. The Contractor warrants that he/she is certified or is licensed as require by law to perform the duties prescribed herein.

IN WITNESS WHEREOF, the parties have by their duty authorized representatives set their signatures.

\_\_\_\_\_  
 Brandi Duran, Behaviors R Us, LLC

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Shelda Qualls, Director of Special Programs

\_\_\_\_\_  
 Date

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**John Mullins, Director of Schools**

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**Date**

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**Mike Elkins, Business Officer**

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**Date**

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**Ronald Gammons, Hickman County Board of Education, Chair**

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**Date**

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**Crystal Fitzgerald, Hickman County Finance Director**

---

**Date**

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



888.912.3151 general-601.399.5077 fax  
888.323.3151 technical support

A Division of Howard Industries, Inc.  
www.Howard.com

## Online Quotation

<b>Quote No:</b>	AS13 1365592.00	<b>Quote Date:</b>	February 02, 2024
<b>Customer Name:</b>	Derek Newsom	<b>Phone Number:</b>	9317293391
<b>Company Name:</b>	Hickman County Schools	<b>Fax Number:</b>	
<b>Quote Name:</b>	Axis Cameras - Updated-		

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	AXIS M42 Network Camera Series M4216-V - Network surveillance camera - dome - color (Day&Night) - 2304 x 1728 - fixed iris - vari-focal - audio - LAN 10/100 - MPEG-4, MJPEG, H.264, AVC, HEVC, H.265, MPEG-4 Part 10, MPEG-H Part 2 - PoE Class 2 <b>Contract:</b> BuyBoard 661-22	15	\$387.00	\$5,805.00
2:	AXIS Q1786-LE - Network surveillance camera - PTZ - outdoor, indoor - color (Day&Night) - 2560 x 1440 - audio - MJPEG, H.264 - PoE Class 3 <b>Contract:</b> BuyBoard 661-22	43	\$1,179.00	\$50,697.00
3:	AXIS P3727-PLE - Network surveillance camera - dome - color (Day&Night) - 8 MP - 1920 x 1080 - 1080p - vari-focal - audio - LAN 10/100 - MJPEG, H.264, MPEG-4 AVC - PoE Plus Class 4 <b>Contract:</b> BuyBoard 661-22	2	\$1,140.00	\$2,280.00
<b>Sub-Total:</b>				<b>\$58,782.00</b>
<b>Shipping &amp; Handling:</b>				<b>Included</b>
<b>Taxes:</b>				<b>Tax Exempt</b>
<b>Total for Item 1:</b>				<b>\$58,782.00</b>

**This Quote will expire on March 03, 2024.**  
**Please include your Quote Number on your Purchase Order.**

### Total for all pre-configured items

<b>Sub-Total:</b>	<b>\$58,782.00</b>
<b>Shipping &amp; Handling :</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$58,782.00</b>

### Notes:

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS HEREIN AND ACCEPTANCE OF HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE (LOCATED AT: <https://www.howardcomputers.com/info/termsofsale.cfm>), WHICH ARE FULLY ADOPTED AND INCORPORATED HEREIN BY REFERENCE. PURCHASER'S SUBMISSION OF A PURCHASE ORDER PURSUANT TO THIS QUOTATION CONSTITUTES PURCHASER'S ACCEPTANCE OF AND AGREEMENT WITH HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS. A COPY OF THE ABOVE- REFERENCED GENERAL TERMS AND CONDITIONS OF SALE MAY ALSO BE OBTAINED BY CALLING 1-888-912-3151 OR EMAILING [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, or may be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).



# Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

**Prepared For:** Hickman County Schools

**Date:** February 27, 2024

**Job Name:** Centerville IS Replacement

**Proposal Number:** P4-165646-18142-1

**Delivery Terms:**

Freight Allowed and Prepaid - F.O.B. Factory

**COOP Quote Number:** P4-pXXAA0-24-002

**COOP or Federal Contract ID:** OMNIA Racine #3341

**Payment Terms:** Net 30 Days

**Tag Data - Dedicated Outside Air Unit (Qty: 1)**

Item	Tag(s)	Qty	Description	Model Number
A1	OAU-1	1	Dedicated Outside Air Unit	OADG025C3

**Product Data - Dedicated Outside Air Unit**

**Item: A1 Qty: 1 Tag(s): OAU-1**

- Trane 100% Outside Air Unit
- 460/3/60
- DX cooling coil
- Energy recovery wheel
- 2" Double wall construction
- Stainless steel drain pan
- Modulating gas heat with stainless steel heat exchanger
- Modulating hot gas reheat for dehumidification
- Digital scroll compressor
- Power exhaust
- Discharge air control
- 1 year all parts warranty
- 5 year compressor parts warranty
- 25 year heat exchanger warranty
- Curb adapter to existing Aaon (Field Installed)
- Startup

**Not Included (unless noted above):** auxiliary drain pans and/or float switches, isolation (vibration and/or seismic), labor warranties, start-up, installation, handling/rigging, firestats, spare filters/belts/sheaves, **Roof Curbs, BAS Integration, controls, wiring, or any interlock thereof.**

**Total Net Price (Excluding Sales Tax) ..... \$115,982.00**

**Travis Hollett, Account Manager**  
**Trane U.S. Inc.**  
 601 Grassmere Park Drive, Suite 10  
 Nashville, TN 37211  
 E-mail: travis.hollett@trane.com  
 Cell: (615) 306-2165

**This proposal is subject to your acceptance of the attached Trane terms and conditions.**

**TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT**

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

**1. Acceptance.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Title and Risk of Loss.** All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

**4. Pricing and Taxes.** Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating or packing are the responsibility of Customer.

**5. Delivery and Delays.** Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

**6. Performance.** Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

**7. Force Majeure.** Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**8. Limited Warranty.** Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration, modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

**9. Indemnity.** To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

**10. Insurance.** Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

**11. Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

**12. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

**13. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

**14. Nuclear Liability.** In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

**15. Intellectual Property; Patent Indemnity.** Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

**16. Cancellation.** Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

**17. Invoicing and Payment.** Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

**18. Claims.** Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

**19. Export Laws.** The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

**20. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

**21. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38

U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**22. U.S. Government Work.**

**The following provision applies only to direct sales by Company to the US Government.** The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

**The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**23. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0622)  
Supersedes 1-26.130-4(1221b)

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**SECURITY ADDENDUM**

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

**"Customer Data"** means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

**"Equipment"** shall have the meaning set forth in the Agreement.

**"HVAC Machine Data"** means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

**"Security Incident"** shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

**"Services"** shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
- Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
  - Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
  - Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
  - Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
  - Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data; Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer,

- or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. **Customer Data; Compliance with Laws.** Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
  5. **Customer Data; Information Security Management.** Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
  6. **Monitoring.** Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
  7. **Audits.** Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
  8. **Information Security Contact.** Trane's information security contact is Local Sales Office.
  9. **Security Incident Management.** Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
  10. **Threat and Vulnerability Management.** Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
  11. **Security Training and Awareness.** New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
  12. **Secure Disposal Policies.** Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
  13. **Logical Access Controls.** Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
  14. **Contingency Planning/Disaster Recovery.** Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
    - (i) data backups; and
    - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
  15. **Return of Customer Data.** If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

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16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
  
  17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023



# Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

**PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.  
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED**

**Prepared For:** Hickman County Schools

**Date:** February 16, 2024

**Job Name:**  
Centerville ES Replacements

**Proposal Number:** P4-165633-18145-1

**Delivery Terms:**  
Freight Allowed and Prepaid - F.O.B. Factory

**COOP Quote Number:** P4-pXXAA0-24-001  
**COOP or Federal Contract ID:** OMNIA Racine #3341

**Payment Terms:** Net 30 Days

**Tag Data - Odyssey Split System Outdoor Unit (Qty: 2)**

Item	Tag(s)	Qty	Description	Model Number
A1	CU-15T-1, CU-15T-2	2	15 Ton Unitary Split Systems Outdoor	TTA18043DAA**BS01

**Product Data - Odyssey Split System Outdoor Unit**

**Item: A1 Qty: 2 Tag(s): CU-15T-1, CU-15T-2**

- Cooling (TTA)
- 15 Tons
- R-410A Refrigerant
- 208-230/60/3
- Dual Compressors / Dual Circuit
- Symbio (Cooling)
- STD Coil w/ Guards
- Pivot Smart Thermostat - Electromechanical (Field Installed)
- Service Valve accessory kit (Field Installed)

**Tag Data - Odyssey Split System Indoor Unit (Qty: 2)**

Item	Tag(s)	Qty	Description	Model Number
B1	AHU-15T-1, AHU-15T-2	2	15 Ton Unitary Split Systems Indoor	TWE18043BAA**BD

**Product Data - Odyssey Split System Indoor Unit**

**Item: B1 Qty: 2 Tag(s): AHU-15T-1, AHU-15T-2**

- Air Handler
- 15 Tons
- R-410A
- 208-230/60/3
- Dual Circuit
- 2 Stage Airflow SYMBIO condenser
- Standard Motor

**Not Included (unless noted above):** auxiliary drain pans and/or float switches, isolation (vibration and/or seismic), labor warranties, start-up, installation, handling/rigging, firestats, spare filters/belts/sheaves, **Electric Heaters, Roof Rails, BAS Integration, controls**, wiring, or any interlock thereof.

**Total Net Price (Excluding Sales Tax) ..... \$36,027.00**

Sincerely,

**Travis Hollett**  
**Trane U.S. Inc.**  
601 Grassmere Park Drive, Suite 10  
Nashville, TN 37211  
Office Phone: (615) 242-0311

**This proposal is subject to your acceptance of the attached Trane terms and conditions.**

**TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT**

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

**1. Acceptance.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Title and Risk of Loss.** All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

**4. Pricing and Taxes.** Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating or packing are the responsibility of Customer.

**5. Delivery and Delays.** Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

**6. Performance.** Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

**7. Force Majeure.** Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**8. Limited Warranty.** Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

**9. Indemnity.** To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

**10. Insurance.** Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

**11. Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

**12. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

**13. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

**14. Nuclear Liability.** In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

**15. Intellectual Property; Patent Indemnity.** Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

**16. Cancellation.** Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

**17. Invoicing and Payment.** Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

**18. Claims.** Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

**19. Export Laws.** The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

**20. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

**21. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38

U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**22. U.S. Government Work.**

**The following provision applies only to direct sales by Company to the US Government.** The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

**The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**23. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0622)  
Supersedes 1-26.130-4(1221b)

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**SECURITY ADDENDUM**

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

**"Customer Data"** means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

**"Equipment"** shall have the meaning set forth in the Agreement.

**"HVAC Machine Data"** means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

**"Security Incident"** shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

**"Services"** shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data: Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:

- a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
- b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
- c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
- d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
- e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer,

- or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
  5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
  6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
  7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
  8. Information Security Contact. Trane's information security contact is Local Sales Office.
  9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
  10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
  11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
  12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
  13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
  14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
    - (i) data backups; and
    - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
  15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023

## Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for "School Mowing Services" for the school years beginning March 11, 2024, and ending February 28, 2027. This is a three-year bid, with a two-year additional option to continue the bid contract end. This is a RE-BID.

All bidders will be required to submit a conflict-of-interest disclosure form that can be obtained at [www.hickmank12.org/request-for-proposal](http://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 the envelope "School Mowing Services". Bids will be opened on February 21, 2024, at 10:00 a.m. in the Finance Office.

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

Present.

Cardi Clark  
Whitney Johnston

The Dreaded Lawncore -  
SEC Outdoor -  
Albert + Martin -  
Jenkins Lawn Care -

See attached  
bids

RE-BID

Mowing services specifications part B

Specifications: 3-year bid starting: March 11, 2024, and ending March 10, 2027. This bid may be renewed by Hickman County Schools for up to 2 additional one-year periods with a yearly contract renewal based on performance and maintaining bid prices to remain same.

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

**Four (4) Locations referenced as follows:**

CES/CIS campuses  
HCMS/HCHS campuses  
EHES/EHIS/EHMS campuses  
EHHS campus

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

All employees working for the 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) background check for criminal record B) Random drug testing completed prior to working on school 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 prior approval for a given emergency circumstance such as health or, by the Maintenance Supervisor.

Assumption of company bids:

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

Mowing areas:

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

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

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

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

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

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

**Mowing and weed trimming to include** playgrounds, between insets of buildings and walk areas **between any railings, side and back of bleachers areas.**

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

Damages:

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

Any and all damages to athletic nets, or gutters or buildings will be responsibility of the mowing service and shall be reported directly to the maintenance office immediately and the school principal at the time of damage so arrangements for repair can be made by the mowing bidder with our "approved repair company" such as windows, autos, gutters, fabric nets, gates, etc. Torn or cut fabric nets are to be replaced by purchase of new equivalent nets through the school athletic directors and shall be reinstalled by the school maintenance department upon receipt. DUE TO SECURITY, THE MAINTENANCE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY FOR ANY GLASS BREAKAGE FOR SECURING OF OUR BUILDING AND SAFETY OF OUR STUDENTS AND STAFF.

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

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

Questions regarding the bid, or disputes:

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 the 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, withdrawal, 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 March 10<sup>th</sup>** of each year to exercise the out clause, written notice shall be rendered not later than **January 1st** by either party.

**NOTE:**

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

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

THREE YEAR BID/ RENEWABLE YEARLY BY YEARLY SIGNED CONTRACT

**This awarded bid and bid prices shall be good and annual contract shall be reoccurring for the 3 year bid and resigned on a yearly basis, provided performance and bid prices remains the same and unchanged, beginning March 11, 2024 and ending March 10, 2027.**

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

CES / CIS : \$ \_\_\_\_\_

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ \_\_\_\_\_

HCMS/HCHS : \$ \_\_\_\_\_

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ \_\_\_\_\_

EHES/EHIS/EHMS : \$ \_\_\_\_\_

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ \_\_\_\_\_

EHHS: \$ \_\_\_\_\_

East Hickman High School

Spraying Services (When Requested) \$ \_\_\_\_\_

	<b>Albert Martin</b>	<b>SEC Outdoor Living</b>	<b>The Dreaded Lawncare</b>	<b>Jenkins Lawn Care</b>
<b>CES/CIS (mow)</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>\$800.00</b>	<b>\$1,600.00</b>
<b>CES/CES (spray)</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$200.00</b>
<b>HCMS/HCHS (mow)</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>\$1,000.00</b>	<b>\$2,400.00</b>
<b>HCMS/HCHS (spray)</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$150.00</b>	<b>\$400.00</b>
<b>EHES/EHIS/EHMS (mow)</b>	<b>\$1,741.94</b>	<b>\$900.00</b>	<b>\$700.00</b>	<b>\$2,050.00</b>
<b>EHES/EHIS/EHMS (spray)</b>	<b>\$83.33</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$300.00</b>
<b>EHHS (mow)</b>	<b>\$1,045.16</b>	<b>\$900.00</b>	<b>\$1,000.00</b>	<b>\$2,100.00</b>
<b>EHHS (spray)</b>	<b>\$100.00</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$350.00</b>
<b>Totals</b>	<b>\$2,970.43</b>	<b>\$4,700.00</b>	<b>\$4,100.00</b>	<b>\$9,400.00</b>

## Mowing services specifications part B

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

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

**Mowing and weed trimming to include** playgrounds, between insets of buildings and walk areas **between any railings, side and back of bleachers areas.**

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

Damages:

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

**Any and all damages** to athletic nets, or gutters or buildings will be responsibility of the mowing service and shall be reported directly to the maintenance office immediately and the school principal at the time of damage so arrangements for repair can be made by the mowing bidder with our "approved repair company" such as windows, autos, gutters, fabric nets, gates, etc. Torn or cut fabric nets are to be replaced by purchase of new equivalent nets through the school athletic directors and shall be reinstalled by the school maintenance department upon receipt. **DUE TO SECURITY, THE MAINTENANCE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY FOR ANY GLASS BREAKAGE FOR SECURING OF OUR BUILDING AND SAFETY OF OUR STUDENTS AND STAFF.**

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

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

Questions regarding the bid, or disputes:

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 the 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, withdrawal, 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 March 10<sup>th</sup>** of each year to exercise the out clause, written notice shall be rendered not later than **January 1st** by either party.

