

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 8, 2024

The Hickman county Board of Education met on April 8, 2024, at 6:30 PM in Central Office - Room 203.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Jim Hudgins, Doug Lane, Christy Mays, Vance Willis.
Jack Morgon
Izzy Naragon
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 March 11, 2024

Motion to approve the March 11th minutes.

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VI. Budget Committee Meeting Minutes for March 20, 2024

Motion to accept budget committee meeting minutes for March 20, 2024.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

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Vance Willis: Yea

Yea: 7, Nay: 0

VII. Agenda for April 8, 2024

Motion to approve the Agenda for April 8, 2024.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

B. Certificate Presentation to TSBA SCOPE Conference Delegates

IX. Consent Agenda Items

Motion to accept the consent agenda items.

Motion made by Vance Willis.

Motion seconded by Christy Mays.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

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

F. Student Negative Balance for School Nutrition

X. Items Requiring Board Action

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A. 2024-2025 Attendance Zones

Motion to approve 2024-25 Attendance Zones. There are no changes since 2007.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

B. TSBA 2025 Membership Dues

Motion to continue with TSBA Membership dues through 2025.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

C. Approve Purchase and Installation of New Gym Split Systems for CES

Motion to approve purchase and installation of new gym split system for CES. This is through ESSER monies up to \$21,000.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

D. Approve Purchase and Installation of New Make-Up Air Unit at CIS

Motion to approve purchase and install new make-up air unit at CIS.

Motion made by Tim Hobbs.

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Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

E. Bid - Electric Boilerless Convection Steamer

Motion to approve electric boilerless convection steamer. This is for 3 of them. Dykes Food Service Solutions is the best solution at \$48000.49.

Motion made by Jim Hudgins.

Motion seconded by Christy Mays.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

F. Budget Amendments

Motion for action on budget amendments #29 and #30.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

G. Board Policies

1. Revised Board Policies 1.805, 6.200, 2.403 (2nd Reading)

Motion to accept revised board policies 1.805. 1.805 should be clarified by adding 'to send' to the statement in the 2nd reading.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

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

Yea: 7, Nay: 0

Motion was made to accept the 2nd reading 2.403 if it states 'stored at a secure location'.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

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

Yea: 7, Nay: 0

6.200 was approved on 2nd Reading.

Motion made by Sherri Baker.

Motion seconded by Christy Mays.

Motion Result: Passed

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

Yea: 7, Nay: 0

2. Board Policy Review 2.700--3.211

Motion to approve 2.700--3.211.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

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

Yea: 7, Nay: 0

3. Consider Policy Revision 4.502 (1st Reading)

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Motion to approve 4.502 to send it forward on the first reading. The language could change to 'which may include but are not limited to'. Principal input would be appreciated.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

H. Education Freedom Act Resolution

XI. Budget 24-25 Update

XII. Announcements

Budget meetings on April 25 and May 2 at 6:30pm

A. Regular Board Meeting for May 6, 2024

Motion to.

Motion made by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

XIII. Closing Comments

XIV. Adjourn

Motion to Adjourn.

Motion made by Christy Mays.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

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

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

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

HICKMAN COUNTY BOARD OF EDUCATION
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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

Jim Hudgins: Yea

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

Tim Hobbs: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

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

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

4. EHHS HOSA

EHHS HOSA State Conference Competition during Spring Break.
Motion made by Christy Mays.
Motion seconded by Vance Willis.
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

5. HCMS 8th Grade

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

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

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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

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

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 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

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 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

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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

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

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 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

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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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

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

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

H. Budget Amendments
Budget amendments 24, 25, 26, 27, 28 approved.
Motion made by Ronald Gammons.
Motion seconded by Jim Hudgins.
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

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

Tim Hobbs: Absent

HICKMAN COUNTY BOARD OF EDUCATION
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Sherri Baker: Yea
Ronald Gammons: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

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

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

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.

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.

HICKMAN COUNTY BOARD OF EDUCATION
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Motion seconded by Ronald Gammons.

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

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

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

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

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

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.

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Motion seconded by Jim Hudgins.

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

HICKMAN COUNTY BOARD OF EDUCATION
Budget Committee Meeting---March 20, 2024

The Hickman county Board of Education met on March 20, 2024, at 6:00 PM in Central Office - Room 203.

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

I. Call To Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Guest Speaker

Motion made for a resolution to be drafted supporting the House Version of the Freedom Act to be voted on during the April 8th meeting. Mr. Mullins and Mr. Gammons will construct the draft.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

V. Budget Discussion for 24-25 School Year

Motion to set the initial guideline for the Director of Schools to prepare an initial budget with the maximum spend of 2.2 million of fund balance, 94% spend rate.

Motion made by Vance Willis.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VI. Adjourn

Motion to adjourn.

Motion made by Doug Lane.

Motion seconded by Vance Willis.

Motion Result: Passed

HICKMAN COUNTY BOARD OF EDUCATION
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Sherrri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0



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, April 8, 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 March 11, 2024
- VI. Budget Committee Meeting Minutes for March 20, 2024
- VII. Agenda for April 8, 2024
- VIII. Special Recognition
 - A. Employee of the Month—Christy Mays
 - B. Certificate Presentation to TSBA SCOPE Conference Delegates—Student Council Sponsors
- IX. 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 – 4/1/24)
 - F. Student Negative Balance for School Nutrition
- X. Items Requiring Board Action
 - A. 2024-2025 Attendance Zones—Director of Schools
 - B. TSBA 2025 Membership Dues—Director of School
 - C. Approve Purchase and Installation of New Gym Split Systems for CES—ESSER Manager
 - D. Approve Purchase and Installation of New Make-Up Air Unit at CIS—ESSER Manager
 - E. Bid - Electric Boilerless Convection Steamer—Director of School Food Service
 - F. Budget Amendments—Business Officer
 - G. Board Policies
 1. Revised Board Policies 1.805, 6.200, 2.403 (2nd Reading)—Misty Shelton
 2. Board Policy Review 2.700 - 3.211—Misty Shelton
 3. Consider Policy Revision 4.502 (1st Reading)—
 - H. Education Freedom Act Resolution—Director of School
- XI. Budget 24-25 Update—Business Officer

- XII. Announcements
 - A. Regular Board Meeting for May 6, 2024
- XIII. Closing Comments
- XIV. Adjourn

Mr. Mullins and Hickman County School Board Members:

It is with great pleasure and enthusiasm that we submit our nomination for Cassie Hale as Hickman County Employee of the Month. Mrs. Hale epitomizes the qualities of dedication, proficiency, and compassion, making her an invaluable asset to our district and our school community.

In her multifaceted role within our school, Mrs. Hale juggles an array of responsibilities with finesse and unwavering commitment. From her pivotal role as the Math RTI facilitator to her duties as our building's 504 Coordinator and Foster Care Liaison, she consistently demonstrates exceptional competency in every task she undertakes. Moreover, her role as a mentor to new teachers showcases her dedication to fostering a supportive and nurturing environment for professional growth within our school.

What truly sets Mrs. Hale apart is her infectious enthusiasm and genuine care for those around her. She radiates positivity and encouragement, uplifting both students and colleagues alike. Her compassionate demeanor and unwavering support serve as a beacon of inspiration for our entire school community, setting a standard of excellence that others aspire to emulate.

In recognition of her outstanding contributions and unwavering commitment to our school, we wholeheartedly endorse Mrs. Cassie Hale for the Hickman County Schools Employee of the Month. We strongly believe that her dedication and exemplary work ethic make her a deserving recipient of this accolade.

Warm regards,

Eden Creasy and Dillon Shelby
EHIS



Memorandum

To: School Board Secretaries

From: Brittany Massey, TSBA Director of Finance and Member Services

Subject: 2024 TSBA SCOPE Student Certificates

Thank you very much for sending student delegates from your system to attend the 2024 TSBA SCOPE Conference. 268 high school students joined their peers at Belmont University on March 5 to express their views on public education in Tennessee.

Enclosed you will find SCOPE certificates for your students that attended the conference. TSBA will develop a report of the student's policy recommendations, which will be printed in the TSBA April Journal. We asked students to report their conference experience to the local board of education at one of their upcoming meetings. We encourage all school boards to invite these students to an upcoming school board meeting and present them with these certificates.

Thank you again for your system's involvement in this year's SCOPE Conference. If you have any questions, please do not hesitate to call me at 615-815-3908 or email me at bmassey@tsba.net.

Thank you.

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Lilli Istre

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 5, 2024

Jammy Grissom

TSBA Executive Director

Dale Viof

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Jack Morgan

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 5, 2024

Jeremy Grissom

TSBA Executive Director

Dale Viof

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Izabelle Naragon

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 5, 2024

Jeremy Grissom

TSBA Executive Director

Dale Viof

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Kanan Patel

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 5, 2024

Jeremy Grissom

TSBA Executive Director

Dale Vioff

TSBA President

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>
41000882	A Dirty Job	665	03/07/2024	141- -11140	\$2,100.00
41000883	Amazon	727	03/07/2024	141- -11140	\$332.59
41000884	American Fidelity Assurance	637	03/07/2024	141- -11140	\$15,173.21
41000885	American Fidelity Assurance Co	636	03/07/2024	141- -11140	\$73,229.44
41000886	American Fidelity Assurance Co	652	03/07/2024	141- -11140	\$8,117.00
41000887	AT & T	7542	03/07/2024	141- -11140	\$590.88
41000888	Bennett & DeCamp PLLC	8071	03/07/2024	141- -11140	\$1,462.00
41000889	Big G Metal Works	7864	03/07/2024	141- -11140	\$10,082.32
41000890	Blankenship CPA Group, PLLC	7985	03/07/2024	141- -11140	\$10,000.00
41000891	Bluegrass Computer Systems,LLC	1030	03/07/2024	141- -11140	\$8,931.00
41000892	Bon Aqua Lyles Utility Distric	851	03/07/2024	141- -11140	\$3,262.20
41000893	Central States Bus Sales, Inc.	1326	03/07/2024	141- -11140	\$534.51
41000894	Crafton, Kerri M.	467	03/07/2024	141- -11140	\$37.15
41000895	Ed's Supply, Inc.	2103	03/07/2024	141- -11140	\$538.97
41000896	Elan Financial Services	6816	03/07/2024	141- -11140	\$52.50
41000897	Everett Glass Company, LLC	8092	03/07/2024	141- -11140	\$349.00
41000898	Gallaher & Associates, Inc.	7285	03/07/2024	141- -11140	\$335.00
41000899	Gilbert, Charles	2537	03/07/2024	141- -11140	\$750.00
41000900	Gilbert, Tara	229	03/07/2024	141- -11140	\$37.15
41000901	Hickman County Trustee	2937	03/07/2024	141- -11140	\$4,739.86
41000902	Lumber Yard, The	3652	03/07/2024	141- -11140	\$29.02
41000903	Meriwether Lewis Electric Coop.	3694	03/07/2024	141- -11140	\$39,533.22
41000904	Mid-South Bus Center, Inc	3706	03/07/2024	141- -11140	\$1,128.40
41000905	O'Reilly Auto Parts	4265	03/07/2024	141- -11140	\$1,108.83
41000906	Plumbmaster, Inc.	4379	03/07/2024	141- -11140	\$642.86
41000907	Prince Hardware, LLC	4321	03/07/2024	141- -11140	\$5,831.05
41000908	Prince, Susan	4564	03/07/2024	141- -11140	\$37.15
41000909	Southern Duplicating of Clarksdale, Inc.	7343	03/07/2024	141- -11140	\$99.69
41000910	Spitzer, Stephanie	4983	03/07/2024	141- -11140	\$37.15
41000911	SSC Service Solutions Compass Group USA, Inc.	4832	03/07/2024	141- -11140	\$59,518.35
41000912	Town Of Centerville	5315	03/07/2024	141- -11140	\$20,634.04
41000913	Unifirst Corp.	5758	03/07/2024	141- -11140	\$1,048.40
41000914	Wolcott, Mitzi	6031	03/07/2024	141- -11140	\$37.15

141 Total: \$270,340.09

Bank Total: \$270,340.09

Bank Payment Count: 33

<u>Bank Name</u>		<u>Bank Number</u>				<u>Amount</u>
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000270	American Fidelity Assurance Co	636	03/07/2024	142-010-11140		\$145.14
142-010 Total:						\$145.14
42000269	American Fidelity Assurance	637	03/07/2024	142-101-11140		\$50.00
42000270	American Fidelity Assurance Co	636	03/07/2024	142-101-11140		\$164.71
42000272	BER, Inc.	1241	03/07/2024	142-101-11140		\$545.00
142-101 Total:						\$759.71
42000270	American Fidelity Assurance Co	636	03/07/2024	142-201-11140		\$370.44
142-201 Total:						\$370.44
42000270	American Fidelity Assurance Co	636	03/07/2024	142-801-11140		\$14.77
142-801 Total:						\$14.77
42000269	American Fidelity Assurance	637	03/07/2024	142-901-11140		\$66.03
42000270	American Fidelity Assurance Co	636	03/07/2024	142-901-11140		\$1,212.96
42000274	NCS Pearson Inc.	4359	03/07/2024	142-901-11140		\$557.97
42000275	Therapy Shoppe, Inc.	5320	03/07/2024	142-901-11140		\$69.95
42000276	Wilson, Anita	7954	03/07/2024	142-901-11140		\$1,340.00
142-901 Total:						\$3,246.91
42000270	American Fidelity Assurance Co	636	03/07/2024	142-911-11140		\$81.60
142-911 Total:						\$81.60
42000268	Amazon	727	03/07/2024	142-933-11140		\$6,368.95
42000270	American Fidelity Assurance Co	636	03/07/2024	142-933-11140		\$542.38
42000271	American Paper & Twine Company	797	03/07/2024	142-933-11140		\$9,576.00
42000273	Elan Financial Services	6816	03/07/2024	142-933-11140		\$291.96
142-933 Total:						\$16,779.29
42000269	American Fidelity Assurance	637	03/07/2024	142-937-11140		\$8.97
42000270	American Fidelity Assurance Co	636	03/07/2024	142-937-11140		\$13.63
142-937 Total:						\$22.60
42000270	American Fidelity Assurance Co	636	03/07/2024	142-964-11140		\$294.72
142-964 Total:						\$294.72
Bank Total:						\$21,715.18
Bank Payment Count:						9

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>
43000163	Wood, Angela	8266	03/07/2024	143- -11140	\$37.15
43000164	Fitts, Connie Sue	2379	03/07/2024	143- -11140	\$37.15
43000165	Town Of Centerville	5315	03/07/2024	143- -11140	\$122.94
143 Total:					<u>\$197.24</u>
Bank Total:					\$197.24
Bank Payment Count:					3

Date/Time: 3/7/2024 1:03 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
Page 1 of 1