NOTE:

The failure of the 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.

# 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: 2/8/24 Name: Albert Martin

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.

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

Date: 2/8/24 Signature: Albert Martin

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 March 11, 2024 and ending March 10, 2027.

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

CES / CIS : \$ \_\_\_\_\_

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ \_\_\_\_\_

HCMS/HCHS : \$ \_\_\_\_\_

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ \_\_\_\_\_

EHES/EHIS/EHMS \_\_\_\_\_

54,000

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ 500<sup>00</sup>

EHHS: \_\_\_\_\_

32,400

East Hickman High School

Spraying Services (When Requested) \$ 1600<sup>00</sup>

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 March 11, 2024 and ending March 10, 2027.

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 : \$ 1,600

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ 200

HCMS/HCHS : \$ 2,400

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ 400

EHES/EHIS/EHMS : \$ 2,050

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ 300

EHHS: \$ 2,100

East Hickman High School

Spraying Services (When Requested) \$ 350



# 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: 2/15/2024 Name: Will Jenkins

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.

---

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

Date: 2/15/2024 Signature: Will Jenkins

**Workers Compensation and Employers Liability Insurance Policy**  
Insurer: Previsor Insurance Company - Carrier #61566

INFORMATION PAGE			
<b>1.</b>	<b>INSURED:</b> William Jenkins 1347 HIGHWAY 230 W NUNNELLY, TN 37137-3026	<b>PRODUCER: 92-732P</b> Daniel Boone Agency, LLC 135 2nd Ave North Columbia, MO 65218	
	<b>FEDERAL ID NO.:</b> 410-91-5718	<b>OTHER NAMED INSURED:</b>	
	<b>RISK ID NO.:</b>	<b>OTHER LOCATIONS:</b>	
	<b>INSURED'S LEGAL STATUS:</b> Sole proprietorship		
<b>2.</b>	The policy period is from: <b>01/18/2024</b> to <b>01/18/2025</b> 12:01 A.M. standard time at the insured mailing address.		
<b>3a.</b>	<b>Workers Compensation Insurance:</b> Part One of the policy applies to the Workers Compensation Law of the states listed here: TN		
<b>3b.</b>	<b>Employers Liability Insurance:</b> Part Two of the policy applies to work in each state listed in item 3a. The limits of our liability under Part Two are:		
	Bodily Injury by Accident	\$100,000	each accident
	Bodily Injury by Disease	\$500,000	policy limit
	Bodily Injury by Disease	\$100,000	each employee
<b>3c.</b>	<b>Other States Insured:</b> Part Three of the policy applies to the states, if any, listed here: NONE		
<b>3d.</b>	This policy includes these endorsements and schedules: See WC 99 06 02		
<b>4.</b>	<i>The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.</i>		
	See Classification Schedule	Total Estimated Premium:	\$1,514.00
Expense Constant: \$180.00			
Minimum Premium: \$499.00		Total Estimated Premium and Surcharges: \$1,514.00	
Billing Payment Mode: Twelve installment			

**ISSUING OFFICE:**  
101 N. Keene St., Suite C  
Columbia, MO 65201

Countersigned By:



**ISSUE DATE:** 01/19/2024



**SHELTER INSURANCE COMPANIES**

GENERAL LIABILITY  
EVIDENCE OF INSURANCE  
AS OF 01/11/2024

NAME AND ADDRESS OF NAMED INSURED:  
JENKINS, WILLIAM TODD  
1347 HIGHWAY 230 W  
NUNNELLY, TN 37137-3026

AGENT:  
ETHAN HORNER  
135 2ND AVE N  
FRANKLIN, TN 37064-2542  
(615) 614-3038  
AGENT NUMBER 41-AK91-61

<b>Policy Number: 41-31-10940001-3</b>	<b>Effective Date: 03/23/2023, 12:01 AM Central Time</b>
	<b>Expiration Date: 03/23/2024, 12:01 AM Central Time</b>

This policy will continue to renew as long as we offer to renew it and you pay the required premium by the due date.

THE LOCATION OF THE DESCRIBED PREMISES IS 1347 HIGHWAY 230 W NUNNELLY TN 37137  
BUSINESS OF THE NAMED INSURED IS: LAWN CARE  
THE NAMED INSURED IS: INDIVIDUAL  
THE LIMIT OF THE COMPANYS LIABILITY IS STATED IN THE POLICY AND APPLIES AS FOLLOWS:

Limits of Insurance	\$	1,500,000
General Aggregate (Other Than Product - Completed Operations)	\$	1,500,000
Products - Completed Operations Aggregate Limit (See Each Classification Below)	\$	1,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Each Occurrence Limit	\$	100,000
Rented To You Limit	\$	5,000
Medical Expense Limit (Any One Person)	\$	100.00
Premium		

Coverage Form and Description of Hazards		Premium Basis	Premium
Code	Key Description		
	1347 HIGHWAY 230 W NUNNELLY TN 37137 (COUNTY 081)		
97050	4 LAWN CARE SERVICES - INCLUDES COMPLETED OPERATIONS	10640	72.00
	Products and Completed Operations		

THE FOLLOWING ENDORSEMENTS ARE A PART OF THIS POLICY AND ARE ATTACHED:

Limit	Description
CG 00 01 04 13	Commercial General Liability Coverage Form
CG 22 93 04 13	Lawn Care Services - Limited Pollution Coverage

TERM 12 MONTHS ZONE CODE 505
---------------------------------

*David A. Healy*  
Secretary

*Randa Pawlins*  
President and CEO

STANDARD BUSINESS TAX LICENSE

Total Due: 15.59  
Cash: Check: Check No.: Credit Card: 15.59 Auth# 513265 Change:  
SUSAN wk04 Drawer: 4 Site: 1  
Work Date: 02/24/2023

DETACH THIS PORTION FOR CONFIDENTIAL FILE

**CASEY DORTON  
HICKMAN COUNTY CLERK**  
114 N. CENTRAL AVE, SUITE 202  
CENTERVILLE, TN 37033

LICENSE  
**0413117**

STANDARD BUSINESS TAX LICENSE

Mailing

Location

4702 JENKINS LAWNCARE

JENKINS LAWNCARE

3834 SHAWNEE COURT  
NUNNELLY, TN 37137

3834 SHAWNEE COURT  
NUNNELLY, TN 37137

WILL JENKINS

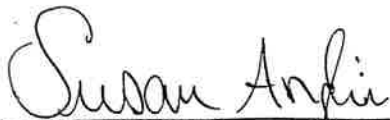
LOCAL ACCOUNT NUMBER 4702  
STATE ACCOUNT NUMBER \_\_\_\_\_  
TRANSACTION NUMBER \_\_\_\_\_  
CLASS 03  
SALES TAX NUMBER \_\_\_\_\_

ISSUE DATE 02/24/23  
TAX PERIOD STARTED - 02/23/2023  
PAYMENT DUE BY 4/15/2024  
EXPIRATION DATE 5/15/2024

TO AVOID PENALTY, INTEREST, AND POTENTIAL ENFORCED COLLECTION ACTION, BUSINESS TAX RETURNS AND PAYMENTS MUST BE REMITTED TO THE TENNESSEE DEPARTMENT OF REVENUE AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE OF THIS LICENSE.

IF PAID BY CHECK, THIS LICENSE VALID ONLY AFTER CHECK IS PAID.

THIS LICENSE DOES NOT PERMIT OPERATION UNLESS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL OTHER APPLICABLE LAWS/RULES.



DEPUTY CLERK SIGNATURE

SUSAN wk04 Drawer:4 Site:1

-- POST AT LOCATION OF BUSINESS --

IF BUSINESS CLOSES, MOVES, OR CHANGES OWNERS, NOTIFY THIS OFFICE



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**Certificate of Registration  
Business Tax**

February 24, 2023



WILLIAM T. JENKINS  
3834 SHAWNEE CT  
NUNNELLY TN 37137-2784

Letter ID: L0372981824  
Account ID: 1002234157-BUS  
Account Type: Business Tax  
Effective Date: February 23, 2023

You have filed an application for business tax registration for the business at the location shown below:

**Location No.:** 1001610421

**Location Address:** JENKINS LAWNCARE  
3834 SHAWNEE CT  
NUNNELLY TN 37137-2784

To ensure proper processing of your correspondence or return, please include your account ID on all documents you submit to the Department of Revenue.

**Business Licenses**

This certificate is not your business license. To complete your registration, you must get a business license from your county and/or city clerk. You must pay a \$15 fee to the city and/or county clerk for each initial license. If you have not already paid this fee locally, please contact your city and/or county clerk. You need a certificate of registration and a business license for each of your business locations.

Taxpayers in these business tax classifications **are not required** to obtain a business license:

- Classification 1, 2, 3, and 4B taxpayers with no established physical location in Tennessee,
- Classification 4A contractors with no established physical location in Tennessee and with \$50,000 or less in sales in any city or county,
- Classification 5A taxpayers (industrial loan and thrift companies)

Note that out-of-state Classification 4A contractors must get a business license in any city and/or county where they earn more than \$50,000 in compensation.

**Tax Returns**

Taxpayers must file and pay business tax returns online. You must file your consolidated business tax return each year on the 15th day of the fourth month after the close of your business year end. If your business is set up on a calendar year, your tax return is due April 15 of the following year. To avoid penalty and interest charges, taxpayers must file all returns and payments on or before the due date.

**David Gerregano**  
Commissioner of Revenue

SEC Outdoor Living  
615-393-3798

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 March 11, 2024 and ending March 10, 2027.

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 : \$ 850<sup>00</sup>

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ ~~900~~ 150<sup>00</sup>

HCMS/HCHS : \$ 1400<sup>00</sup>

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ 200<sup>00</sup>

EHES/EHIS/EHMS : \$ 900<sup>00</sup>

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ 150<sup>00</sup>

EHHS: \$ 900<sup>00</sup>

East Hickman High School

Spraying Services (When Requested) \$ 150<sup>00</sup>

# CASEY DORTON, HICKMAN COUNTY CLERK

LICENSE  
**0413335**

## STANDARD BUSINESS TAX LICENSE

---

Total Due: 15.59  
Cash: Check: Check No.: Credit Card: 15.59 Auth# 054133 Change:  
HALEY wk06 Drawer: 0 Site: 1  
Work Date: 01/08/2024

DETACH THIS PORTION FOR CONFIDENTIAL FILE

### CASEY DORTON HICKMAN COUNTY CLERK

114 N. CENTRAL AVE, SUITE 202  
CENTERVILLE, TN 37033

LICENSE  
**0413335**

## STANDARD BUSINESS TAX LICENSE

---

Mailing

Location

4862 SEC OUTDOOR LIVING

PO BOX 1852  
DICKSON, TN 37055

SEC OUTDOOR LIVING

4196 BELL BRANCH RD  
NUNNELLY, TN 37137

JASON CALHOUN

---

LOCAL ACCOUNT NUMBER 4862  
STATE ACCOUNT NUMBER \_\_\_\_\_  
TRANSACTION NUMBER \_\_\_\_\_  
CLASS 03  
SALES TAX NUMBER \_\_\_\_\_

ISSUE DATE 01/08/24  
TAX PERIOD STARTED - 01/01/2023  
PAYMENT DUE BY 4/15/2024  
EXPIRATION DATE 5/15/2024

TO AVOID PENALTY, INTEREST, AND POTENTIAL ENFORCED COLLECTION ACTION, BUSINESS TAX RETURNS AND PAYMENTS MUST BE REMITTED TO THE TENNESSEE DEPARTMENT OF REVENUE AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE OF THIS LICENSE.

IF PAID BY CHECK, THIS LICENSE VALID ONLY AFTER CHECK IS PAID.

THIS LICENSE DOES NOT PERMIT OPERATION UNLESS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL OTHER APPLICABLE LAWS/RULES.



DEPUTY CLERK SIGNATURE

HALEY wk06 Drawer:0 Site:1

-- POST AT LOCATION OF BUSINESS --  
IF BUSINESS CLOSSES, MOVES, OR CHANGES OWNERS, NOTIFY THIS OFFICE



# The Dreaded Lawn Care

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 March 1, 2024 and ending February 28, 2027.

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 : \$ 800

Centerville Elementary School

Centerville Intermediate School

Spraying services (When requested) \$ 150

HCMS/HCHS : \$ 1,000

Hickman County Middle School

Hickman County High School

Spraying services (When requested) \$ 150

EHES/EHIS/EHMS : \$ 700

East Hickman Elementary School

East Hickman Intermediate School

East Hickman Middle School

Spraying Services (When requested) \$ 150

EHHS: \$ 1,000

East Hickman High School

Spraying Services (When Requested) \$ 150



## IRAN DIVESTMENT ACT CERTIFICATION


I understand that under the Iran Divestment Act, T.C.A. 12-12-101 – 12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T.C.A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void under T.C.A. 12-12-110. The list is published on the Tennessee Department of General Services' website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated with NY06-07-23.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106%20Iran%20Divestment%20Act%20updated%20with%20NY06-07-23.pdf)

### CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A 12-12-106.

Bidder Name: Kelvin J Smith II

Bidder Signature: 

Date: 2-15-24



## 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: 2-15-24 Name: Kelvin J Smith II

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.

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

Date: 2-15-24 Signature: 



# SHELTER INSURANCE COMPANIES

GENERAL LIABILITY  
EVIDENCE OF INSURANCE  
AS OF 03/23/2023

NAME AND ADDRESS OF NAMED INSURED:  
SMITH, KELVIN AND RACHEL  
3612 SEQUOIA CT  
NUNNELLY, TN 37137-2780

AGENT:  
ETHAN HORNER  
135 2ND AVE N  
FRANKLIN, TN 37064-2542  
(615) 614-3038  
AGENT NUMBER 41-AK91-61

**Policy Number: 41-31-11009098-3**      **Effective Date: 03/20/2023, 5:37 PM Central Time**  
**Expiration Date: 03/20/2024, 12:01 AM Central Time**

This policy will continue to renew as long as we offer to renew it and you pay the required premium by the due date.