<u>Bank Name</u>	<u>Bank Number</u>				<u>Amount</u>
General Purpose	141				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	
41000915	American Fidelity Assurance Co	652	03/07/2024	141- -11140	\$240.00
					141 Total: \$240.00
					Bank Total: \$240.00
					Bank Payment Count: 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>	
41000916	Ace Hardware	635	03/13/2024	141-	-11140	\$575.17	
41000917	Amazon	727	03/13/2024	141-	-11140	\$659.07	
41000918	Long, Anita	8273	03/13/2024	141-	-11140	\$37.15	
41000919	AT & T	7542	03/13/2024	141-	-11140	\$1,890.59	
41000920	Beam Insurance Administrators LLC	7435	03/13/2024	141-	-11140	\$22,414.16	
41000921	County Of Hickman Misc Acct	1633	03/13/2024	141-	-11140	\$5,996.92	
41000922	Don Kennedy Roofing Co., Inc.	6673	03/13/2024	141-	-11140	\$2,895.60	
41000923	ESCO Institute	8218	03/13/2024	141-	-11140	\$1,971.82	
41000924	Ferrellgas	7446	03/13/2024	141-	-11140	\$1,516.35	
41000925	Freed-Hardeman Univ.	4633	03/13/2024	141-	-11140	\$40.00	
41000926	Harvill, Nancy	2758	03/13/2024	141-	-11140	\$8,643.00	
41000927	Hickman Co Trustee	2722	03/13/2024	141-	-11140	\$241,088.09	
41000928	Jenkins, Michelle OTR/L	7423	03/13/2024	141-	-11140	\$6,240.00	
41000929	Monica Ogles PT	7756	03/13/2024	141-	-11140	\$4,518.69	
41000930	ODP Business Solutions, LLC	4261	03/13/2024	141-	-11140	\$178.58	
41000931	Optimus Pest Solutions	47	03/13/2024	141-	-11140	\$750.00	
41000932	Oriental Trading Co., Inc.	6258	03/13/2024	141-	-11140	\$615.54	
41000933	Stellar Therapy Services, LLC	8260	03/13/2024	141-	-11140	\$3,447.50	
41000934	The King's Daughter's School	7928	03/13/2024	141-	-11140	\$4,500.00	
41000935	Town Of Centerville	5315	03/13/2024	141-	-11140	\$8,732.14	
41000936	UPS	8274	03/13/2024	141-	-11140	\$27.74	
41000937	Wonderland Tire Company	7931	03/13/2024	141-	-11140	\$1,719.25	
141 Total:						\$318,457.36	
Bank Total:						\$318,457.36	
Bank Payment Count:						22	

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>
42000280	Hickman Co Trustee	2722	03/13/2024	142-010-11140		\$56.60
142-010 Total:						\$56.60
42000278	Apple, Inc.	774	03/13/2024	142-101-11140		\$598.00
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-101-11140		\$121.98
42000280	Hickman Co Trustee	2722	03/13/2024	142-101-11140		\$106.16
42000281	Super Science TN	8253	03/13/2024	142-101-11140		\$275.00
142-101 Total:						\$1,101.14
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-201-11140		\$126.98
42000280	Hickman Co Trustee	2722	03/13/2024	142-201-11140		\$113.20
142-201 Total:						\$240.18
42000277	Amazon	727	03/13/2024	142-601-11140		\$269.79
142-601 Total:						\$269.79
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-801-11140		\$43.91
142-801 Total:						\$43.91
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-901-11140		\$325.72
42000280	Hickman Co Trustee	2722	03/13/2024	142-901-11140		\$683.40
142-901 Total:						\$1,009.12
42000277	Amazon	727	03/13/2024	142-909-11140		\$87.92
142-909 Total:						\$87.92
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-911-11140		\$63.50
42000280	Hickman Co Trustee	2722	03/13/2024	142-911-11140		\$56.60
142-911 Total:						\$120.10
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-933-11140		\$528.69
42000280	Hickman Co Trustee	2722	03/13/2024	142-933-11140		\$852.92
142-933 Total:						\$1,381.61
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-937-11140		\$3.95
42000280	Hickman Co Trustee	2722	03/13/2024	142-937-11140		\$47.90
142-937 Total:						\$51.85
42000279	Beam Insurance Administrators LLC	7435	03/13/2024	142-964-11140		\$225.58
42000280	Hickman Co Trustee	2722	03/13/2024	142-964-11140		\$445.58
142-964 Total:						\$671.16
Bank Total:						\$5,033.38
Bank Payment Count:						5

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>
41000938	American Fidelity Administrative Services, LLC	802	03/18/2024	141- -11140	\$520.20
41000939	American Fidelity Assurance	637	03/18/2024	141- -11140	\$15,173.22
41000940	American Fidelity Assurance Co	636	03/18/2024	141- -11140	\$73,329.28
41000941	American Fidelity Assurance Co	652	03/18/2024	141- -11140	\$8,117.00
41000942	Curriculum Associates, LLC	1418	03/18/2024	141- -11140	\$2,434.84
41000943	Dickson Electric System	1806	03/18/2024	141- -11140	\$26,932.01
41000944	Mathis, Gayle	84	03/18/2024	141- -11140	\$37.15
41000945	Roder, Tony	4775	03/18/2024	141- -11140	\$37.15
41000946	Scoggins, Shayna	8280	03/18/2024	141- -11140	\$37.15
41000947	Southern Duplicating of Clarksdale, Inc.	7343	03/18/2024	141- -11140	\$224.30
41000948	Tennessee School Board Assoc.	61	03/18/2024	141- -11140	\$125.00
41000949	Town Of Centerville	5315	03/18/2024	141- -11140	\$4,232.14
41000950	Verizon Wireless	5823	03/18/2024	141- -11140	\$68.04
141 Total:					\$131,267.48
Bank Total:					\$131,267.48
Bank Payment Count:					13

<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>
42000284	American Fidelity Assurance Co	636	03/18/2024	142-010-11140		\$145.14
142-010 Total:						\$145.14
42000283	American Fidelity Assurance	637	03/18/2024	142-101-11140		\$50.00
42000284	American Fidelity Assurance Co	636	03/18/2024	142-101-11140		\$164.71
42000285	BER, Inc.	1241	03/18/2024	142-101-11140		\$279.00
42000287	Oriental Trading Co., Inc.	6258	03/18/2024	142-101-11140		\$139.98
142-101 Total:						\$633.69
42000284	American Fidelity Assurance Co	636	03/18/2024	142-201-11140		\$370.44
142-201 Total:						\$370.44
42000283	American Fidelity Assurance	637	03/18/2024	142-901-11140		\$66.03
42000284	American Fidelity Assurance Co	636	03/18/2024	142-901-11140		\$1,212.95
42000286	Emery, Chelsey	8279	03/18/2024	142-901-11140		\$280.06
142-901 Total:						\$1,559.04
42000284	American Fidelity Assurance Co	636	03/18/2024	142-911-11140		\$81.60
142-911 Total:						\$81.60
42000282	Amazon	727	03/18/2024	142-933-11140		\$3,368.71
42000284	American Fidelity Assurance Co	636	03/18/2024	142-933-11140		\$542.37
142-933 Total:						\$3,911.08
42000283	American Fidelity Assurance	637	03/18/2024	142-937-11140		\$8.96
142-937 Total:						\$8.96
42000284	American Fidelity Assurance Co	636	03/18/2024	142-964-11140		\$294.72
142-964 Total:						\$294.72
Bank Total:						\$7,004.67
Bank Payment Count:						6

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>
43000166	AT & T	7542	03/18/2024	143- -11140	\$187.82
43000167	Bilancione, Anthony	8278	03/18/2024	143- -11140	\$16.20
43000168	Fitts, Connie S.	185	03/18/2024	143- -11140	\$139.36
43000169	Gordon Food Service, Inc.	2488	03/18/2024	143- -11140	\$101,597.09
43000170	Jim Coleman, Ltd	3264	03/18/2024	143- -11140	\$2,495.98
43000171	Matrix Mechanical Solutions, LLC	7974	03/18/2024	143- -11140	\$3,130.32
43000172	Murfreesboro Pure Milk Co, Inc.	7552	03/18/2024	143- -11140	\$3,869.45
43000173	Optimus Pest Solutions	47	03/18/2024	143- -11140	\$240.00
43000174	Pepsi Cola	6726	03/18/2024	143- -11140	\$3,632.14
43000175	Prairie Farms Dairy	18	03/18/2024	143- -11140	\$16,621.16
43000176	Prince Hardware, LLC	4321	03/18/2024	143- -11140	\$739.38
43000177	Quill Corp.	4574	03/18/2024	143- -11140	\$699.19
43000178	SNA Depository	4878	03/18/2024	143- -11140	\$55.00
43000179	Clemons, Stacy	8277	03/18/2024	143- -11140	\$57.70
143 Total:					\$133,480.79
Bank Total:					\$133,480.79
Bank Payment Count:					14