THE LOCATION OF THE DESCRIBED PREMISES IS 3612 SEQUOIA CT NUNNELLY TN 37137  
BUSINESS OF THE NAMED INSURED IS: LAWN CARE  
THE NAMED INSURED IS: INDIVIDUAL  
THE LIMIT OF THE COMPANYS LIABILITY IS STATED IN THE POLICY AND APPLIES AS FOLLOWS:

Limits of Insurance		\$	
General Aggregate (Other Than Product - Completed Operations)		\$	1,500,000
Products - Completed Operations Aggregate Limit (See Each Classification Below)		\$	1,000,000
Personal and Advertising Injury Limit		\$	1,000,000
Each Occurrence Limit		\$	100,000
Rented To You Limit		\$	5,000
Medical Expense Limit (Any One Person)		\$	100.00
Premium			

Coverage Form and Description of Hazards			Premium Basis	Premium
Code	Key	Description		
3612 SEQUOIA CT NUNNELLY TN 37137 (COUNTY 081)				
		Premises and Operations		
97050	4	LAWN CARE SERVICES - INCLUDES COMPLETED OPERATIONS	10108	68.00
		Products and Completed Operations		

THE FOLLOWING ENDORSEMENTS ARE A PART OF THIS POLICY AND ARE ATTACHED:

Limit

CG 00 01 04 13  
CG 22 93 04 13

Commercial General Liability Coverage Form  
Lawn Care Services - Limited Pollution Coverage

TERM 12 MONTHS  
ZONE CODE 505

*Rand A. Van Dyke*  
Secretary

*Randa Pawlins*  
President and CEO

STANDARD BUSINESS TAX LICENSE

Total Due: 15.59  
Cash: Check: Check No.: Credit Card: 15.59 Auth# 117220 Change:  
SUSAN wk01 Drawer: 1 Site: 1  
Work Date: 03/27/2023

DETACH THIS PORTION FOR CONFIDENTIAL FILE

**CASEY DORTON  
HICKMAN COUNTY CLERK**  
114 N. CENTRAL AVE, SUITE 202  
CENTERVILLE, TN 37033

LICENSE  
0413143

STANDARD BUSINESS TAX LICENSE

Mailing

Location

4718 THE DREADED LAWCARE  
  
3612 SEQUOIA COURT  
NUNNELLY, TN 37137

THE DREADED LAWCARE  
  
3612 SEQUOIA COURT  
NUNNELLY, TN 37137

KELVIN J SMITH


LOCAL ACCOUNT NUMBER 4718  
STATE ACCOUNT NUMBER 1001619749  
TRANSACTION NUMBER \_\_\_\_\_  
CLASS 03  
SALES TAX NUMBER \_\_\_\_\_

ISSUE DATE 01/12/24  
TAX PERIOD STARTED - 03/27/2023  
PAYMENT DUE BY 4/15/2024  
EXPIRATION DATE 5/15/2024

TO AVOID PENALTY, INTEREST, AND POTENTIAL ENFORCED COLLECTION ACTION, BUSINESS TAX RETURNS AND PAYMENTS MUST BE REMITTED TO THE TENNESSEE DEPARTMENT OF REVENUE AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE OF THIS LICENSE.

IF PAID BY CHECK, THIS LICENSE VALID ONLY AFTER CHECK IS PAID.

THIS LICENSE DOES NOT PERMIT OPERATION UNLESS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL OTHER APPLICABLE LAWS/RULES.



DEPUTY CLERK SIGNATURE

SUSAN wk01 Drawer:1 Site:1

-- POST AT LOCATION OF BUSINESS --  
IF BUSINESS CLOSES, MOVES, OR CHANGES OWNERS, NOTIFY THIS OFFICE

**Workers Compensation and Employers Liability Insurance Policy**  
**Insurer: Previsor Insurance Company - Carrier #61566**

INFORMATION PAGE			
1.	<b>INSURED:</b> Kelvin Smith 3612 SEQUOIA CT NUNNELLY, TN 37137-2780	<b>PRODUCER: 92-732P</b> Daniel Boone Agency, LLC 135 2nd Ave North Columbia, MO 65218	
	<b>FEDERAL ID NO.:</b> 411-61-6187	<b>OTHER NAMED INSURED:</b>	
	<b>RISK ID NO.:</b>	<b>OTHER LOCATIONS:</b>	
	<b>INSURED'S LEGAL STATUS:</b> Sole proprietorship		
2.	The policy period is from: <b>02/12/2024</b> to <b>02/12/2025</b> 12:01 A.M. standard time at the insured mailing address.		
3a.	<b>Workers Compensation Insurance:</b> Part One of the policy applies to the Workers Compensation Law of the states listed here: TN		
3b.	<b>Employers Liability Insurance:</b> Part Two of the policy applies to work in each state listed in item 3a. The limits of our liability under Part Two are:		
	Bodily Injury by Accident	\$100,000	each accident
	Bodily Injury by Disease	\$500,000	policy limit
	Bodily Injury by Disease	\$100,000	each employee
3c.	<b>Other States Insured:</b> Part Three of the policy applies to the states, if any, listed here: NONE		
3d.	This policy includes these endorsements and schedules: See WC 99 06 02		
4.	<i>The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.</i>		
	See Classification Schedule	Total Estimated Premium:	\$979.00
	Expense Constant: \$180.00		
	Minimum Premium: \$499.00	Total Estimated Premium and Surcharges:	\$979.00
	Billing Payment Mode: Two installment		

**ISSUING OFFICE:**  
 101 N. Keene St., Suite C  
 Columbia, MO 65201

Countersigned By:





Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

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## Board Agenda

1 message

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**Becky Malugin** <[becky.malugin@hickmank12.org](mailto:becky.malugin@hickmank12.org)>

Fri, Feb 16, 2024 at 3:36 PM

To: Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>, John Mullins <[john.mullins@hickmank12.org](mailto:john.mullins@hickmank12.org)>

I need to be added back to the board agenda for the replacement door bid. There are actually (2) doors that need to be replaced at EHES. When I gave them the total for the project, it only included one door.

Becky Malugin  
Student Support and Safety Supervisor  
District Testing Coordinator  
[becky.malugin@hickmank12.org](mailto:becky.malugin@hickmank12.org)  
729-3391 ext 2227

"Children are likely to live up to what you believe of them."

Lady Bird Johnson

# Hickman County Board of Education

Descriptor Term:

**Interscholastic Athletics**

Descriptor Code:

**4.301**

Issued Date:

**06/05/22**

Rescinds:

**4.301**

Issued:

**08/02/21**

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
2 treated differently from another person or otherwise be discriminated against in any athletic program of  
3 the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup> Student athletes  
4 shall only be allowed to participate in athletic activities or events that align with the student's sex  
5 indicated on his/her original birth certificate.<sup>2</sup> The Director of Schools/designee shall require the  
6 parent/guardian to provide the student's original birth certificate prior to participation in any  
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's  
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of  
9 the student's sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
11 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport  
12 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her  
13 designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved  
14 by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
16 of athletics.<sup>3</sup> The Director of Schools shall develop a code of conduct for all coaches to follow in order  
17 to ensure the health and safety of athletes.<sup>4</sup>

18 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
19 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
20 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.<sup>5</sup> It shall be the  
21 responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students  
22 participating in interscholastic athletics.

23 Prior to participation in interscholastic athletics, every student must complete an annual physical  
24 examination.<sup>6</sup> The parents/guardians of each student shall be responsible for covering the cost of the  
25 examination, and these records shall be on file in the principal's office. It shall be the responsibility of  
26 the parent(s) or guardian to provide health and hospitalization insurance for all students participating in  
27 interscholastic athletics.

28 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any  
29 group of students for the purpose of attending the practice of any interscholastic sport during the school  
30 day without written permission from the Board.<sup>7</sup> This does not prevent the inclusion of regular physical  
31 training lessons in the daily school program.

32 Students shall not be required to attend a school athletic event, or event related to participation on a  
33 school athletic team, if the event is on an official school holiday, observed day of worship, or religious

1 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days  
2 prior to the event.<sup>8</sup>

### 3 **SEVERE WEATHER**<sup>4</sup>

4 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
5 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
6 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
7 discussed with all players, coaches, and officials, if applicable.

8 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
9 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
10 receive training on activity modifications based on environmental conditions.

11 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or  
12 tolerate hazing activities.<sup>9</sup>

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#### Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

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#### Cross References

- Special Use of School Vehicles 3.402
- Student Insurance Program 3.601
- Extracurricular Activities 4.300
- Attendance 6.200



# **2021 Tennessee Code**

## **Title 49 - Education**

### **Chapter 6 - Elementary and Secondary Education**

#### **Part 10 - Curriculum Generally**

#### **§ 49-6-1002. Use of School Time for Athletics — Teacher Salaries**

**Universal Citation:** TN Code § 49-6-1002 (2021)

- a. It is unlawful for any president, principal or teacher of any educational institution under the control of the state board of education or any local board of education to dismiss the school or any group of students or pupils of the school for the purpose of permitting them to practice or play baseball, football, basketball or any other similar game within the regular school hours of any school day of the week, without written permission from the governing board of the institution.
- b. Nothing in this section shall be construed to preclude regular physical training lessons as a part of the daily program of the school.
- c. A local education agency, local school board, school, educator, or employee or the employee's representative may not require a student to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The parent or legal guardian of a student participating in a school athletic event may provide written

notice that the student will not be in attendance to the coach or administrator of the athletic event at least three (3) full school days prior to the event. Prior written notice to the coach or administrator of the school athletic event may not be required if the absence is due to an unforeseen emergency.

- d. The salaries of the teachers are left to the discretion of and are to be set by the local board of education.

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Hickman County Board of Education  
 Budget Amendment 24  
 Federal Programs (142)  
 March 11, 2024

Account	Description	Debit	Credit	Justification	
71100 - 399 - - 933	Other Contracted Services		\$50,000.00	To bring ESSER 3.0 into agreement with approved revisions in ePlan	
71100 - 722 - - 933	Regular Instruction Equip		859.97		
71200 - 429 - - 933	Instructional Supplies	\$20,000.00			
71200 - 471 - - 933	Software	10,000.00			
71200 - 725 - - 933	Special Education Equip		5,092.48		
71300 - 429 - - 933	Instructional Supplies	20,000.00			
71300 - 449 - - 933	Textbooks	25,000.00			
72130 - 189 - - 933	Other Salaries & Wages	3,300.00			
72130 - 201 - - 933	Social Security	204.60			
72130 - 204 - - 933	State Retirement	340.00			
72130 - 212 - - 933	Employer Medicare	47.85			
72130 - 471 - - 933	Software	60.00			
72210 - 189 - - 933	Other Salaries & Wages	43,200.00			
72210 - 201 - - 933	Social Security	2,678.40			
72210 - 204 - - 933	State Retirement	3,888.00			
72210 - 212 - - 933	Employer Medicare	626.40			
72210 - 399 - - 933	Other Contracted Services	10,000.00			
72210 - 499 - - 933	Other Supplies		3,000.00		
72610 - 328 - - 933	Janitorial Services		20,000.00		
72610 - 720 - - 933	Plant Operation Equipment		225,000.00		
76100 - 321 - - 933	Engineering Services	20,000.00			
76100 - 399 - - 933	Other Contracted Services	33,768.45			
76100 - 707 - - 933	Building Improvements	110,838.75			
	<b>TOTALS</b>	<b>\$303,952.45</b>	<b>\$303,952.45</b>		

**Approved:**

**Ronald Gammons**

**Attest:**

**John Mullins**

**Hickman County Board of Education**  
**Budget Amendment 25**  
**Federal Programs (142)**  
**March 11, 2024**

Account	Description	Debit	Credit	Justification	
47309 - - - 959	<b>Revenue</b> <b>INstructional Supplies</b> <b>Inservice</b>	<b>\$ 40,000.00</b>		<b>Additional Funding</b> <b>received for HQIM</b> <b>Literacy Grant</b>	
71100 - 429 - - 959					<b>\$ 35,000.00</b>
72210 - 524 - - 959					<b>5,000.00</b>
	<b>TOTALS</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>		

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

**Hickman County Board of Education**  
**Budget Amendment 26**  
**General Purpose (141)**  
**March 11, 2024**

Account	Description	Debit	Credit	Justification
72130 - 599 -	Other Charges	\$ 3,000.00		Travel Charges relating to ELC Services
72130 - 355 -	Travel		\$ 3,000.00	
73400 - 163 -	Educational Asst		646.00	To bring VPK into agreement with ePlan and required matching
73400 - 189 -	Other Salaries & Wages	646.00		
73400 - 207 -	Medical Insurance	17,906.22		
73400 - 399 -	Other Contracted Svc	2,000.00		
73400 - 499 -	Other Supplies		4,000.00	
73400 - 524 -	Inservice	2,000.00		
73400 - 790 -	Other Equipment		17,906.22	
	<b>TOTALS</b>	<b>\$ 25,552.22</b>	<b>\$ 25,552.22</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

**Hickman County Board of Education  
Budget Amendment No. 27  
General Purpose (141)**

**March 11, 2024**

Account	Description	Debit	Credit	Justification
48900 - - 71300 - 499 - GG	Revenue Other Supplies	\$ 19,500.00	\$ 19,500.00	Additonal Funding from Give-to-Grant
	<b>TOTALS</b>	<b>\$ 19,500.00</b>	<b>\$ 19,500.00</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

**Hickman County Board of Education**  
**Budget Amendment No. 28**  
**Food Service (143)**  
**March 11, 2024**

Account	Description	Debit	Credit	Justification
47114 -        - SCA 73100 - 422 - SCA	<b>USDA - Other Food Supplies</b>	<b>\$ 76,445.29</b>	<b>\$ 76,445.29</b>	<b>Additional Revenues for unprocessed foods</b>
	<b>TOTALS</b>	<b>\$ 76,445.29</b>	<b>\$ 76,445.29</b>	

**Approved:**

**Attest:**

**Ronald Gammons**

**John Mullins**

**JOB DISCRIPTION**  
**SCHOOL NUTRITION FIELD MANAGER**  
12 Months

**TITLE:** School Nutrition Field Manager

**QUALIFICATINS** High school diploma  
3+years in a supervisory position  
2+years foodservice experience

**REPORTS TO:** Foodservice Supervisor

**POSITON DESCRIPTION:** To assist foodservice department in administering the program in accordance with local, state and federal guidelines.

**ESSENTIAL DUTIES:** The essential duties of the Foodservice Field Manager shall be as follows:

1. Assist supervisor, assistant, and cafeteria managers with the organization, evaluation, and development of local school foodservice operations.
2. Maintain and assist managers with the purpose of ensuring school cafeterias follow proper procedures and regulations related to the ordering, receiving, storing, handling, preparation and serving of food.
3. Inspects school lunch facilities and operations for the purpose of ensuring that standards of diet, cleanliness, health, and safety are being maintained. These standards include sanitation practices, HACCP policy development, and kitchen safety to ensure compliance with local, state, and federal regulations.
4. Work with supervisor and cafeteria managers to update and develop inventory, production, and menu planning records.
5. Act as a back up to foodservice payroll, accounts payable, and state reimbursement duties.
6. Able to prepare a variety of records and or reports for production cost, budget input, and other foodservice procedures for the purpose of documenting activities and training for cafeteria managers and employees.
7. Evaluate each school cafeteria through weekly on-site visits to ensure acceptable quality, presentation and marketing of school meals.
8. Research and help develop new recipes, standardization for food portion size, work schedules, and update nutritional information for menu items.
9. Participate in ongoing professional development training of all employees to further enhance knowledge and skills and stay abreast of changes in guidelines/regulations.
10. Assist managers with promoting participation and incorporating new ideas and strategies.
11. Perform such other tasks as may be assigned by the foodservice supervisor.

**Hickman County School Food Service  
Field Manager's Salary Schedule  
FY 2024  
Proposed March 11, 2024**

Years of Experience	FY 2024 Step
FFM - 0	\$ 26,459
FFM - 1	\$ 27,448
FFM - 2	\$ 28,438
FFM - 3	\$ 29,110
FFM - 4	\$ 29,783
FFM - 5	\$ 29,917
FFM - 6	\$ 30,028
FFM - 7	\$ 30,149
FFM - 8	\$ 30,259
FFM - 9	\$ 30,381
FFM - 10	\$ 30,490
FFM - 11	\$ 30,613
FFM - 12	\$ 30,723
FFM - 13	\$ 30,857
FFM - 14	\$ 31,005
FFM - 15	\$ 31,139
FFM - 16	\$ 31,273
FFM - 17	\$ 31,419
FFM - 18	\$ 31,552
FFM - 19	\$ 31,701
FFM - 20	\$ 31,847
FFM - 21	\$ 31,981
FFM - 22	\$ 32,127
FFM - 23	\$ 32,274
FFM - 24	\$ 32,420
FFM - 25	\$ 32,569
FFM - 26	\$ 32,714
FFM - 27	\$ 32,861
FFM - 28	\$ 33,008
FFM - 29	\$ 33,155
FFM - 30	\$ 33,300



*Misty Shelton*  
*Pre-K Supervisor*  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: March 2024

#### **1st Reading:**

- 1.805 Use of Electronic Mail-** add the following wording **Board Members will be allowed full access to electronic mail including group and individual addresses** at the end of line 2.
- 6.200 Attendance-** remove the second sentence on line 13 of page 3. This has been removed from the law.
- 1.808 Bus Stop-** Mr. Mullins check with attorney
- 2.403 Surplus Property Sales** -reviewed by Mr. Mullins and bring back in March

#### **2nd Reading:**

**1.901 Charter School Applications-** This policy was up for review but has been updated since the last review so it is being presented as a 1st reading. Updates reflect new timelines and procedures under application, review, and denial. The recommended changes from TSBA are highlighted in yellow and removal of the words **If necessary** on line 18 of page 2.

**2.805 Purchasing-** added language under Purchasing Approval Requirements

#### **Up for Review:**

- 2.800 Expenditure of Funds
- 2.802 Payroll Procedures
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.806 Bids and Quotations
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management
- \*2.500 Deposite of Funds
- \*2.600 Bonded Employees

\*The February board polices that were scheduled for review will be divided up and added to February, March and April and will be noted with an asterisk.

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

931-729-3391 ext. 2226

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

fax 931-729-3834

# Hickman County Board of Education

Descriptor Term:

## Use of Electronic Mail (e-mail)

Descriptor Code:  
1.805

Issued Date:  
12/07/21

Rescinds:  
1.805

Issued:  
08/05/19

1 Electronic mail capability among board members and district staff exists for the purpose of enhancing  
2 communication to better perform tasks associated with their positions and assignments. Therefore, all  
3 staff and board members who have access to the district network shall adhere to the following  
4 guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

- 5 1. Because all computer hardware and software belong to the Board, all data including e-mail  
6 communications stored or transmitted on school system computers shall be monitored.  
7 Employees/ board members have no right to privacy with regard to such data. Confidentiality  
8 of e- mail communication cannot be assured. E-mail correspondence may be a public record  
9 under the public records law and may be subject to public inspection.<sup>1</sup>
- 10 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to  
11 circumvent requirements of the Open Meetings Act.<sup>2</sup> Board Members will be allowed full  
12 access to electronic mail including group and individual addresses.
- 13 3. Staff/board members will be asked to sign an application for terms and conditions for Use of  
14 the Internet. Staff/board members shall not reveal their passwords to others in the network or to  
15 anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or  
16 that e-mail has been accessed by someone without authorization, s/he shall contact the  
17 technology coordinator immediately.
- 18 4. It is the responsibility of the sender not to violate copyright laws.
- 19 5. Messages shall not be sent that contain material that may be defined by a reasonable person as  
20 obscene or that are racist, sexist or promote illegal or unethical activity.

21 Any usage contrary to the above shall be reported immediately to the director of schools and may  
22 result in the suspension and/or revocation of system access or if deemed necessary, appropriate  
23 disciplinary action may be taken.  
24

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#### Legal References

1. TCA 10-7-512
2. TCA 8-44-102

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#### Cross References

Use of the Internet 4.406

# Hickman County Board of Education

Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>6.200</b>	Issued: <b>03/06/23</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at  
3 3:00 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: <sup>1</sup>

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance  
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or  
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
16 withdraws from school.<sup>2</sup>

17 Student attendance records shall be given the same level of confidentiality as other student records.  
18 Only authorized school officials with legitimate educational purposes may have access to student  
19 information without the consent of the student or parent/guardian.<sup>3</sup>

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
21 Excused absences shall include:<sup>4</sup>

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;<sup>5</sup>
- 31
6. Pregnancy;

- 1 7. School-endorsed activities;
- 2
- 3 8. Summons, subpoena, or court order; or
- 4
- 5 9. Circumstances which in the judgment of the principal create emergencies over which the
- 6 student has no control.

7 The principal shall be responsible for ensuring that:<sup>6</sup>

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness;
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

## 18 **TRUANCY**

### 19 *General*

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that  
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a  
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
24 considered present for school attendance purposes. If a student is required to participate in a remedial  
25 instruction program outside of the regular school day where there is no cost to the parent(s) and the  
26 school system provides transportation, unexcused absences from these programs shall be reported in  
27 the same manner.<sup>7</sup>

28 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
29 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
30 absence. If a parent does not provide documentation within adequate time excusing those absences, or  
31 request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
32 intervention plan described below prior to referral to juvenile court.

33 The director of schools/designee shall develop appropriate administrative procedures to implement this  
34 policy.

### 35 *Progressive Truancy Intervention Plan*<sup>8</sup>

36 Prior to referral to juvenile court, the following progressive truancy intervention plan will be  
37 implemented.

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

### Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to,

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective. ~~The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and~~
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, in Tier I, he/she shall be subject to Tier II.

### Tier II

An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

### Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Tier III interventions must include a review of the previous individualized assessment and an amended attendance contract but may also result in further action including but not limited to a review of grades and the discipline record, a referral to restorative justice programs, a referral to community-based services, or a referral to the Department of Children's Services.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## 1 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

2 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
3 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
4 absences each school year. No later than seven (7) business days prior to the student's absence, the  
5 student shall provide documentation to the school as proof of the student's participation along with a  
6 written request for the excused absence from the student's parent/guardian. The request shall include  
7 the following:

- 8 1. Student's name and personal identification number;
- 9
- 10 2. Student's grade;
- 11
- 12 3. The dates of the student's absence;
- 13
- 14 4. The reason for the student's absence; and
- 15
- 16 5. The signatures of the student and parent/guardian.

## 17 **RELEASED TIME COURSE<sup>10</sup>**

18 A principal/designee may excuse a student to attend a course in religious moral instruction for up to  
19 one (1) class period per school day. Students shall not be excused during any class which requires an  
20 examination for state or federal accountability purposes.

21 The student shall submit a written consent form signed by the student's parent/guardian prior to  
22 participation in the released time course. The principal/designee shall document the approval in  
23 writing. The student shall provide documentation to the principal/designee as proof of the student's  
24 participation in the released time course.

25 The district shall not be responsible for transporting students to and from the place of instruction.

26 Upon submission of the student's transcript from the entity that provided the released time course, the  
27 student may be awarded one-half (1) unit of elective credit.

28 The Director of Schools shall develop procedures with secular criteria for determining whether credit  
29 shall be awarded.

## 30 **MAKE-UP WORK**

31 All missed class work or tests (whether from excused or unexcused absence) may be made up provided  
32 the student makes the request immediately upon returning to school and provided instruction time is  
33 not taken from other students.

34 A grade of incomplete will be received for any work missed until the work is completed. A student  
35 may have up to three (3) days to make up work from a single absence and up to five (5) days to make  
36 up work from an absence longer than a single day. It is the student's responsibility to make

arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be recorded for the assignments.

For school-sponsored activities, the student will be required to make up all work missed and will receive full credit for the assignment or upon completion of a test. The student will not be counted absent for a school sponsored event (school planned, school-directed, and teacher supervised).

## STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count as 15% of their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

## CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.<sup>11</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## DRIVER'S LICENSE REVOCATION<sup>2</sup>

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

## ATTENDANCE HEARING<sup>12</sup>

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 4 Following the review, the Board may affirm or overturn the decision of the director of
- 5 schools/designee. The action of the Board shall be final.
- 6 The director of schools/designee shall ensure that this policy is posted in each school building and
- 7 disseminated to all students, parents, teachers and administrative staff.

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#### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

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#### Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600

### Attendance Matters!

Each day, student attendance is taken by staff and reported to the front office of each school and recorded in the student information system (Skyward). Students who are absent will have automated phone calls made to their parent/guardian notifying them that the student is absent.

State law describes truant as a student having 5 unexcused absences. Attendance personnel in each school have access to attendance reports that indicate when students have reached 3 days and/or 5 days unexcused absences. Letters may be sent out at the principal's discretion at 3 unexcused absences to inform parents that their student is approaching a truant status. At 5 days unexcused, schools should send out a letter requesting parents to provide notes to excuse those absences in a timely manner. If a parent fails to provide documentation that would excuse those days of unexcused attendance, the student is reported to the At-Risk Coordinator as truant. The At-Risk Coordinator will then summon the parent/guardian and the student(s) to Truancy Council (ONLY students in middle or high school should attend).

#### Abbreviated Days

Parents should be aware that abbreviated school days count as full days towards attendance. Students who miss abbreviated days will receive an unexcused absence that counts the same as a whole day.

#### Parent Notes

Hickman County allows parents to write notes for missed days when taking a child to the doctor is not deemed necessary or when emergencies arise. Parents are allowed to write a total of 8 parent notes for the school year that may excuse a whole day or a partial day.

Notes for any excused absence should be turned in to the school upon the return of the student to school.

#### Seniors

School administration may deny participation in graduation exercises, prom, or any other senior activities, to those seniors who accumulate more than 15 cumulative unexcused absences regardless of the age of the senior.

#### Perfect Attendance

Students in attendance for 3 hours, 16 minutes ( $\frac{1}{2}$  school day), they will be counted as having attended that day. (The computer will continue to count minutes not in attendance which may result in the student showing more than 1 day absent when added up. This will not effect their perfect

attendance.)

Unexcused tardies and early dismissals when accumulated to add up to one or more days will result in that student losing their Perfect Attendance status.

Students who have been home schooled and transfer into our system after October 1 of any school year will not be eligible for having Perfect Attendance that school year.

Students who transfer from another system which would have started after our school year starts will not be eligible for Perfect Attendance if they had not started school in their old system and enroll with us after October 1 of that school year.

Students who transfer into our system from another system will be counted as having perfect attendance if documentation is provided from the previous school system that they have had perfect attendance at their previous school.

#### Progressive Truancy Plan

Database administrators will send parent notification forms home with students when students meet the qualifications under the attendance policy.

#### Parent Attendance Notification Form

#### Released Course Time

When evaluating a course under the released time course policy, the secular criteria of the course may include, but is not limited to:

- 1) The amount of classroom instruction time
- 2) The course syllabus
- 3) Methods of assessment used in the course
- 4) Whether the course was taught by an instructor licensed

# Hickman County Board of Education

Descriptor Term: <b>Registered Sex Offenders</b>	Descriptor Code: <b>1.808</b>	Issued Date: <b>12/07/21</b>
	Rescinds: <b>1.808</b>	Issued: <b>08/05/19</b>

1 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises  
2 of any school in this district, except for the limited circumstances stated in this policy.<sup>1</sup>

## 3 **EMPLOYMENT**

4 An individual listed by the state of Tennessee or any other state as a registered sex offender is  
5 ineligible for employment within the school district.

## 6 **PRESENCE ON SCHOOL PROPERTY**

7 No registered sex offender, other than a student who is a registered sex offender enrolled in the school  
8 in question, shall come on, about, or within 1,000 feet of a local school's property line, except as  
9 provided below.<sup>2</sup> If any employee of the school district becomes aware of any registered sex offender's  
10 presence on school property, he/she shall immediately inform the principal, who shall direct the  
11 individual to leave the premises immediately. The principal shall request assistance from local law  
12 enforcement authorities if offender resists the principal's directives. If the registered sex offender  
13 repeats this restriction of coming on to school property, the principal may confer with legal counsel to  
14 take appropriate legal action.

15 Neither this policy nor state law impose any duty upon a principal or any other employee of the local  
16 school district to review the sex offender registry for individuals who may come upon the property.

## 17 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

18 A parent or legal guardian of a child who is enrolled in the school may attend a conference with school  
19 officials with the written permission of the school's principal.

20 An offender may come within the 1,000 feet limit provided that the individual is dropping off or  
21 picking up a child or children enrolled in the school.

22 Principals shall speak with the parent upon learning of their status as a sex offender to communicate  
23 the restrictions of this policy and to establish open dialogue with the parent, as much as is possible or  
24 reasonable. The principal shall take all appropriate measures to protect the privacy of the sex  
25 offender's child.

26 **Bus stops will not be established any closer than a 100 foot limit of a registered sex offender residence,**  
27 **without the permission of the Director of Schools.**

---

Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211(a)

## Rights and Responsibilities Of Registered Sex Offenders

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances as a parent or guardian stated in this procedure.

### Rights of Parents/Guardians

As a parent or guardian, a registered sex offender may:

- Attend a conference with school officials with the written permission or request of the school's principal, a signed contract on file, and written documentation of the parent's offender status on file.
- Remain in the vehicle to drop off or pick up his/her child or children enrolled in the school with the written permission or request of the school's principal, a signed contract on file, and written documentation of the parent's offender status on file.

NOTE: These rights are forfeited if the victim of the offender's sexual offense is enrolled in or employed at the school as stated in Tennessee Code Annotated (T.C.A. 40-39-201 (d) (3).

### Responsibility of Parent/Guardian

As a parent or guardian a registered sex offender must

- Remain at least 1,000 feet away from any school property line or school-sponsored event.
- Provide written notice of the parent's offender status to the school's principal or a school administrator upon enrollment of his/her child or conviction of a sexual offense.
- Participate in an initial conference with the principal to learn the requirements of the rights listed.
- Sign a contract with the principal of the school.
- Remain at 100% compliance of the requirements recorded in the contract or be charged **with** violation of T.C.A. 40-39-211.

### Rights of the Principal

The principal may

- Obtain current and accurate public information about the registered sex offender as listed in T.C.A. 40-39-206 (e) (1-3), Public Information for Registered Sex Offender.
- Request the sex offender leave campus.
- Seek support from local law enforcement.

### Responsibilities Of the Principal The

principal must

- Protect the privacy of the child of the sex offender.
- Conference with the parent/guardian who is a sex offender to discuss the rights and responsibilities of all parties and develop a contract of limited involvement.
- Immediately report any violations to the contract to law enforcement.
- Instruct staff to inform the principal if he/she obtains knowledge of a registered sex offender.

NOTE: Principal and staff do NOT have the responsibility for searching the sex offender registry for any person who may be on the grounds.

1.808 Contract

Hickman County Schools  
 Contract with Parent/Legal  
 Guardian Registered Sex  
 Offender

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Child/Children Information:**

Name	Grade	Address	Residential Parent/Guardian Phone Numbers	

**Directions for Completing the Contract:**

**Principal/Designee:**

- Provides the parent/legal guardian with a copy of Board Policy 1.808 and Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders
- Reviews all of the rights and responsibilities listed in the document with the parent/legal guardian, and
- Checks the parent/legal guardian's understanding of each right and responsibility by questioning or providing the opportunity to request clarification.

**Parent/Legal Guardian:**

- Reads or listens to an oral reading of Board Policy 1.808 and Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders and
- Asks questions for clarification of the listed rights and responsibilities.

Signatures: \_\_\_\_\_

The principal/designee's signature documents that the principal/designee reviewed all items with the parent/legal guardian, checked for understanding, and provided the opportunity for him or her to ask questions for clarification.

Principal/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

The parent/Legal Guardian's signature documents that he or she understands all of the rights and responsibilities listed in Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders and agrees to comply with all responsibilities and requirements listed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

1

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>draft</b>
		Rescinds: <b>2.403</b>	Issued: <b>02/07/22</b>

2 The Director of Schools shall prepare a list of unusable items for board approval.<sup>1</sup> The list shall contain  
3 the following information: name of item, date of purchase, and reason for disposal (**vehicles will list VIN**  
4 **and mileage**).