Hickman County Finance
Payment Register By Account Control

<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>	
41000951	Armstrong, Jessica	815	03/20/2024	141-	-11140	\$590.98	
41000952	Cornerstone Financial Credit Union	2100	03/20/2024	141-	-11140	\$200.00	
41000953	Hickman Co Trustee	2722	03/20/2024	141-	-11140	\$930.00	
41000954	Hickman County Trustee	2937	03/20/2024	141-	-11140	\$353,485.87	
41000955	Metropolitan Life	3677	03/20/2024	141-	-11140	\$120.00	
41000956	Parker, Christopher	8072	03/20/2024	141-	-11140	\$37.15	
41000957	Tennessee Credit Union	5296	03/20/2024	141-	-11140	\$825.00	
41000958	Tennessee Farmers Life Insurance	5297	03/20/2024	141-	-11140	\$675.00	
141 Total:						\$356,864.00	
Bank Total:						\$356,864.00	
Bank Payment Count:						8	

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>
42000289	Hickman County Trustee	2937	03/20/2024	142-010-11140		\$2,822.34
142-010 Total:						\$2,822.34
42000289	Hickman County Trustee	2937	03/20/2024	142-101-11140		\$10,871.74
142-101 Total:						\$10,871.74
42000289	Hickman County Trustee	2937	03/20/2024	142-201-11140		\$1,869.11
142-201 Total:						\$1,869.11
42000289	Hickman County Trustee	2937	03/20/2024	142-401-11140		\$63.76
142-401 Total:						\$63.76
42000289	Hickman County Trustee	2937	03/20/2024	142-601-11140		\$477.96
142-601 Total:						\$477.96
42000289	Hickman County Trustee	2937	03/20/2024	142-801-11140		\$190.48
142-801 Total:						\$190.48
42000288	Chapter 13 Trustee	1265	03/20/2024	142-901-11140		\$180.00
42000289	Hickman County Trustee	2937	03/20/2024	142-901-11140		\$11,329.11
42000290	Tennessee Farmers Life Insurance	5297	03/20/2024	142-901-11140		\$30.00
142-901 Total:						\$11,539.11
42000289	Hickman County Trustee	2937	03/20/2024	142-911-11140		\$232.72
142-911 Total:						\$232.72
42000289	Hickman County Trustee	2937	03/20/2024	142-933-11140		\$11,949.96
142-933 Total:						\$11,949.96
42000289	Hickman County Trustee	2937	03/20/2024	142-937-11140		\$2,404.18
142-937 Total:						\$2,404.18
42000289	Hickman County Trustee	2937	03/20/2024	142-964-11140		\$3,465.53
142-964 Total:						\$3,465.53
Bank Total:						\$45,886.89
Bank Payment Count:						3

Hickman County Finance
 Payment Register By Account Control

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>
43000180	American Fidelity Assurance Co	636	03/20/2024	143- -11140	\$1,317.54
43000181	Ameritas Life Insurance Corp.	7442	03/20/2024	143- -11140	\$94.44
43000182	Beam Insurance Administrators LLC	7435	03/20/2024	143- -11140	\$343.26
43000183	Hickman Co Trustee	2722	03/20/2024	143- -11140	\$1,146.55
43000184	Hickman County Trustee	2937	03/20/2024	143- -11140	\$16,302.75
43000185	SNA Depository	4878	03/20/2024	143- -11140	\$14.00
43000186	Tennessee Farmers Life Insurance	5297	03/20/2024	143- -11140	\$25.00

143 Total: \$19,243.54

Bank Total: \$19,243.54

Bank Payment Count: 7

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>
41000959	Amazon	727	03/21/2024	141- -11140	\$1,824.78
41000960	Anderson's Alphabet U	7553	03/21/2024	141- -11140	\$224.78
41000961	AT & T	7542	03/21/2024	141- -11140	\$55.26
41000962	Bowman, Amanda	964	03/21/2024	141- -11140	\$308.20
41000963	Carroll, Whitney	8172	03/21/2024	141- -11140	\$400.00
41000964	Chrysler Dodge Jeep Ram Of Columbia, Inc.	1641	03/21/2024	141- -11140	\$83,396.50
41000965	Faithworks Embroidery	7824	03/21/2024	141- -11140	\$199.33
41000966	Hickman Co Chamber Of Commerce	2745	03/21/2024	141- -11140	\$750.00
41000967	Hickman Co Clerk	3082	03/21/2024	141- -11140	\$41.00
41000968	Hickman Co Solid Waste Man.	2746	03/21/2024	141- -11140	\$26.40
41000969	Interpreters Unlimited, Inc.	6501	03/21/2024	141- -11140	\$252.50
41000970	Hanes, Michael	8284	03/21/2024	141- -11140	\$37.15
41000971	Nixon Power Services, Llc	4196	03/21/2024	141- -11140	\$1,550.00
41000972	Oriental Trading Co., Inc.	6258	03/21/2024	141- -11140	\$293.79
41000973	Pace Analytical National	2230	03/21/2024	141- -11140	\$658.60
41000974	Prince Hardware, LLC	4321	03/21/2024	141- -11140	\$305.13
41000975	Republic Service, LLC #840	4739	03/21/2024	141- -11140	\$5,971.35
41000976	Rj Young Company	4691	03/21/2024	141- -11140	\$789.72
41000977	Stellar Therapy Services, LLC	8260	03/21/2024	141- -11140	\$2,590.00
41000978	Warren, Anthony	6028	03/21/2024	141- -11140	\$517.50
41000979	West, John	5995	03/21/2024	141- -11140	\$125.00
141 Total:					\$100,316.99
Bank Total:					\$100,316.99
Bank Payment Count:					21

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>
42000291	Amazon	727	03/21/2024	142-101-11140	\$2,974.65
142-101 Total:					\$2,974.65
42000291	Amazon	727	03/21/2024	142-933-11140	\$2,942.56
142-933 Total:					\$2,942.56
42000292	TN Voices	8031	03/21/2024	142-964-11140	\$2,310.00
142-964 Total:					\$2,310.00
Bank Total:					\$8,227.21
Bank Payment Count:					2

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000187	EMS LINQ INC.	7823	03/21/2024	143- -11140	\$4,450.00
43000188	Fesco	2399	03/21/2024	143- -11140	\$1,196.81
43000189	Hobart Service, LLC	2740	03/21/2024	143- -11140	\$1,111.87
43000190	Matrix Mechanical Solutions, LLC	7974	03/21/2024	143- -11140	\$2,088.72