5 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general  
6 circulation at least seven (7) days prior to the sale. **These sales will occur via online auction in accordance**  
7 **with state law.**<sup>2</sup>

8 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be  
9 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools  
10 and the Board Chair shall agree in written form that the property is of no value or is of less value than  
11 five hundred dollars (\$500).<sup>3</sup>

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the  
13 Board shall approve other methods of disposal.<sup>4</sup>

14 Surplus equipment will be auctioned off (**i.e. Gov.planet**) by the district *whenever it becomes available*  
15 ~~at the end of the school year.~~ The Board shall approve all surplus equipment prior to *disposal*~~the~~  
16 ~~materials being disposed of at the end of the school year.~~ **Buses will be secured at the bus garage until**  
17 **they are sold.**

18 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>5</sup>**

19 When equipment that was purchased with federal dollars is no longer needed for the original project or  
20 program or for other activities currently or previously supported by a federal agency, disposition of the  
21 equipment shall be made as follows:

- 22 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be  
23 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or  
24
- 25 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained  
26 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the  
27 current market value or proceeds from sale by the awarding agency's share of the equipment.

29



*Misty Shelton*  
*Pre-K Supervisor*  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: March 2024

#### 1st Reading:

- 1.805 Use of Electronic Mail-** add the following wording **Board Members will be allowed full access to electronic mail including group and individual addresses** at the end of line 2.
- 6.200 Attendance-** remove the second sentence on line 13 of page 3. This has been removed from the law.
- 1.808 Bus Stop-** Mr. Mullins check with attorney
- 2.403 Surplus Property Sales** -reviewed by Mr. Mullins and bring back in March

#### 2nd Reading:

**1.901 Charter School Applications-** This policy was up for review but has been updated since the last review so it is being presented as a 1st reading. Updates reflect new timelines and procedures under application, review, and denial. The recommended changes from TSBA are highlighted in yellow and removal of the words **If necessary** on line 18 of page 2.

**2.805 Purchasing-** added language under Purchasing Approval Requirements

#### Up for Review:

- 2.800 Expenditure of Funds
- 2.802 Payroll Procedures
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.806 Bids and Quotations
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management
- \*2.500 Deposite of Funds
- \*2.600 Bonded Employees

\*The February board polices that were scheduled for review will be divided up and added to February, March and April and will be noted with an asterisk.

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

931-729-3391 ext. 2226

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

fax 931-729-3834

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>12/07/21</b>
		Rescinds: <b>1.901</b>	Issued: <b>03/01/21</b>

1    **SCOPE**

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

5    **DEFINITION**

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

10   The purposes of charter schools are to:

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

22    **APPLICATION PROCESS<sup>2</sup>**

23    A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)  
24    days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to  
25    begin operation as a charter school. The Director of Schools/designee shall determine whether the  
26    sponsor has selected the correct application category within ten (10) business days of receiving the

1 letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect  
2 application category has been selected.<sup>2</sup>

3 A sponsor seeking board approval of an initial charter school application shall complete the forms  
4 provided by the Department of Education. The application shall provide all the information required by  
5 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by  
6 law for the formation of a charter school, and the proposed charter school will be able to implement a  
7 viable program of quality education for its students.<sup>3</sup>

8 Electronic copies of applications shall be submitted to the Board and Department of Education on or  
9 before 11:59 p.m. Central Time on February 1<sup>st</sup> of the year preceding the year in which the proposed  
10 charter school plans to begin operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday,  
11 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the  
12 next business day on or before 11:59 p.m. Late applications will not be accepted, without exception.  
13 The sponsor shall pay an application fee of \$2,500.00.<sup>2</sup>

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

## 17 REVIEW TEAM<sup>1</sup>

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

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

32 The review team shall:

- 33 1) Evaluate all charter school applications based on the review criteria adopted by the board;  
34
- 35 2) Recommend one of the following options to the board for each application: approve, reject, or  
36 reject with stipulations for reconsideration<sup>4</sup>; and  
37
- 38 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

## 39 APPROVAL, DENIAL OF APPLICATION<sup>5</sup>

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

#### 4 **Approval**

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

12 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent  
13 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),  
14 whichever is less.<sup>6</sup>

15 Charter schools approved by the board of education are expected to implement the application as  
16 submitted and approved. Material variations in operations from the approved application require  
17 amendment pursuant to statute and the charter school agreement.<sup>7</sup>

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

22 New public charter school agreements are approved for a ten-year period.<sup>8</sup> The board may revoke or  
23 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-  
24 122.<sup>9</sup>

#### 25 **Denial**

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

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

## Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01(1)(b),(e)
3. TRR/MS 0520-14-01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Purchasing</b>	Descriptor Code: <b>2.805</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>2.805</b>	Issued: <b>11/04/19</b>

1    *General*

2    The school system will purchase competitively and seek maximum educational value for every dollar  
3    expended. Authorization to purchase shall be provided by the Board. The director of schools shall  
4    serve as purchasing agent for system-wide purchasing.<sup>1</sup> Principals shall serve as purchasing agents for  
5    individual schools.

6    Purchases made by anyone not authorized by the appropriate officials shall become the personal  
7    responsibility of the persons making the purchase agreement. The Board will not, under any  
8    circumstances, be responsible for payment for any materials, supplies, or services purchased by  
9    unauthorized individuals or in an un-prescribed manner.

10    No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other  
11    employee unless he/she first receives a written purchase order from the proper office or unless prior  
12    written permission or arrangements are made with the principal.

13    The Board shall purchase locally whenever the conditions are comparable or when it is most practical  
14    under the circumstances.

15    *Individual Schools*

16    The director of schools must approve the following purchases:

- 17        1. A single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
- 18        2. One that is to be attached to or one that requires alteration of the building; or
- 19        3. One that will become a permanent fixture.

20    *Central Office<sup>2</sup>*

21    **PURCHASING APPROVAL REQUIREMENTS**

22    The director of schools shall have authority to make individual purchases up to \$25,000 without  
23    approval of the Board, if the purchased item was included in the Board-approved annual budget. The  
24    director of schools shall obtain Board approval before making any purchase or contract in excess of  
25    \$25,000 or any purchase not included in the Board-approved annual budget. The director of schools  
26    also has the option to request Board approval for any purchase he/she deems appropriate, even if  
27    approval isn't required.

28    **ROUTINE PURCHASES**

1 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required  
2 for the operation of the school system. These expenditures shall be anticipated and provided for in the  
3 budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of  
4 schools or his/her designee shall make all routine purchases without further Board authorization;  
5 however, the Board shall be promptly informed if any substantial variation from budgeted estimates  
6 occurs or becomes necessary.

#### 7 **SPECIAL PURCHASES**

8 Special purchases are those which are not routine and which may or may not be specifically identified  
9 by line item in the budget. Examples of special purchases are all capital expenditures such as for  
10 vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and  
11 supplies of an unusual quantity or nature. All purchases in this category shall require specific prior  
12 Board approval on an item-by-item basis. In its approval, the Board may place constraints on the  
13 director of schools requiring Board evaluation and/or approval at various steps in the procurement  
14 process. This will be determined by the Board on an individual basis depending on the nature of the  
15 procurement action.

#### 16 **EMERGENCY PURCHASES**

17 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to  
18 protect property from damage or to avoid major disruption of educational activities. If within  
19 budgetary limits and deemed essential, emergency purchases may be made by the director of schools.  
20 However, if the purchase is of such significant magnitude as to impact on the integrity of the budget,  
21 the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any  
22 event, the Board shall be advised promptly of all emergency purchases.

#### 23 **PURCHASING OF SURPLUS PROPERTY**

24 The director of schools and other employees designated by the Board shall be authorized to act for the  
25 Board in acquiring federal surplus property through the Tennessee General Services Department for  
26 surplus property and in entering into agreements, certifications and covenants of compliance  
27 concerning the use of federal surplus property.

28 Further, the director of schools is authorized to purchase any needed items through suppliers approved  
29 on the state bid list.

#### 30 **COOPERATIVE PURCHASING**

31 The Board, at its option, will join in cooperative purchasing with other school systems to take  
32 advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever  
33 such buying appears to be to the benefit of the system.

#### 34 **ONLINE PURCHASING**

35 The Board recognizes that online purchasing may provide opportunities for savings, but extra  
36 precaution should be used to ensure that accounting procedures are followed. Online purchasing shall  
37 be permitted with the following requirements:

- 1 1. Prior authorization must be obtained from the director of schools before setting up new online  
accounts, and schools shall maintain a list of accounts.
- 3 2. Online purchases must be for school purposes and made in accordance with established policies  
4 and procedures. School employees are prohibited from making personal purchases even with  
5 the intent of reimbursing the school system. School employees are prohibited from using a  
6 school's tax exempt status for personal purchases of any kind.<sup>3</sup>
- 7 3. The availability of money for the fund/account in question should be determined before  
8 Purchase Orders are approved.
- 9 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 10 5. Price quotes should be obtained where possible and/or practical and retained with other  
11 purchase documentation.

## 12 PURCHASING WITH FEDERAL GRANT FUNDS

13 Before grant funds are obligated or expended, the director or his designee shall review the cost of a  
14 proposed expenditure and determine if it is an allowable use of federal grant funds.<sup>4</sup> The director will  
15 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is  
16 approved.

17 No person officially connected with or employed by the school system may participate in the selection,  
award, or administration of a contract supported by a federal award if he or she has a real or apparent  
19 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,  
20 any member of his or her immediate family, his or her partner, or an organization which employs or is  
21 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible  
22 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the  
23 director shall disclose the potential conflict to the federal awarding agency in writing.<sup>5</sup>

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### Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 49-2-608
4. 2 CFR § 200.403
5. 2 CFR § 200.112

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### Cross References

- Executive Committee 1.301
- Credit Cards/Credit Lines 2.8051
- Purchase Orders and Contracts 2.808
- Conflict of Interest 5.601

# Hickman County Board of Education

Descriptor Term: <b>Expenditure of Funds</b>	Descriptor Code: <b>2.800</b>	Issued Date: <b>02/07/22</b>
	Rescinds: <b>2.800</b>	Issued: <b>11/04/19</b>

## 1 *Central Office*

2 All expenditures shall be approved by the Board or the director of schools when authorized. No  
3 expenditures shall be made except on an approved purchase order or contract. Employees of this  
4 system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized  
5 or made which exceeds the appropriation of any fund of the budget as adopted or amended, and  
6 expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.  
7 The director of schools shall develop federal grant expenditure and cash management procedures that  
8 comply with all federal laws and regulations.<sup>1</sup>

## 9 *Individual Schools*

10 Internal activity funds shall not be expended without written approval by the membership of the group.  
11 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting*  
12 *Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to  
13 expense. No checks shall be written to employees from the internal school activity fund account. Any  
14 supplemental compensation owed to the Board for extracurricular activities must be processed through  
15 the director of schools' office in the same manner as salary and other payroll payments. The Board  
16 shall invoice the school for reimbursement. Substitute teachers' salaries related to restricted class and  
17 club accounts shall be paid by the Board and shall be reimbursed by the school from the appropriate  
18 class or club account.<sup>2</sup>

19 Employees who authorize or contract for any obligation in violation of this policy shall assume  
20 personal responsibility for the payment of the obligation, shall be subject to dismissal from  
21 employment, and shall be subject to applicable civil and criminal proceedings. Any obligation,  
22 authorization for expenditure, or expenditure made in violation of the law and this policy shall be  
23 illegal and void.<sup>3</sup>

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### Legal References

1. 2 C.F.R. § 200.403
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-23
3. *Tennessee Internal School Uniform Accounting Policy Manual Section 5-11*

# Hickman County Board of Education

	Descriptor Term: <b>Payroll Procedures</b>	Descriptor Code: <b>2.802</b>	Issued Date: <b>02/07/22</b>
		Rescinds: <b>2.802</b>	Issued: <b>11/04/19</b>

1 *Central Office*

2 If the end of a pay period falls on a non-working day, employees will be paid on the last working day  
3 prior to the end of the pay period.

4 Payroll procedures shall be as follows:

- 5 1. All certified personnel have the option of either ten (10), or twelve (12) month installments.  
6  
7 2. All non-certificated personnel shall have the option of either ten (10) or twelve (12) months  
8 installments.

9 No advance payments of salary shall be made. Upon resignation or retirement of school personnel,  
10 final salary payment shall be withheld until all records and assets in custody of the employee are  
11 satisfactorily transferred to his successor or another designated person.

13 Specific approval by the Board is required for payroll deductions, except as otherwise provided by  
law.<sup>1</sup>

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Legal References

1. TCA 50-1-308

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Cross References

- Insurance Management 3.600  
Compensation Guides and Contracts 5.110

# Hickman County Board of Education

	Descriptor Term:  <b>Salary Deductions</b>	Descriptor Code: <b>2.803</b>	Issued Date: <b>02/07/22</b>
		Rescinds: <b>2.803</b>	Issued: <b>11/04/19</b>

1 *Central Office*

2 Upon appropriate written authorization, the Board shall make deductions approved by the Board from  
3 the salary of the employee. Authorization must be made on forms provided by the Board and filed in  
4 the office of the director of schools within sufficient time to be processed before the issuance of the  
5 first payroll check.

\_\_\_\_\_  
Cross Reference:

Insurance Management 3.600

# Hickman County Board of Education

	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>02/07/22</b>
		Rescinds: <b>2.804</b>	Issued: <b>11/04/19</b>

1 *Central Office*

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

### 3 **SCHOOL PERSONNEL**

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

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

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

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

### 13 **BOARD MEMBERS**

14 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses  
15 when traveling on business for the Board. Salary and other benefits shall be determined by the County  
16 Commission. Attendance at conventions or other educational meetings or travel for other school  
17 purposes shall be authorized in advance by the Board.<sup>2</sup>

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

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#### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

## Hickman County Board of Education

Descriptor Term: <b>Purchasing</b>	Descriptor Code: <b>2.805</b>	Issued Date: <b>07/10/23</b>
	Rescinds: <b>2.805</b>	Issued: <b>11/04/19</b>

### 1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar  
3 expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve  
4 as purchasing agent for system-wide purchasing.<sup>1</sup> Principals shall serve as purchasing agents for  
5 individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal  
7 responsibility of the persons making the purchase agreement. The Board will not, under any  
8 circumstances, be responsible for payment for any materials, supplies, or services purchased by  
9 unauthorized individuals or in an un-prescribed manner.

10 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other  
11 employee unless he/she first receives a written purchase order from the proper office or unless prior  
12 written permission or arrangements are made with the principal.

13 The Board shall purchase locally whenever the conditions are comparable or when it is most practical  
14 under the circumstances.

### 15 *Individual Schools*

16 The director of schools must approve the following purchases:

- 17 1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
- 18 2. one that is to be attached to or one that requires alteration of the building; or
- 19 3. one that will become a permanent fixture.

### 20 *Central Office<sup>2</sup>*

#### 21 **ROUTINE PURCHASES**

22 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for  
23 the operation of the school system. These expenditures shall be anticipated and provided for in the budget  
24 and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools  
25 or his/her designee shall make all routine purchases without further Board authorization; however, the  
26 Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes  
27 necessary.

## 1 SPECIAL PURCHASES

2 Special purchases are those which are not routine and which may or may not be specifically identified  
3 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,  
4 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an  
5 unusual quantity or nature. All purchases in this category shall require specific prior Board approval on  
6 an item-by-item basis. In its approval, the Board may place constraints on the director of schools  
7 requiring Board evaluation and/or approval at various steps in the procurement process. This will be  
8 determined by the Board on an individual basis depending on the nature of the procurement action.

## 9 EMERGENCY PURCHASES

10 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to  
11 protect property from damage or to avoid major disruption of educational activities. If within budgetary  
12 limits and deemed essential, emergency purchases may be made by the director of schools. However, if  
13 the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman  
14 shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board  
15 shall be advised promptly of all emergency purchases.

## 16 PURCHASING OF SURPLUS PROPERTY

17 The director of schools and other employees designated by the Board shall be authorized to act for the  
18 Board in acquiring federal surplus property through the Tennessee General Services Department for  
19 surplus property and in entering into agreements, certifications and covenants of compliance concerning  
20 the use of federal surplus property.

21 Further, the director of schools is authorized to purchase any needed items through suppliers approved  
22 on the state bid list.

## 23 COOPERATIVE PURCHASING

24 The Board, at its option, will join in cooperative purchasing with other school systems to take advantage  
25 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying  
26 appears to be to the benefit of the system.

## 27 ONLINE PURCHASING

28 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution  
29 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted  
30 with the following requirements:

- 31 1. Prior authorization must be obtained from the director of schools before setting up new online  
32 accounts, and schools shall maintain a list of accounts.
- 33 2. Online purchases must be for school purposes and made in accordance with established policies  
34 and procedures. School employees are prohibited from making personal purchases even with the  
35 intent of reimbursing the school system. School employees are prohibited from using a school's  
36 tax exempt status for personal purchases of any kind.<sup>3</sup>

- 1 3. The availability of money for the fund/account in question should be determined before Purchase  
Orders are approved.
- 3 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 4 5. Price quotes should be obtained where possible and/or practical and retained with other purchase  
5 documentation.

## 6 PURCHASING WITH FEDERAL GRANT FUNDS

7 Before grant funds are obligated or expended, the director or his designee shall review the cost of a  
8 proposed expenditure and determine if it is an allowable use of federal grant funds.<sup>4</sup> The director will  
9 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is  
10 approved.

11 No person officially connected with or employed by the school system may participate in the selection,  
12 award, or administration of a contract supported by a federal award if he or she has a real or apparent  
13 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,  
14 any member of his or her immediate family, his or her partner, or an organization which employs or is  
15 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible  
16 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the  
17 director shall disclose the potential conflict to the federal awarding agency in writing.<sup>5</sup>

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### Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 49-2-608
4. 2 CFR § 200.403
5. 2 CFR § 200.112

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### Cross References

- Executive Committee 1.301
- Credit Cards/Credit Lines 2.8051
- Purchase Orders and Contracts 2.808
- Conflict of Interest 5.601

# Hickman County Board of Education

	Descriptor Term: <b>Debit Cards, Credit Cards, &amp; Credit Lines</b>	Descriptor Code: <b>2.8051</b>	Issued Date: <b>12/04/23</b>
		Rescinds:	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through  
3 procedures developed and maintained in the district office for the purchase of appropriate goods and  
4 services for district or school related purposes only.<sup>1</sup> The debit and credit cards will be kept in a secure  
5 location, and account numbers will remain confidential. Principals shall be the only employees  
6 authorized to apply for a credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not  
8 approved by the Director of Schools or the Director of Finance will be reimbursed to the district within  
9 ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit card use shall be limited to small incidental purchases and may not be used for normal operating  
12 expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either  
14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit  
15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of  
17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of  
18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line  
20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working  
22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall  
24 be turned in;
- 25 26  
27 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory  
28 that is purchased;
- 29

- 4. All purchases shall be district or school related purchases;
- 5. If there is any incurred finance or late charges, the responsibility will belong to the person or program associated with said charges; and
- 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal purchases.

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Legal References

- 1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

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Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808

# Hickman County Board of Education

	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>2.806</b>	Issued: <b>11/04/19</b>

1 *General*

2 All purchases of supplies, materials, equipment and contractual services shall be purchased and/or bid  
3 under the same criteria as the Hickman County government.<sup>1</sup>

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

5 Contracts for legal services, educational consultants, insurance purchased through a plan authorized and  
6 approved by any organization or governmental entities representing cities and counties and similar  
7 services by professional persons or groups of high ethical standards shall not be based upon competitive  
8 bids, but shall be awarded on the basis of recognized competence and integrity.<sup>2,3</sup>

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Legal References

1. TCA 49-2-203(a)(3)
2. TCA 12-3-1209; TCA 12-4-107
3. TCA 29-20-407

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Cross References

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

# Hickman County Board of Education

Descriptor Term:

**Purchase Orders and Contracts**

Descriptor Code:

**2.808**

Issued Date:

**07/10/23**

Rescinds:

**2.808**

Issued:

**11/04/19**

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no purchase  
3 shall be made nor payment approved unless covered by an approved purchase order. Purchase orders  
4 will include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality  
6 standards of the item required;  
7  
8 2. A firm, quoted, net delivered price, whenever possible; and  
9  
10 3. Signature of purchasing agent.

11 Contracts shall be made only with responsible suppliers with the following considerations:

- 12 1. The supplier has the potential ability to perform successfully under the terms and conditions of  
13 a proposed procurement;  
14  
15 2. Procurement records or files for purchases in amounts in excess of \$10,000 shall provide at  
16 least the following pertinent information: justification for procurement in lieu of advertising,  
17 contractor selection, and the basis for the cost or price of negotiated.  
18  
19 3. A system for contract administration shall be maintained to assure supplier conformance with  
20 terms, conditions, and specifications of the contract or purchase order, and to assure adequate  
21 and timely follow-up of all purchases;  
22  
23 4. Contracts shall contain such provisions or conditions which will allow for administrative,  
24 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and  
25 provide for such sanctions and penalties as may be appropriate.  
26  
27 5. All contracts, amounts for which are in excess of \$10,000, shall contain suitable provisions for  
28 termination including the manner by which it will be effected and the basis for settlement.  
29  
30 6. All contracts, including those of individual schools, will meet all requirements of state and  
31 federal laws, rules, and regulations.<sup>1</sup>

32 The purchasing agent shall advertise for bids and let contracts following authorization of purchase by  
33 the Board.

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Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(3)

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Cross References

Consultants 1.303  
Purchasing 2.805  
Conflict of Interest 5.601

# Hickman County Board of Education

	Descriptor Term: <b>Vendor Relations</b>	Descriptor Code: <b>2.809</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>2.809</b>	Issued: <b>11/04/19</b>

1 *General*

2 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all  
3 other considerations are equal.

4 No person officially connected with or employed by the school system will be an agent for, or have any  
5 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,  
6 equipment or service.<sup>1</sup>

7 *Individual Schools*<sup>2</sup>

8 Schools shall execute a written agreement with vendors for all fundraisers.<sup>2</sup> The agreement shall include,  
9 but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;  
11 2. Payment of sales tax;  
12 3. Delivery date(s);  
13 4. Package prices or other charges; and  
14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of each principal's office prior  
16 to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere  
17 with the normal instructional and learning process.

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Legal References

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

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Cross References

- Visitors to the Schools 1.501  
Advertising & Distribution of Materials in Schools 1.806  
Fundraising Activities 2.601  
Staff Gifts and Solicitations 5.605

# Hickman County Board of Education

	Descriptor Term: <b>Payment Procedures</b>	Descriptor Code: <b>2.810</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>2.810</b>	Issued: <b>11/04/19</b>

1 *Central Office*

2 The director of schools shall approve all claims for payment prior to their submission to the Board.<sup>1</sup>

3 As operating procedure, the director of schools shall present to the chairman of the Board at least monthly  
4 a list of bills for payment. The list will be supported by invoices and vouchers.<sup>2</sup>

5 *Individual Schools*

6 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided  
7 payments are completed by June 30 of the current school year or a plan for future payments has been  
8 made by the principal and approved by the Board.

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Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

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Cross Reference

Executive Committee 1,301

# Hickman County Board of Education

Descriptor Term: <b>Student Activity Funds Management</b>	Descriptor Code: <b>2.900</b>	Issued Date: <b>07/10/23</b>
	Rescinds: <b>2.900</b>	Issued: <b>11/04/19</b>

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other  
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the  
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board  
6 policy and be approved in writing by the director of schools. Budget for these accounts shall be  
7 submitted by October 1.

8 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be  
9 subject to disciplinary action.<sup>1</sup>

10 Student activity funds shall be deposited in respective school activity accounts. Proper records of  
11 receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School  
Uniform Accounting Policy Manual*.<sup>2</sup>

13 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in  
14 writing by both the activity group sponsor and the principal.<sup>3</sup>

15 An annual audit of the account and records of all student activity funds shall be conducted as a part of  
16 the audit of all other district funds.<sup>4</sup>

17 Any unencumbered class or activity funds automatically revert to the general activity fund of the school  
18 when a class graduates and chooses not to use the funds for a designated purpose or an activity is  
19 discontinued.

20 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or  
21 other support organizations are not subject to this policy, unless such funds are in sole custody of the  
22 school.<sup>5,6</sup>

23 **COOPERATIVE ACTIVITIES**

24 Certain activities which contribute to the general welfare of students do not easily lend themselves to  
25 classifications solely as school activities. Other activities by their nature involve cooperative effort with  
26 groups outside the student body. The benefits of such student activities shall be preserved if procedures  
27 can be established to provide proper accounting funds involved and to ensure substantial adherence to  
the principals governing students activity finance.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

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Cross References

Revenues 2.400  
Deposit of Funds 2.500  
Fundraising Activities 2.601  
Accounting System 2.700  
Audits 2.703  
Gifts 6.710

## Student Activity Funds Management

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal.

Contracts with fund-raising agencies must comply with board policy and be approved in writing by the director of schools. Budgets for these accounts shall be submitted by October 1.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action. Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the Tennessee Internal School Uniform Accounting Policy Manual. Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.

# Hickman County Board of Education

	Descriptor Term:  <b style="text-align: center;">Deposit of Funds</b>	Descriptor Code: <b style="text-align: center;">2.500</b>	Issued Date: <b style="text-align: center;">02/07/22</b>
		Rescinds: <b style="text-align: center;">2.500</b>	Issued: <b style="text-align: center;">10/07/19</b>

1 *Central Office*

2 All income payable to the Board will be deposited with the county trustee, who will credit it to the  
3 appropriate account.<sup>1</sup>

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.<sup>2</sup>  
7 Deposit slips will be filed along with other permanent records. Each deposit slip must show the  
8 various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.

9 Monies collected at the building level must be deposited to no more than three bank accounts:<sup>3</sup>

1. General School Fund/Restricted Accounts;
- 11 2. School Food Service; and
- 12 3. Savings.
- 13
- 14

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Legal References

1. TCA 8-11-104
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-22, 6-1, 6-2
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-2, 4-3, 6-1, 6-2

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Cross References

- Investment Earnings 2.402
- Student Activity Funds Management 2.900
- Food Service Management 3.500

# Hickman County Board of Education

	Descriptor Term:  <b>Bonded Employees</b>	Descriptor Code: <b>2.600</b>	Issued Date: <b>02/07/22</b>
		Rescinds: <b>2.600</b>	Issued: <b>10/07/19</b>

1 *General*

- 2 The director of schools and all other employees who handle school monies shall be bonded in order to  
3 indemnify the school system against the loss of any funds.<sup>1</sup>
- 4 The Board shall determine the amount of the bond, giving consideration to the total amount of money  
5 and/or property that is handled in each school.<sup>2</sup>

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Legal References

1. TCA 8-19-101 through 103; TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-21

**Centerville Intermediate School**  
**Family Engagement Policy**  
**2023-2024**



The **mission** of Centerville Intermediate School is to create an atmosphere where every child is valued and nurtured toward success. Our **vision** is to guarantee that every student departs our school with a quality education and the ability to thrive productively as a responsible student and successful citizen.

**How are parents included in the ongoing formulation of the Family Engagement Policy and programs for parent involvement?**

Our school policy will be reviewed and updated annually. This process will take place during a Leadership Team meeting in which parents are included as stakeholders, providing an integral part of the process. The policy will be made available to parents at registration or enrollment, at the annual Title I meeting, in student handbooks, in the front office and can also be accessed on our school's website.

**How will our plan be shared with families?**

An annual Title I meeting will be held at the beginning of the school year to explain the school-wide program. Additionally, letters explaining the program will be sent home and information will be on the school website. Teachers will also discuss any questions and concerns at parent/teacher conferences.

**How will CIS explain the Title I program to parents of participating students?**

A Title I Annual Meeting will be held at the beginning of the school year with a presentation of Title I Services. This will include how students are identified to participate in the program, the services that will be provided, and an introduction of those providing Title I services.

**What activities will be provided at CIS to assist parents in becoming more involved in the education of their children?**

- Activities and workshops for parents will be held throughout the school year.
- Parents are invited to school-wide and/or grade level special events/activities throughout the school year.
- Parents will be informed of events through multiple avenues listed in the next section.

**How will parents be informed of school activities?**

- Written communication including school/classroom newsletters
- Skylert calls
- CIS website
- Remind
- School Marquee
- Parent/ Teacher Conferences

**How will parents at CIS be provided with information about curriculum, assessments, and proficiency levels?**

CIS will hold an annual Open House at the beginning of the school year. In addition to an informational session, parents will be invited to visit their child's classrooms and meet his/her teachers.

**Centerville Intermediate School**  
**Family Engagement Policy**  
**2023-2024**



The curriculum at CIS follows the TN State Standards. Aimsweb is used to measure student progress as well as formative assessments within classrooms and an end of year summative assessment (TN Ready).

**How will parents utilize opportunities as stakeholders at CIS?**

- Parents are invited to serve as members of the School-wide Leadership Committee and are to bring to the committee any concerns relating to the education of their children.
- Parent/Teacher Conferences are scheduled each semester at times convenient to parents' attendance. Parents may also request conferences as needed.
- CIS teachers keep in constant contact with parents through the following: E-mails, letters, phone calls, Tuesday folders, Remind, Live School App, classwork folders, progress reports, report cards, Facebook, etc.

**How can parents be involved at CIS and how will this help student achievement?**

Parents are invited to attend all school activities throughout the year such as:

**Parent Involvement Activities**

Open House	Walk the Dawg
Boo Bash	Holiday Lunches
Book Fair	Field Day
PBS Rallies	Veterans Day
Celebration Day	Career Day
Parent Day	

**Academic Activities**

Math Night
Parent/Teacher Conferences
Family Reading Night
Title I Annual Meeting

The partnership between home and school will naturally have a positive impact on student achievement.

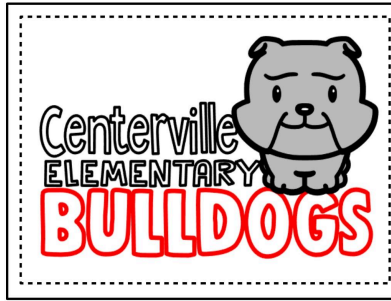
**What materials are provided for parents?**

- Parent-School Compacts
- Invitations and reminders to parent workshops and special events
- Academic brochures (e.g. reading, math, writing, homework)
- Transitional material brochures (e.g. beginning school and moving to middle school)

These materials are distributed to CIS by the local LEA and are prepared in languages parents can understand.

**How is the school-parent compact developed and distributed?**

The compact is addressed during our annual School-wide Leadership Committee meeting each spring. The committee, composed of an administrator, teachers, and parents, reviews and offers suggestions to improve the effectiveness of this document. It is distributed to all students and their parents at the beginning of the school year. to be signed and returned. A copy is filed with the teacher, one copy is given to the parent, a sampling is sent to Central Office. The importance of this document is discussed at our annual Parent Orientation/Open House and parent/teacher conferences. It is also provided in a language and form that parents understand.