143 Total: \$8,847.40

Bank Total: \$8,847.40

Bank Payment Count: 4

Hickman County Finance
Payment Register By Account Control

<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>		
41000983	Ace Hardware	635	04/02/2024	141- -11140	\$257.42		
41000984	Myles, Amanda	8290	04/02/2024	141- -11140	\$600.00		
41000985	Anderson, Belinda	8051	04/02/2024	141- -11140	\$499.15		
41000986	AT & T	7542	04/02/2024	141- -11140	\$276.07		
41000987	Bon Aqua Lyles Utility Distric	851	04/02/2024	141- -11140	\$4,036.48		
41000988	CNB Computers USA, Inc.	6586	04/02/2024	141- -11140	\$790.00		
41000989	County Of Hickman Misc Acct	1633	04/02/2024	141- -11140	\$5,961.47		
41000990	Don Kennedy Roofing Co., Inc.	6673	04/02/2024	141- -11140	\$3,941.02		
41000991	Evans, Meghan	987	04/02/2024	141- -11140	\$150.08		
41000992	Suits Me Fine Farm	6330	04/02/2024	141- -11140	\$2,050.00		
41000993	Gilbert, Paul	6646	04/02/2024	141- -11140	\$37.15		
41000994	Gross, Debbie	2675	04/02/2024	141- -11140	\$104.52		
41000995	Hickman Co Times	2718	04/02/2024	141- -11140	\$350.00		
41000996	Interquest Detection Canines, LLC	6718	04/02/2024	141- -11140	\$600.00		
41000997	Kelsan, Inc.	3379	04/02/2024	141- -11140	\$5,995.48		
41000998	McCaleb, Rachel	7746	04/02/2024	141- -11140	\$172.19		
41000999	McManus, Christy	8120	04/02/2024	141- -11140	\$205.82		
41001000	Meriwether Lewis Electric Coop.	3694	04/02/2024	141- -11140	\$34,895.06		
41001001	MTSU Business Office	8285	04/02/2024	141- -11140	\$420.00		
41001002	Optimus Pest Solutions	47	04/02/2024	141- -11140	\$140.00		
41001003	Oriental Trading Co., Inc.	6258	04/02/2024	141- -11140	\$114.21		
41001004	Poth, Tracy L.	4393	04/02/2024	141- -11140	\$37.15		
41001005	Prince Hardware, LLC	4321	04/02/2024	141- -11140	\$7,063.36		
41001006	Quill Corp.	4574	04/02/2024	141- -11140	\$441.71		
41001007	Roman A/V, LLC.	7045	04/02/2024	141- -11140	\$8,850.00		
41001008	Scholastic, Inc.	4871	04/02/2024	141- -11140	\$1,033.12		
41001009	Tanner, Katelyn	6315	04/02/2024	141- -11140	\$96.48		
41001010	Tennessee School Board Assoc.	61	04/02/2024	141- -11140	\$75.00		
41001011	Town Of Centerville	5315	04/02/2024	141- -11140	\$5,699.34		
41001012	United Rentals, Inc.	5767	04/02/2024	141- -11140	\$4,429.17		
41001013	Walmart	5868	04/02/2024	141- -11140	\$2,175.17		
41001014	Water Authority Of Dickson Co.	5874	04/02/2024	141- -11140	\$625.13		
					141 Total:	\$92,121.75	
					Bank Total:	\$92,121.75	
					Bank Payment Count:	32	

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>
42000296	Thomasson, Julia	192	04/02/2024	142-010-11140		\$123.28
42000297	Mayberry, Kimberly D.	4108	04/02/2024	142-010-11140		\$135.34
					142-010 Total:	\$258.62
42000295	Emery, Chelsey	8279	04/02/2024	142-901-11140		\$356.44
					142-901 Total:	\$356.44
42000298	Quill Corp.	4574	04/02/2024	142-959-11140		\$4,638.32
42000299	Tennessee Book Company	5286	04/02/2024	142-959-11140		\$10,070.00
					142-959 Total:	\$14,708.32
					Bank Total:	\$15,323.38
					Bank Payment Count:	5

<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>
43000192	AT & T	7542	04/02/2024	143- -11140	\$50.53
143 Total:					\$50.53
Bank Total:					\$50.53
Bank Payment Count:					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., Nunnely, TN 37137

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

Memorandum

To: Board Members
From: John Mullins
Date: 4/2/2024
Re: April Director's Report

Leave of Absence

Professional

Support Staff
Raymond Amos
Margie Clark

March 15, 2024 – April 15, 2024
March 1, 2024 – August 1, 2024

Hiring

Professional
Jana Buttrey

SLP at CES

Support Staff
Zach Bentley
Angela Wood

Full Time Bus Driver
Food Service

Resignation

Professional

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

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
 March 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,974,879.00	(3,049,146.22)	102.50%	247,906.58	(117,492.48)	47.39%
40120	Trustee's Collections - Prior Year	65,000.00	(69,783.97)	107.36%	5,416.67	(11,961.83)	220.83%
40125	Trustee's Collections - Bankruptcy	500.00	(109.54)	21.91%	41.67	(16.82)	40.37%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(17,275.44)	36.76%	3,916.67	(1,776.11)	45.35%
40140	Interest And Penalty	15,000.00	(10,339.74)	68.93%	1,250.00	(3,047.58)	243.81%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,342.05)	58.55%	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	(2,039,608.86)	83.08%	204,584.00	(242,696.22)	118.63%
40270	Business Tax	35,000.00	(10,145.05)	28.99%	2,916.67	(1,417.77)	48.61%
41110	Marriage Licenses	1,300.00	(931.00)	71.62%	108.33	(76.00)	70.15%
43517	Tuition - Other	2,000.00	(2,300.00)	115.00%	166.67	(100.00)	60.00%
43570	Receipts From Individual Schools	30,000.00	(6,384.69)	21.28%	2,500.00	(1,945.08)	77.80%
43582	Community Service Fees - Adults	200.00	(27.50)	13.75%	16.67	(5.00)	30.00%
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	0.00	0.00%
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	(5,904.84)	196.83%	250.00	(478.00)	191.20%
44570	Contributions & Gifts	15,000.00	(20,690.54)	137.94%	1,250.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(19,704,165.93)	82.49%	1,990,546.83	(2,475,282.99)	124.35%
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	0.00	0.00%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	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	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	(37,211.70)	53.16%	5,833.33	(7,368.50)	126.32%
48990	Other	258,804.00	(152,674.85)	58.99%	21,567.00	0.00	0.00%
49700	Insurance Recovery	10,000.00	(6,854.87)	68.55%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	(8,571.05)	34.28%	2,083.33	0.00	0.00%
	Total Revenues	34,154,147.19	(25,912,008.27)	75.87%	2,846,178.93	(2,863,923.59)	100.62%
Expenditures							
71100	Regular Instruction Program	(16,377,394.00)	11,229,863.96	68.57%	(1,364,782.83)	1,534,221.35	112.42%

Hickman County Finance
 Summary Financial Statement
 March 2024

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)	115,607.48	40.03%	(24,067.50)	14,238.63	59.16%
71200	Special Education Program	(3,796,162.45)	2,034,333.33	53.59%	(316,346.87)	275,444.07	87.07%
71300	Career and Technical Education	(2,962,073.50)	1,768,331.63	59.70%	(246,839.46)	73,830.40	29.91%
72110	Attendance	(189,631.00)	97,237.77	51.28%	(15,802.58)	11,637.42	73.64%
72120	Health Services	(660,690.00)	385,066.61	58.28%	(55,057.50)	46,819.36	85.04%
72130	Other Student Support	(1,153,235.85)	556,098.68	48.22%	(96,102.99)	68,802.38	71.59%
72210	Regular Instruction Program	(1,601,056.74)	874,973.45	54.65%	(133,421.40)	95,570.58	71.63%
72220	Special Education Program	(133,398.00)	35,705.08	26.77%	(11,116.50)	801.08	7.21%
72230	Career and Technical Education	(507,115.00)	233,664.32	46.08%	(42,259.58)	18,351.70	43.43%
72250	Technology	(451,592.00)	337,565.76	74.75%	(37,632.67)	10,531.95	27.99%
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)	500,365.51	69.86%	(59,683.58)	28,885.28	48.40%
72320	Director Of Schools	(328,338.00)	201,773.41	61.45%	(27,361.50)	20,174.20	73.73%
72410	Office Of The Principal	(2,014,392.00)	1,039,100.01	51.58%	(167,866.00)	114,644.43	68.30%
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)	1,765,090.29	68.76%	(213,916.67)	166,194.76	77.69%
72620	Maintenance Of Plant	(1,333,258.00)	680,434.12	51.04%	(111,104.83)	57,122.45	51.41%
72710	Transportation	(2,631,068.50)	1,670,127.79	63.48%	(219,255.71)	90,684.43	41.36%
72810	Central And Other	(406,863.00)	48,365.59	11.89%	(33,905.25)	3,713.46	10.95%
73100	Food Service	(43,016.00)	0.00	0.00%	(3,584.67)	0.00	0.00%
73300	Community Services	(125,588.15)	58,675.82	46.72%	(10,465.68)	8,454.37	80.78%
73400	Early Childhood Education	(525,088.00)	246,610.08	46.97%	(43,757.33)	44,202.73	101.02%
76100	Regular Capital Outlay	(3,102,000.00)	33,457.00	1.08%	(258,500.00)	0.00	0.00%
Total Expenditures		(41,998,973.19)	23,936,094.99	56.99%	(3,499,914.43)	2,684,325.03	76.70%
Total	141 General Purpose School	(7,844,826.00)	(1,975,913.28)	-25.19%	(653,735.50)	(179,598.56)	-27.47%