## Centerville Elementary School

### Family Engagement Policy 2023-2024

**The mission of Centerville Elementary School is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become life-long learners and better understand their role as a citizen.**

We believe a strong foundation for students begins in elementary school with all stakeholders working together as a team to support the child. At CES, we believe it is our job to inform and support parents as they support their child in their educational journey.

We know that parent involvement in our schools can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all families so that our children will be provided with the best possible education.

So that parents will better understand our programs and how they may become actively involved, we have addressed key areas. Please feel free to discuss any questions, comments, or suggestions you may have about this with your child's principal, teacher, or district supervisors. We welcome your input and suggestions!

#### Family Involvement with the Policy Development

Made up of faculty representatives, families and community members, the Leadership Team annually reviews and updates the Family Engagement policy. It is placed on the school's website and, upon request, a copy will be given to parents.

#### School's Use of Funds

CES will use its allocation of family engagement funds to purchase supplies to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement.

### Family Involvement in How Family Involvement Funds Will Be Used

As part of Hickman County School System's meeting held each spring with parents to review and update the School/Family Compact and Family Involvement Plan. Funds are budgeted and expended based upon the goals and priorities set through that meeting and school improvement plan.

Specific examples of ways parent involvement funds will be spent include but are not limited to:

- Family Engagement materials purchased; examples: books and at-home learning materials
- Books and literacy resources to give away at Parent Teacher Conferences and family engagement events
- Ink, masters, and paper to make copies for materials to print classroom and principal newsletters, flyers, RTI data notification letters, and notes to keep parents informed.
- School-wide take home folder for every child to foster uniformed parent communication.

### Annual Meeting about the Title 1 Program, Curriculum, and Academic Assessments

By the end of September, Centerville Elementary School will hold an annual meeting for all parents attending that school. Parents are notified of the meeting through communication sent home through students, newsletters from the principal, postings on the school sign, through the school website, and announcements in other languages when we have families where English is not their primary language. The annual Title 1 meeting will:

- Provide an explanation of the school's curriculum
- Review the assessments used to measure students' progress
- Provide an overview of the Family Engagement Policy and School/Parent Compact
- Introduce staff members
- Resources available for parents

### Flexible Schedule of Meetings

The leadership, teachers, and staff of Hickman County Schools have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Parent Teacher Conferences are held twice during the year. Additional conferences with teachers are encouraged and may be set up by prior appointment during teachers' planning times and before or after school. Parents may obtain information about upcoming events and their child's academic or social progress through phone calls, notes to teachers, email, school website, and participation in other family activities.

### Involvement of Family in Planning, Review, and Improvement of Title I Programs

Centerville Elementary believes in involving parents in all aspects of its Title I program. Leadership team meetings are held monthly and are made up of staff, community members and parents. This team helps to guide and lead the school in improvement. Each year, the school wide plan, including the school involvement plan, is reviewed, and

evaluated. The Leadership Team gathers input from all stakeholders to make decisions for the future of the school.

#### Submission of Parent Concerns About Our Title Plan

Our school policy will be reviewed and updated annually. This process will take place during a Leadership Team meeting in which parents are included as stakeholders, providing an integral part of the process. The policy will be made available to parents at registration or enrollment, at the annual Title I meeting, in student handbooks, in the front office and can also be accessed on our school's website.

#### School-Parent Compacts

We revise School-Parent Compacts in consultation with our Leadership Team and any parental comments received by teachers throughout the year. At the annual Title I meeting each year, the school-parent compacts will be explained. Additionally, the compact will be maintained on the school website. Teachers will also discuss any questions and concerns at parent/teacher conferences.

#### Building Teachers' and Parents' Capacity for Strong Parental Involvement

To ensure effective involvement of parents and to support a partnership among Centerville Elementary School, parents, and the community to improve student academic achievement, Centerville Elementary School shall:

- Involve parents in jointly developing the Family/Community in creating the School Improvement Plan and Family Engagement Plan.
- Provide materials and education to help parents work with their children to improve their achievement, in: local and state assessments, helping their children with homework, use of technology, and various curriculum approaches.
- Provide continuing professional development for teachers to be implemented toward the goal of furthering their understanding and valuing of the contributions of parents; conferencing techniques; establishing positive relationships with families; how communication between home and school may be strengthened; and other family-related activities.
- Make concerted efforts to involve and inform parents of future kindergarten students of CES.
- The LEA and school, to the extent practicable, provide full opportunities for participation of parents with limited English, parents with disabilities, and parents of migratory children, including providing information and school reports in a format, to the extent practicable, in a language parents understand.
- Conduct an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served by Title I A:
  - o Identify barriers to greater parental participation in parent involvement activities;
  - o Use the findings of the evaluation to design strategies for more effective parent involvement;

### Participation of LEP Parents, Parents with Disabilities, and Parents of Migratory Children

Centerville Elementary School provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. We have a system wide bilingual teacher who is available to assist in verbal communications with students and parents with limited English proficiency. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand. Every effort is made to accommodate parents with disabilities. The Hickman County School System policy for homebound is followed as needs exist for homebound services. Parents requiring such assistance should contact the Office of Special Programs administration for referral forms and assistance with the application process. Homebound services are provided through the central office of the Hickman County School System.

**EAST HICKMAN ELEMENTARY**  
**Family Engagement Policy**  
**2023-2024**



East Hickman Elementary School involves families in our Family Engagement Policy in an organized, ongoing, and timely way. Families and parents are a vital part of our school leadership team. As a part of this team, families and parents are invited to monthly leadership meetings. During these meetings, parents are involved in the planning, review, and improvement of programs for Family Engagement and the Family Engagement Policy.

An annual meeting to which all families are invited will be held at the beginning of the school year to explain the Title I, Part A School-Wide Program. At this meeting, the program is explained and parents are encouraged to ask questions. Letters explaining the program will be sent home to those who were unable to attend the orientation. An additional meeting will be held to offer more flexibility.

East Hickman Elementary School makes the school level policy and plan available to the local community in a variety of ways, including a district website and an East Hickman Elementary School website, in the school office, and in our school handbook.

East Hickman Elementary School provides families with timely information about the school through: parent/family workshops, school-wide/grade level specific events, activities throughout the school year, and newsletters for parents and families. Upcoming events and other important information is provided on the district website, the school website, the digital sign located in the front of the school, phone calls, emails, class Dojo, and communication folders.

At the beginning of the year Open House, East Hickman Elementary School provides families with descriptions and explanations of the curriculum used at the school, the state standards being taught, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Families are also provided with individual student updates throughout the school year. Through RTI letters, Interventionists give updates to the students' families when there are any changes.

East Hickman Elementary School provides families with opportunities for regular meetings, if requested, to formulate suggestions, to participate in decisions relating to the education of their children, and to respond to any suggestions as soon as practically possible. Family members are invited to serve as members of the Leadership Team and share concerns. Parent-Teacher Conferences are held to inform the parent/guardian of their child's progress and to discuss any

**EAST HICKMAN ELEMENTARY**  
**Family Engagement Policy**  
**2023-2024**



concerns. Parents/Guardians may also request conferences as needed. Teachers provide email addresses, letters, accept phone calls, and assignment books/agendas or homework folders to keep in constant contact with parents.

For the upcoming 2023-2024 school year, parents and families will have several opportunities to assist in their child's learning and EHES will provide any needed assistance to parents. These include, but are not limited to: Open House, Kindergarten Orientation, Parent/Family Workshops, Family Reading/Math Night, and Parent-Teacher Conferences.

East Hickman Elementary uses the following methods to communicate to the families in a language they understand: School-Parent/Family Compacts, invitations and reminders to workshops and events, academic brochures, and ClassDojo.

East Hickman Elementary School revises the School-Parent/Family compact during our annual School-wide Leadership Committee meeting in the fall. The committee, composed of a supervisor, administrators, teachers, parents, and community members are presented with the compact and asked to review and improve its effectiveness. It is distributed to all students and their families at the beginning of the school year or at registration. The importance of this document is also discussed at our annual Orientations and Open Houses.



**East Hickman Intermediate School  
Parent and Family Engagement Policy**



**The Purpose**

EHIS's Parent & Family Engagement Policy was constructed to encourage family engagement, create a common vision among children, families, teachers, community members, and administrators.

**The Plan**

**Standard 1: Welcoming ALL Families**

We want to welcome and value families, teachers, and administrators in the planning, revision, and carrying out of programs, communication, and meetings to make the atmosphere at EHIS a positive, welcoming, and safe learning environment.

We have phone conferences when needed, two scheduled Parent-Teacher conferences with childcare provided, and annual 504 and IEP Meetings.

We have Open House/Orientation, Family Nights, and Eagle Strut.

Leadership Committees meet monthly.

Families may access and/or communicate through EHIS's website, electronic marquee, Facebook, Remind, Skylert, Skyward, cell phone texts, email messages, newsletters, and surveys.

**Standard 2: Communicating Effectively**

We include technical assistance for readily available communication for families, teachers, community members, administrators and staff. Families receive communications via EHIS's website, electronic marquee, Facebook, Remind, Skylert, Skyward, email messages, cell phone texts, and every-nine-week phone calls.

Information related to school programs, meetings, and other activities is shared with families in a language the families can understand.

**Standard 3: Supporting Student Success**

We encourage regular opportunities for families to strengthen their knowledge and skills to help their children to succeed academically. Fall/Spring Family Nights have book fairs, prizes, games, and family workshops to help educate families on learning strategies and curriculum.

Families are invited to serve as members of the School-wide Leadership Committee and can bring any concerns relating to the education of their children.

The purpose of scheduled or requested Parent-Teacher Conferences, 504 meetings, and IEP meetings are to discuss the child's progress, share concerns, and make suggestions between families and teachers.

Newsletters from administrators are sent home regarding end-of-year testing and outlining how families can help prepare their child.

An Open House and Orientation are provided to help explain how the school functions.

Explanations of the curriculum, forms of assessments, and achievement levels are communicated to families.

An annual meeting with flexible and varied times is held to inform families of the school's participation in & explain requirements of Title I.

**Standard 4: Speaking Up for Every Child**

We provide information to families to enable them to be advocates for children, ensuring fairness and equal opportunities in the children's education.

School and district calendar of events are given to families telling of yearly events.

Sign-in sheets, meeting agendas, and minutes are kept on file to assess family participation.

Reasonable opportunities are provided for families with limited English proficiencies and/or disabilities.

Family members have the opportunity to be a part of the Leadership Team and School Improvement Planning.

**Standard 5: Sharing Power**

We strive to have family involvement in the making of policies, procedures, and activities planning.

Families are invited to serve as members of the School-Wide Leadership Committee and are able to bring any concerns relating to the education of their children.

We make Family-School Compacts and surveys to gain insight from all stakeholders.

There is a Suggestion Corner at Open House/Orientation and Family Nights where families can voice praises, concerns, and opinions written and verbally.

Families are included in committee meetings to review/revise the Family Engagement Policy and the School Improvement Plan.

**Standard 6: Collaborating with Community**

We reach out to the community, students, families, and staff by expanding our learning opportunities, community services/events, and civic participation.

Surveys are sent to all stakeholders for the purpose of using data to plan the next year.

Families are able to eat Thanksgiving and Christmas lunches with their children.

Each classroom is adopted by a community organization who provides support throughout the year. Adopt a Classroom

Local churches make weekend snack bags for eligible students. Friday Friends

During our annual Career Day, a wide range of careers are brought on-site where children engage and interact with community members.

Hickman County 4-H agent provides monthly instruction to 4th and 5th grade students, and our students interact with high school 4-H members.

Community members, family members, and district employees are proctors during our TCAP TNReady testing.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name CIS Book fair

Proposed fundraising activities: Scholastic Bookfair

Purposed Uses of funds raised update non-fiction  
books and graphic novels

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

Purchase books from book fair - School Wide

Method by which school will receive profit Cash

Requested by Bethany Powers - Library Date 2/22/24  
Name/Title

Approved by Rose Date 2/22/24  
Principal

Approved by John Muller Date 2/22/2024  
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 PBIS

Account Number 340

Proposed fundraising activities: Selling Earth Day T-shirts

Purposed Uses of funds raised: to fund PBIS Account

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

Method by which school will receive profit: Cash

Requested by: Greg Nordke Name/Title 2-1-24 Date

Acknowledge by: [Signature] Bookkeeper 2-1-24 Date

Approved by: [Signature] Principal 2-1-24 Date

Approved by: John Mullins Director of Schools\* 2-1-24 Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Football

Account Number 601

Proposed fundraising activities: Card Sale

Purposed Uses of funds raised: Helmets, Jersey, Game Pants, Equipment Upgrade

Expected Student involvement (school-wide or specific school organization): Football players will be selling discount cards<sup>(#20)</sup> and bring money back to coaches.

Method by which school will receive profit: On each card we sell for \$20

Requested by: Christopher Austin / Head Football Coach 2/6/24  
Name/Title Date

Acknowledge by: John Nordro 2-6-24  
Bookkeeper Date

Approved by: [Signature] 2-7-24  
Principal Date

Approved by: John Mullens 2-7-24  
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 HOSA

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

Proposed fundraising activities: sock sale, + bake sale (Tues. 2/13)

Purposed Uses of funds raised: HOSA activities, state conference,  
HOSA end of year presentations

Expected Student involvement (school-wide or specific school organization): HOSA sales volunteers  
to offer to school body

Method by which school will receive profit: benefit health occupation students

Requested by: Carol Gardner/Teacher  
Name/Title

2/9/24  
Date

Acknowledge by: [Signature]  
Bookkeeper

2/9/24  
Date

Approved by: [Signature]  
Principal

2/9/24  
Date

Approved by: John Mullins  
Director of Schools\*

2.13.24  
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.



I HERD  
YOU

DOUG LANE  
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS  
419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS  
450 Hwy. 50, Centerville, TN 37033

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

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

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band and Choir Boosters

Proposed Fundraising Activity Sucker Sale

Date(s) 2/10/24 - 3/10/24

Location(s) The Community

Requested By Lindy Allen 2/6/24  
President/Chair of Organization Date

Recommended By C. W. H. 2/9/24  
Principal Date

Approved John Mullins 2.13.24  
Director of Schools or Designee Date

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

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

DOUG LANE  
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS  
419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS  
450 Hwy. 50, Centerville, TN 37033

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

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

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band and Choir Boosters

Proposed Fundraising Activity Paddle Sale

Date(s) 2/10/24 - 3/25/24

Location(s) The Community

Requested By [Signature] 2/6/24  
President/Chair of Organization Date

Recommended By [Signature] 2/9/24  
Principal Date

Approved [Signature] 2.13.24  
Director of Schools or Designee Date

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

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Tennis Team

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

Proposed fundraising activities: Calendar

Purposed Uses of funds raised: uniforms & equipment

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

Method by which school will receive profit: check / cash

Requested by: Robin Gilliam / Tennis Coach 2-14-23  
Name/Title Date

Acknowledge by: JGW \_\_\_\_\_  
Bookkeeper Date

Approved by: [Signature] 2-15-24  
Principal Date

Approved by: John Mullins 2-15-24  
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 Baseball

Account Number 608

Proposed fundraising activities: SnapRise Start 3/1/24 - 3/29/24

Purposed Uses of funds raised: Equipment, Facility Upgrades

Expected Student involvement (school-wide or specific school organization): Sends emails. Players will send them out to people they know.