Hickman County Finance
 Summary Financial Statement
 March 2024

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	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	0.00	0.00%
47143	Special Education - Grants To States	1,164,691.24	(563,165.97)	48.35%	97,057.60	0.00	0.00%
47145	Special Education Preschool Grants	45,797.98	(12,149.83)	26.53%	3,816.50	(3,471.36)	90.96%
47146	English Language Acquisition Grants	0.00	(94,760.32)	0.00%	0.00	(88,806.06)	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	(54,688.18)	34.14%	13,348.42	(18,918.62)	141.73%
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	123,000.00	(1,000.00)	0.81%	10,250.00	0.00	0.00%
47401	American Rescue Plan Act Grant #1	6,011,423.41	(2,922,442.70)	48.61%	500,951.95	(53,598.53)	10.70%
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	(198,199.26)	61.69%	26,774.61	(12,254.09)	45.77%
Total Revenues		10,510,119.05	(5,409,441.53)	51.47%	875,843.25	(177,048.66)	20.21%
Expenditures							
71100	Regular Instruction Program	(3,008,377.29)	1,420,132.56	47.21%	(250,698.11)	170,485.79	68.00%
71150	Alternative Instruction Program	(35,524.50)	25,391.10	71.47%	(2,960.38)	3,134.70	105.89%
71200	Special Education Program	(978,761.84)	476,981.67	48.73%	(81,563.49)	48,807.04	59.84%
71300	Career and Technical Education	(84,017.04)	31,720.96	37.76%	(7,001.42)	1,371.97	19.60%
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	(451,320.83)	258,510.70	57.28%	(37,610.07)	26,002.15	69.14%
72210	Regular Instruction Program	(1,394,437.86)	670,461.36	48.08%	(116,203.16)	65,208.28	56.12%
72220	Special Education Program	(407,002.73)	227,729.27	55.95%	(33,916.89)	23,342.36	68.82%
72230	Career and Technical Education	(8,045.30)	0.00	0.00%	(670.44)	0.00	0.00%
72250	Technology	(198,090.00)	45,704.94	23.07%	(16,507.50)	5,072.44	30.73%
72610	Operation Of Plant	(595,027.75)	482,036.75	81.01%	(49,585.65)	152,009.00	306.56%
72710	Transportation	(28,000.00)	8,381.94	29.94%	(2,333.33)	1,620.06	69.43%
73100	Food Service	0.00	0.00	0.00%	0.00	0.00	0.00%
76100	Regular Capital Outlay	(3,255,909.07)	2,847,896.42	87.47%	(271,325.76)	58,785.00	21.67%
99100	Transfers Out	(19,288.34)	8,571.05	44.44%	(1,607.36)	0.00	0.00%
Total Expenditures		(10,510,119.05)	6,517,335.08	62.01%	(875,843.25)	555,838.79	63.46%
Total	142 School Federal Projects	0.00	1,107,893.55	100.00%	0.00	378,790.13	0.00%

Hickman County Finance
 Summary Financial Statement
 March 2024

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	540,000.00	(151,482.84)	28.05%	45,000.00	0.00	0.00%
43522	Lunch Payments - Adults	75,000.00	(16,354.52)	21.81%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(43,562.75)	51.25%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(152,954.02)	87.40%	14,583.33	73.90	-0.51%
43570	Receipts From Individual Schools	0.00	(28,211.38)	0.00%	0.00	(28,211.38)	0.00%
44110	Investment Income	1,000.00	(1,586.17)	158.62%	83.33	(27.29)	32.75%
44530	Sale Of Equipment	0.00	(161.04)	0.00%	0.00	0.00	0.00%
46520	School Food Service	0.00	(15,618.57)	0.00%	0.00	(15,618.57)	0.00%
47111	USDA School Lunch Program	1,035,000.00	(990,099.20)	95.66%	86,250.00	(172,652.05)	200.18%
47113	Breakfast	540,000.00	(367,491.13)	68.05%	45,000.00	(63,269.14)	140.60%
47114	USDA - Other	35,970.00	(89,614.70)	249.14%	2,997.50	(2,334.15)	77.87%
47115	USDA Food Service Equipment Grant -	0.00	(19,200.00)	0.00%	0.00	0.00	0.00%
Total Revenues		2,486,970.00	(1,876,336.32)	75.45%	207,247.50	(282,038.68)	136.09%
Expenditures							
73100	Food Service	(2,899,494.00)	2,221,071.72	76.60%	(241,624.50)	247,113.36	102.27%
Total Expenditures		(2,899,494.00)	2,221,071.72	76.60%	(241,624.50)	247,113.36	102.27%
Total	143 Central Cafeteria	(412,524.00)	344,735.40	83.57%	(34,377.00)	(34,925.32)	-101.60%

HCBOE ESSER Report April 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	\$4,950,019.08	\$2,904,107.00
Total:	\$11,351,286.75		\$8,447,179.75	\$2,904,107.00

ESSER Recent Developments

Security cameras, HVACs and air handler have been ordered

Part 1 of Security film installation is complete. Part 2 will be completed after testing.

Approve Matrix Mechanical estimates for installation of units at CES and CIS

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	

Due to donations from several individuals and several organizations, the Student Negative Balance for School Nutrition is \$0.00.

It is the recommendation of the Director of Schools that the boundaries for the school zones remain the same as originally drawn for the 2007-2008 school year and that the Attendance Zone Review Committee remain active for the 2024-2025 school year.



P.O. Box 440011
 Nashville, TN 37244-0011

Phone: (615) 815-3908 Fax: (615) 815-3911
 Email: bmassey@tsba.net

Invoice

Date	Invoice #
3/1/2024	38749

Bill To
Hickman County Board of Education Attn: Finance 115 Murphree Avenue Centerville, TN 37033

P.O. No.

Description	Qty	Rate	Amount
TSBA 2025 Membership Dues	1	6,176.00	6,176.00
		Total	\$6,176.00
		Payments/Credits	\$0.00
		Balance Due	\$6,176.00

Please make checks payable to:
 Tennessee School Boards Association,
 Attention Finance Department.

TSBA Services

About TSBA

The mission of the Tennessee School Boards Association is to assist school boards in effectively governing school districts. Through the years, TSBA has helped school boards and their members reach their highest potential through association programs, meetings and services.

In 1953, the Tennessee legislature officially recognized TSBA as “the organization and representative agency of the members of school boards of Tennessee” and authorized TSBA to provide services through membership dues paid by school boards. All services of TSBA are designed to help school boards and their members to better serve the children in their school system.

Legislative Advocacy

TSBA keeps a constant watch over all legislation and State Board of Education Rules and Regulations affecting local school districts. In addition to serving as an advocate for local school boards of education on Capitol Hill, the Government Relations Department provides members with current and relevant legislative information. A legislative newsletter, is published weekly during the legislative session.

Legal Services

TSBA has experienced school law attorneys on staff to answer the questions of board members, superintendents and other school administrators regarding interpretations of statutes, court rulings and policies. TSBA’s legal department presents a School Board Academy School Law module annually. There is no charge to the participating school board member.

Policy Services

The TSBA Policy Department provides subscribers with statutorily and regulatory compliant board policies. The TSBA Policy Service is a member of the American Association of State Policy Services, which provides access to a wide variety of policy information from other states. The policy department provides model policies, consultations, and assistance in writing new policies tailored to meet the needs of each district.

Communications Services

TSBA’s communications department keeps members informed about the latest state and national education trends. The Journal, a bi-annual magazine, and BoardTalk, an online newsletter, keep Tennessee board members updated on what’s happening with other school boards across the state. A wealth of valuable information is housed on TSBA’s website. Board members can register and find information about upcoming meetings, and get the latest news from the legislative section. Additionally, the department produces training materials for school board members, distributes press releases when board members attend TSBA events, and works with school system public relations personnel to help create a better understanding of public education.

Labor Relations

TSBA provides assistance to school boards in all areas of labor relations. TSBA can walk a system through the process of initiating collaborative conferencing as well as assist a system with the do's and don'ts of conducting collaborative conferencing. If a system has a proposed Memorandum of Understanding (MOU) with educators, TSBA can review the MOU and provide guidance to the legalities and/or best practices involved. Also, districts can call on TSBA for direction with fair labor standards, teacher tenure, dismissal proceedings, and evaluations.

Board Retreats

For school boards striving to increase their effectiveness as a corporate board, TSBA conducts board retreats and evaluations. Each school board should participate in an annual retreat that includes time for planning, assessment and board development activities. SBA will conduct such retreats or portions of them upon request.

Board Evaluation Services

School boards can find assistance from TSBA in the assessment process. TSBA will provide an evaluation instrument to be completed by each board member; tabulate the final results and develop a summary of comments; report the results of the evaluation at a retreat; and conduct a team building session to identify areas in which the board excels and areas needing improvement.

Superintendent Evaluations

For school boards needing assistance in evaluating their superintendent, TSBA will distribute the evaluation instrument to each board member and collect, compile and analyze the results. A written report of the evaluation will be presented to the board and superintendent.

Superintendent Searches

Local boards of education may choose a Superintendent Search Service consisting of a complete search or one that has been customized to fit the needs of the particular board. Through this service, all or any portion of the process of finding candidates for a school system's superintendent position will be provided by TSBA on a cost basis. TSBA does not participate in the selection process but will be available to advise on how to proceed with an offer, as well as the features of an employment contract.

Approved Training Courses

In 1990, the Tennessee Legislature mandated that school board members attend training. State Board of Education Rules and Regulations require that every board member participate in a one-time, 14-hour orientation and seven hours of training annually. TSBA provides the training in five core modules: Board/Superintendent Relations, Advocating the Board's Vision, School Law, Policy/Board Operations and School Finance; and other electives such as planning, team building and online modules on various topics.

Awards and Recognition Programs

TSBA promotes school boards and their members continuously. TSBA offers the following recognition programs: Boardmanship Award Program; Scholars' Circle; Board of Distinction; School Board of the Year; School Board Member of the Year/C. Hal Henard Distinguished Service Award; All Tennessee School Board; Award for Excellence in Educational Program; and School of the Year. For a description of each of these award programs, visit our website at www.tsba.net. TSBA also promotes School Board Week each year by obtaining a declaration from the governor and preparing and distributing public service announcements in print format.

Annual Events

Legislative and Legal Institute

Each February, TSBA holds a legislative seminar in Nashville that will focus on a number of issues. Attendees will gain insight on how the General Assembly operates, receive an update on pending legislation, and discuss legal issues impacting school districts.

SCOPE

The Student Congress on Policies in Education (SCOPE) gathers more than 300 high school students from across the state for debate and discussion of controversial topics and developing school board policies that relate to those topics. It's an all-day session held in March.

Board Secretaries Conference

In May, TSBA presents a conference geared to the school board/superintendent secretary. Through networking, secretaries find better, quicker, easier ways to complete the essential functions of their key position and establish a valuable group of contacts for the future. Board Secretaries are members of the Tennessee Association of Board Secretaries.

Summer Law Institute

The TSBA Legal Department presents a Summer Law Institute, offered twice (June and July) each year, focusing on current legal issues in education and updates on legislation.

Fall District Meetings

Each September, meetings are held in the nine state developmental districts to focus on legislative and legal issues and current education "hot" topics.

Board Chairman Seminar

A workshop focusing on the duties, responsibilities and leadership characteristics required of a board chairman is held each October.

Leadership Conference

The annual Leadership Conference is designed to provide board chairmen with the necessary tools to work effectively with the superintendent, other members of the board, the local funding agency and the public to improve student achievement. It is held just prior to the Annual Convention in November.

Convention

The Annual Convention is one of the largest education meetings in Tennessee, attracting national and state education leaders as speakers and clinic participants. Convention activities are spread across three days. The convention is held in November.

Matrix Mechanical Solutions LLC

9743 Old Hillsboro Rd
Bon Aqua, TN 37025 US
admin@matrixmechanicalsolutions.com



Estimate

ADDRESS
Hickman County Schools
115 Murfree AVE
Centerville, TN 37033

ESTIMATE 2363
DATE 03/04/2024
EXPIRATION DATE 04/04/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	For installation of new gym split systems at Centerville Elementary School. To disconnect and remove existing split systems and set/hang new customer supplied equipment. To run new refrigerant lines for both systems. To tie drains and electrical into existing. To install new duct transitions and auxiliary drain pans.			20,834.00
				0.00
				0.00
				0.00
Thank you!	SUBTOTAL			20,834.00
	TAX			0.00
	TOTAL			\$20,834.00

Accepted By:

Accepted Date:

Matrix Mechanical Solutions LLC

9743 Old Hillsboro Rd
Bon Aqua, TN 37025 US
admin@matrixmechanicalsolutions.com



Estimate

ADDRESS
Hickman County Schools
115 Murfree AVE
Centerville, TN 37033

ESTIMATE 2364
DATE 03/04/2024
EXPIRATION DATE 04/04/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	For installation of new make-up air unit at Centerville Intermediate School. To disconnect and remove existing unit, set new customer supplied unit in place, and perform start-up. Matrix Mechanical not responsible for roof load calculation/structural engineer.	1	11,452.00	11,452.00
Thank you!				
SUBTOTAL				11,452.00
TAX				0.00
TOTAL				\$11,452.00

Accepted By

Accepted Date

NEWSPAPER

INVITATION TO BID: The Hickman County Board of Education will receive bids on the following: Three (3) Electric Boilerless Convection Steamers. Additional information and specifications may be obtained by contacting Sharon Burns at 931-729-3391 ext. 2235 or email: sharon.burns@hickmank12.org. Each bid must be enclosed in a sealed envelope marked "Electric Convection Steamer Bid for Hickman County Food Service." Sealed bids will be opened at 10:00am, Tuesday, March 26, 2024, at the Hickman County Finance Office. The Hickman County board of Education reserves the right to accept or reject any and/or all bids in whole or part if it is deemed to be in the best interest of the county.

This institution is an equal opportunity provider.


Chef's Deal Restaurant Equipment Co.	49,714.26
Dykes Foodservice Solutions Inc.	48,000.49
Mobile Fixture & Equipment Co.	54,975.00
Taza Supplies Inc	45,247.14

Present Penny Mayberry
Misty Womms

BID APPROVAL

ITEM FOR BID: 3 Electric Steamers Boilerless
DATE OF OPENING: ~~March 19, 2024~~ March 26, 2024
TIME OF OPENING: 10:00am
PLACE OF OPENING: Hickman County Finance Office
SPECIFICATIONS: See Attached

DEPARTMENT HEAD: Sharon Burns

BUSINESS OPERATIONS
OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: 

2-27-24
3/5/24

FINANCE APPROVAL: _____

INVITATION TO BID

The Hickman County Board of Education will receive bids on the following:

Three (3) Electric Boilerless Convection Steamers.

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

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

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

Sealed bids will be opened at 10:00am on Tuesday, March 26, 2024 at the Hickman County Finance Office, 114 North Central Avenue, Suite 203 Centerville, TN 37033.

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

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NEWSPAPER

INVITATION TO BID: The Hickman County Board of Education will receive bids on the following: Three (3) Electric Boilerless Convection Steamers. Additional information and specifications may be obtained by contacting Sharon Burns at 931-729-3391 ext. 2235 or email: sharon.burns@hickmank12.org . Each bid must be enclosed in a sealed envelope marked "Electric Convection Steamer Bid for Hickman County Food Service." Sealed bids will be opened at 10:00am, Tuesday, March 26, 2024, at the Hickman County Finance Office. The Hickman County board of Education reserves the right to accept or reject any and/or all bids in whole or part if it is deemed to be in the best interest of the county.