Method by which school will receive profit: Check

Requested by: Caleb Brewer HC Baseball 2/20/24  
Name/Title Date

Acknowledge by: [Signature] 2/21/24  
Bookkeeper Date

Approved by: [Signature] 2/21/24  
Principal Date

Approved by: John Mullens 2/21/24  
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

Fund/account name 602 - Football

Proposed fundraising activities: Online Donations

Purposed Uses of funds raised  
Helmets - Jerseys - Footballs

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

Method by which school will receive profit check -

Requested by  Date 1-31-24  
Name/Title

Approved by  Date 2/2/2024  
Principal

Approved by John Mullins Date 2/2/2024  
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.



R.E. McDonald <remcdonald@hickmank12.org>

## Snap! Raise

1 message

David King <David.King@snapraise.com>  
To: "remcdonald@hickmank12.org" <remcdonald@hickmank12.org>

Tue, Jan 30, 2024 at 9:39 AM

Hey Coach,

Here's the info you asked for:

Snap! Raise is an online donation platform that is powered by email, text, and social media.

Profit: 80% plus we cover CC fees  
Process: 20 emails/kid and donors are sent 4 emails over 28 days  
Start date: March 4  
End date: April 1

Let me know if you have any other questions.

**David King**  
ACCOUNT EXECUTIVE  
Nashville & Memphis Tennessee  
Snap! Mobile  
[david.king@snapraise.com](mailto:david.king@snapraise.com)  
931-881-6044 | [Hear Our Story](#)  
*Every Kid Needs a Champion.*

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 **Stripe KYC .pdf**  
258K

A handwritten signature in pink ink, appearing to be the initials "JM".

# Snap Raise KYC



## What is KYC?

KYC stands for Know Your Customer. The U.S. Treasury Dept and the Financial Crime Enforcement Network (FinCEN) enforce guidelines requiring that all bank accounts opened in the United States have verified and accurate company and individual customer information, in order to reduce risks associated with terrorism, fraud, money laundering, and criminal activity.

What does this mean for you? To maintain a secure and compliant fundraising structure, when an organization or team runs a Snap Raise fundraising campaign, Snap! opens a merchant bank account for the organization, and the funds received are deposited in this secure and verified account. Because we create a new and secure account just for your organization only, we must verify that the organization is authorized to open an account and that the individual associated with the account is authorized to act on behalf of the organization.

Why is it necessary? Snap Raise takes data security seriously and protecting your information is our top priority. To help prevent fraud, Federal law and internal policies require us to obtain, verify, and record information that identifies each person who opens an account. In order to comply with these agreements, you agree that the identity information provided is complete and accurate to the best of your ability and that you will provide supplemental documentation upon request to complete verification of your account.

### Core Requirements

- Identify & verify the identity of customers
- Identify & verify the identity of the beneficial owners of companies opening accounts
- Understand the nature & purpose of customer relationships to develop customer risk profiles
- Conduct ongoing monitoring to identify & report suspicious transactions an, on a risk basis, to maintain & update all customer information

We comply with all federal guidelines and regulations to ensure that the money you raise is secure. Requiring KYC allows both the government and Snap Raise to improve financial transparency for you, your organization and your donors. By following this government mandate, Snap Raise can:

- Prevent any potential fundraising fraud
- Secure you and your donors' information & donations
- Guarantee that your donations are safe
- Comply with state and federal laws

## What do we need from you as the group leader?

### KYB - Organization Information Section

**Organization Type** | For-profit or Non-profit

**Name & EIN** | Ballard High School, 12-3456789

**Business Type** | Sole Proprietor, Partnership, LLC, Corp

**Org Address** | 123 Ballard Drive Seattle, WA 98109

**Phone Number** | 555-555-5555

### KYC - Personal/Beneficiary Information Section

**Title** | Coach, Treasurer, Booster

**Phone Number** | 555-555-5555

**Legal First and Last Name** | Katherine Smith

**DOB** | 01/01/1975

**Address** | 123 Main St. Seattle, WA 98109

**Full SSN** | 123-45-6789

**Email** | coach@highschool.org

Your personal information is required to release your funds. Please use your legal first and last name and note that the address needed is based on your driver's license, even if it isn't your current residence.

Rest assured, your data is strictly private and protected and is never stored in our servers.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 602 Football


Proposed fundraising activities: Card Sale

Purposed Uses of funds raised Footballs Helmets Jerseys

Expected student involvement (school-wide or specific school organization) 45

Method by which school will receive profit Check

Requested by  Date 1-31-24  
Name/Title

Approved by  Date 2/2/2024  
Principal

Approved by John Mullins Date 2/2/2024  
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.



## SPORTS & GROUPS FUNDRAISER AGREEMENT

THIS SPORTS AND GROUPS FUNDRAISER AGREEMENT (this "**Agreement**") is made and entered into on the below-listed effective date (the "**Effective Date**"), by and between **BOOSTER ENTERPRISES, INC.**, a Georgia Corporation ("**Booster**"), with an address at 5300 Triangle Pkwy NW, Peachtree Corners, GA 30092 and the below-identified client (the "**Client**").

CLIENT/ SCHOOL INFORMATION				
Client/ School	Hickman County High School - Boys Football		Hickman County High School	
Address:	1645 BULLDOG BLVD	City:	CENTERVILLE	State: TN Zip 37033
County	Hickman	Email:	remcdonald@hickmank12.org	
		Phone:	NA	

DATES	
Effective Date 1/26/2024	Program Term: 2024-04-23 through 2024-05-08

In consideration of the mutual covenants and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, Booster and Client, intending to be legally bound, agree as follows:

**1. Engagement.** The Client hereby engages Booster during the Program Term identified above (the "**Program Term**") to provide the fundraising program selected below ("**Services**"). Booster hereby agrees to provide the Services for the benefit of the Client, all on the terms and subject to the conditions set forth herein

**2. Costs and Payment.** The total amount due to Booster in connection with the Goods and Services is determined by the selected fees listed below:

<input checked="" type="checkbox"/>	<p><b>Discount Cards.</b> During the Program Term, Booster will source discount cards ("<b>Goods</b>") for school to sell for a fundraiser event.</p> <p><input type="checkbox"/> Service Fee: \$ <u>0</u> per unit ordered (Donor Days Cards, Schedule Cards, DIY, Pocket Passes, Discount Product Build/ Dropoff) Pocket Passes, Discount Product Build/ Dropoff)</p> <p><input type="checkbox"/> Product Fee(s): \$ <u>10</u> per unit sold-Tier 1 (Qty. <u>499</u>)  \$ <u>8</u> per unit sold-Tier 2 (Qty. <u>999</u>)  \$ <u>7</u> per unit sold-Tier 3 (Qty. <u>1499</u>)  \$ <u>6</u> per unit sold-Tier 4 (Qty. <u>1500+</u>)  \$ _____ per unit sold-Tier 5 (Qty. _____)</p>
<input type="checkbox"/>	<p><b>Product Sales.</b> During the Program Term, Booster will source products ("<b>Goods</b>") for school to sell for a fundraiser event.</p> <p><input type="checkbox"/> Service Fee: \$ _____ per unit ordered (Donor Days Cards, Schedule Cards, DIY, Pocket Passes, Discount Product Build/ Dropoff) Pocket Passes, Discount Product Build/ Dropoff)</p> <p>Product Fee(s): _____ % of each platform contribution, if any.</p>
<input type="checkbox"/>	<p><b>Crowdfunding.</b> During the Program Term, Booster will give client access to an online platform for Client's use in raising funds.</p> <p>Product Fee(s): _____ % of each platform contribution, if any.</p> <p><i>Optional:</i> Client [ <input type="checkbox"/> will <input type="checkbox"/> will not] participate in Donor Choice program</p>

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Volleyball - 601

Proposed fundraising activities: Volleyball Camp for students  
K-5<sup>th</sup> grade. This will occur June 2024.

Purposed Uses of funds raised  
To purchase yearly gear, and pay for team  
camp.

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

Method by which school will receive profit Fees for campers to  
attend.

Requested by Rachel Hodgins / Head Coach Date 2/9/2024  
Name/Title

Approved by [Signature] Date 2/13/2024  
Principal

Approved by [Signature] Date 2/13/2024  
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 FCCLA & FACS classes

Proposed fundraising activities: Selling t-shirts/Sweatshirts & mugs  
for State Competition funds & lab supplies

Purposed Uses of funds raised  
- State competition gas, rooms & registration, possible  
National competition funds - lab supplies

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
FACS students & FCCLA members - 25-40 students -

Method by which school will receive profit Students will collect \$ at time  
of order - teacher places order - students distribute projects

Requested by  Date 2-13-24  
Name/Title

Approved by  Date 2/13/2024  
Principal

Approved by  Date 2/13/2024  
Director of Schools\*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name 611/618 Boys / Girls Soccer

Proposed fundraising activities: Match T-shirt, concessions,  
Alumni Match tickets

Purposed Uses of funds raised

Officials, field equipment (soccer balls)

Expected student involvement (school-wide or specific school organization) ~~all school~~  
HCHS Soccer

Method by which school will receive profit check from booster club,  
ticket collection, shirt sales

Requested by AShly HCHS Soccer Head Coach Date 2/13/2024  
Name/Title

Approved by R: B Date 2/14/2024  
Principal

Approved by John Mullins Date 2/14/2014  
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 611/618 Boys/Girls Soccer

Proposed fundraising activities: camp T-shirt, Camp Concessions

Purposed Uses of funds raised

Officials for matches / Team Equipment

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

Summer K-5, 6-8 Soccer camp (HCHS Soccer)

Method by which school will receive profit Check from Booster Club

Requested by Scott L'Vey Head Soccer coach  
Name/Title

Date 2/13/2024

Approved by [Signature]  
Principal

Date 2/14/2024

Approved by [Signature]  
Director of Schools\*

Date 2/14/24

\* 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.

DOUG LANE  
2059 Lake Drive, Centerville, TN 37033

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



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

CHRISTY MAYS  
450 Hwy. 60, Centerville, TN 37033

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

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

**School Support Organization  
Request For Fundraising Activities**

Organization Kim Burtis HC Home Run Club (HCHS Baseball)

Proposed Fundraising Activity sell discount cards (virtually)

Date(s) 2/27/24 - 3/12/24

Location(s) locally

Requested By Christina HRBC 2/9/23  
President/Chair of Organization Date

Recommended By R-B 2/14/2024  
Principal Date

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Director of Schools or Designee  
 Not Approved John Mullins 2/21/24  
Director of Schools or Designee Date

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



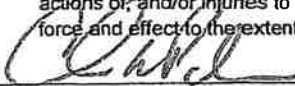
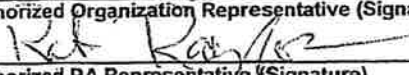
# Premier Athletics Inc. Fundraising Agreement

Premier Athletics Inc. ("PA") and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a PA Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- 1. Program Terms.** PA and Organization agree to the indicated Fundraising Period, product, quantity, and price. Standard payout percentage to Organization for Discount product is 50% and Frozen Product is as specified on back.
- 2. PA Obligations.**
  - PA agrees to use its best efforts to assist Organization with its fundraising efforts.
  - PA agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
  - PA agrees to supply necessary merchant discounts for the Discount Product.
  - PA agrees to pay for printing and production costs associated with the sale of fundraising products at the specified retail price.

Fundraising Period			
Start Date	Month 2	Day 27	Year 24
End Date	Month 3	Day 8	Year 24
Fundraising Product			
Frozen Product			
Discount Product			
✓ Donation			

- 3. Organization Obligations.**
  - Organization agrees to use its best efforts to sell fundraising products at the specified retail price. **Organization confirms it is not under a contractual obligation to participate in a non-PA fundraising program.** Organization agrees to allow PA to assist the Organization in its fundraising efforts by using the Program within a mutually agreeable time frame and to allow PA reasonable access to Organization's facilities in order to conduct the PA program.
  - For the Discount Product or Frozen Product that Organization purchases from PA, Organization agrees to pay PA all amounts collected from the sale of Discount Product minus the Organization's Profit Percentage to Organization. Organization shall pay PA for the Discount Product or Frozen Product at the conclusion of the program (e.g. Blitz Date). Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount Product. Organization agrees to return to PA all unsold or unused Discount Product at the conclusion of the program.
  - Discount Product: Organization acknowledges that PA devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other PA Fundraising Programs after termination of this agreement. Accordingly, Organization agrees to protect PA's merchant relationship for a period of **TWELVE MONTHS** following termination of this Agreement. Organization shall not produce or participate with any Discount Product using any of the merchants from PA Discount Product prepared for or sold by the Organization. Organization agrees to pay PA \$1500 as compensation should it choose to use any of the same merchants used in the most recent PA Discount Product on a non-PA Discount Product during the **TWELVE MONTHS** following Agreement termination.
  - Frozen Product: Organization agrees that it will sign a separate Order Confirmation form at reconciliation providing a requested delivery date. Requested delivery date should be 14 or more business days from the order date. Organization understands that PA will use its best efforts to provide Organization with a firm date for Frozen Product delivery ("Delivery Date") on the requested delivery date. Organization understands that PA is not responsible for delays in delivery due to circumstances beyond PA's control. In the event there is a delay in the Delivery Date, Organization understands that PA will work with all parties to ensure delivery of Frozen Product. As such, Organization agrees that any delay in delivery will not be cause for cancellation of any Frozen Product order.
- 4. Duration, Term and Termination.**
  - **Duration.** PA and Organization agree that PA shall be the exclusive provider for this fundraiser for Organization for \_\_\_\_\_ year(s).
  - **Termination.** In the event that Organization does not run the Program agreed to herein, **Organization shall reimburse PA for Discount Product in an amount calculated as follows: 25% x Quantity Ordered X Price.** Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to PA.
- 5. Intellectual Property Ownership and Product Distribution.** PA retains all intellectual property rights associated with the products but agrees to license these rights for limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by PA or intellectual property rights owned by PA for any purpose except in association with the program absent PA's express written consent. PA retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.
- 6. Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds PA harmless of any liability regarding the actions of, and/or injuries to Program participants. If any provision of the Agreement is deemed unenforceable, all other provisions shall remain in full force and effect to the extent practicable.

	Chris W. Park <i>HOOC</i>	2/9/24
Authorized Organization Representative (Signature)	Print Name & Title	Date
	Rob R.	2/9/24
Authorized PA Representative (Signature)	Print Name & Title	Date

INFORMATION BELOW TO BE COMPLETED BY SALES REPRESENTATIVE					
School/Organization Hickman City Baseball	Group	School Tax Exempt Number			
Address/Delivery Location 1145 Bulldog Blvd	City Centerville	State TN	Zip		
School Phone Number 931-729-2616	School/Fax Number	Number of participants	Mascol/Colors Red & Black		
Contact Name Coach Patrick	Best Time to Contact Anytime	Contact Phone Number	Email Address 37033		

 1-888-247-5159

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheerleading

Proposed fundraising activities: Calendar Sales

Purposed Uses of funds raised

Money is used to help cheerleaders purchase uniforms/apparel they will use throughout the season.

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

Each Cheerleader is expected to participate

Method by which school will receive profit Cash or check

Requested by Madelyn Owens/Coach Date 2/27/24  
Name/Title

Approved by Ima S. Shupp Date 2-27-24  
Principal

Approved by John Mullins Date 2-27-24  
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 Cheerleading

Proposed fundraising activities: Peach Sale

Purposed Uses of funds raised  
Funds are to be used to help with items and necessities that cheerleaders may need throughout  
the school year.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Each Cheerleader is expected to participate

Method by which school will receive profit Cash or check

Requested by Madelyn Owens/Coach Date 2/27/24  
Name/Title

Approved by [Signature] Date 2-27-24  
Principal

Approved by [Signature] Date 2-27-24  
Director of Schools\*

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