This institution is an equal opportunity provider.

GENERAL BID SPECIFICATIONS

1. **All required forms must be submitted with bid.**
2. The Hickman County board of Education reserves the right to accept or reject any and/or all quotes if it is deemed to be in the best interest of the county.
3. There must be at least a one-year warranty that includes parts, travel, and labor.
4. No employee, officer or agent of the Hickman County School Nutrition Program shall participate in selection or in the award or administration of a contract by program funds if a conflict of interest, real or apparent, should be involved.
5. The School Nutrition Program must be notified 24 hours prior to delivery with delivery between the hours of 8:00 a.m. to 2:00 p.m.
6. **Each bid must be enclosed in a sealed envelope marked "Electric Convection Steamer Bid for Hickman County Food Service."**
7. **Price includes:** Delivery, Uncrate and set in place. Remove and dispose of all cartons and debris.
8. **Remanufactured Equipment:** Hickman County Food Service will not accept remanufactured or refurbished equipment for this bid.
9. **Bidders Responsibility:** It is the bidder's responsibility to comply with all local state and federal laws, regulations, codes, licensing and other requirements regarding the specifications of this bid.
10. **Perform start-up of all installed equipment to check for perfect working order.**
11. **Hickman County will award this bid on a bottom-line basis.** The Hickman County School Nutrition Program will be responsible for payment of all purchases and services rendered.
12. **Termination for Cause:** If the Vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Vendor violates any terms of this contract, Hickman County Schools shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
13. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding agent.
14. **Termination for Convenience:** This agreement can be terminated by either party with a thirty (30) day written notice.

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

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

16. Terms and Conditions of Payment:

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

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

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

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

18. Breach: A party shall be deemed to have breached the contract if any of the following occurs.

1. Failure to provide products or services that conform to contract requirements; or
2. Failure to maintain/submit any documents required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract; or
4. Violation of any warranty

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

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

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

22. Sealed bids will be opened at 10:00 am, TUESDAY, MARCH 26, 2024, at the Hickman County Finance Office.

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

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

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Hickman County Schools
Food Service
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATIONS

Total of (3) Electric Convection Steamer Boilerless steamers, 1 each for:
Centerville Elementary School, East Hickman Elementary School, Hickman County
High School. Electric, Boilerless Specification for Hickman County Food Service.

(1) Sterling Manufacturing Model No. SP480-12-3-MF 12-PAN or Equal.

(2) Sterling Manufacturing Model No. SP208-14-3-MF 12-PAN or Equal.

Convection Steamer, Electric, Boilerless, 1-compartment, (2) stacked on a double
stack support stand.

(12) 12"x20" x 2-1/2 pan capacity

Manual Fill

60-minute timer

Continuous cooking and hold mode with adjustable thermostat.

304 stainless steel interior and exterior

4" adjustable legs, bullet feet

(2) Electric Boilerless Steamers. Model: SP208-14-3-MF: OR Equal. Centerville
Elementary School and East Hickman Elementary School: 14.4 kW, 208v/60/3ph,
39.97 amps, NEMA 15-50P, cULus, NSF, ENERGY STAR

(1) Electric Boilerless Steamer: Model: SP480-12-3 MF: OR Equal. Hickman County
High School: 12 kW, 480v/60/3ph, cULas, NSF ENERGY STAR

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Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 3/15/2024 Name: Diamond Mutlusoy

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

DM I have no conflict of interest to report.

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

N/A

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

Date: 3/15/2024 Signature: DM

Equipment Purchase and Installation

COMPANY: Chef's Deal

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

COMPANY NAME: Chef's Deal

PHONE: 615 254 54 49

ADDRESS: 708 Dickerson Pike

CITY: Nashville STATE: TN ZIP: 37207

BY: DMM Diamond Mutlusoy
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: Bid Project Manager
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: diamond@chefsdeal.com

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

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

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

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



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

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended); This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300-180.335, Participants responsibilities. The regulations were amended and published on August 31, 2005 in 70 Fed. Reg. 51865-51866. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information, unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

HORIZON TRADES INC.

PR-AWARD NUMBER OR PROJECT NAME

Electric Convection Steamer Bid
for Hickman County Food Service

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Diamond Mutlusoy

Bid Project Manager

SIGNATURE

DATE

3/15/2024

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY), or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

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

Assurance Statement

The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

STATEMENT OF NON-COLLUSION

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

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

Chef's Deal
Company Name

708 Dickerson Pike
Address

Nashville TN 37207

Duly
Signature

Bid Project Manager
Title

3/15/2024
Date

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

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

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

DM

Signature of Bidder's Authorized Representative

Bid Project Manager

Title

3/15/2024

Date

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

DM

Signature of Bidder's Authorized Representative

LOBBYING CERTIFICATION

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, DISCLOSURE FORM TO REPORT LOBBYING, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Chef's Deal 708 Dickerson Pike Nashville TN Electric Connection Steamer Bid
 Name/Address of Organization 37207 for Hickman County Food Service
 Award Number or Project Name

Diamond Muthusoy Bid Project Manager
 Name/Title of Submitting Official

DM
 Signature

03/15/2024
 Date

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Vendor (offeror) shall execute this Certificate.

THE VENDOR AGREES AS FOLLOWS

1. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
2. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
3. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed
4. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

1. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
2. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
3. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section

111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

4. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

5. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

6. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the vendor.

DW
Signature of Vendor

Bid Project Manager 3/15/24
Title Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Billed to:
 Hickman County Schools
 Sharon Burns
 115 Murphree Avenue
 Centerville, TN 37033
 931-729-3391 ext. 2235 (Cell)
 sharon.burns@hickmank12.org

Ship to:
 Hickman County Schools

From:
 Chef's Deal Restaurant Equipment
 Finn Jones
 1155 Haley Road
 Murfreesboro, TN 37129
 615-525-0867
 finn@chefsdeal.com


Job Reference Number: 43859

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

0% Interest For 30 Days

[Click Here for Financing](#)

Item	Qty	Description	Sell	Sell Total
2	2 ea	CONVECTION STEAMER, ELECTRIC, BOILERLESS AccuTemp Model No. E62083D150 DBL (QUICK SHIP) Two Connectionless Evolution™ Boilerless, Convection Steamers featuring Steam Vector Technology, electric, holds (6) 12" x 20" x 2-1/2" deep pans each compartment, Digital Controls, NO water & drain connection required, warranty NOT voided by water quality, NO water filtration required, 15kW, (2) 208/60/3ph, (2) 5' cords & NEMA 15-50P, cULus, UL EPH Classified, Made in USA, ENERGY STAR® (Includes stand in configuration of choice)	\$16,780.60	\$33,561.20
	2 ea	1 year parts & labor warranty, standard		
	2 ea	(K-12) 1 year extended warranty. Please provide address of school when purchasing.		
	2 ea	Lifetime service and support guarantee		
	2 ea	Alternate voltages available, contact factory for details		
	2 ea	Door hinged on right standard		
	2 ea	SNH-20-01 - Support Stand, for double stacked Steam'N'Hold or Evolution units, Ergo-low mounting height: 8-7/8" lowest unit height, stainless steel, with adjustable bullet feet in lieu of std		
			ITEM TOTAL:	\$33,561.20
1	1 ea	CONVECTION STEAMER, ELECTRIC, BOILERLESS	\$16,153.06	\$16,153.06

Item	Qty	Description	Sell	Sell Total
		AccuTemp Model No. E64803D140 DBL (QUICK SHIP) Two Connectionless Evolution™ Boilerless, Convection Steamers featuring Steam Vector Technology, electric, holds (6) 12" x 20" x 2-1/2" deep pans each compartment, Digital Controls, NO water & drain connection required, warranty NOT voided by water quality, NO water filtration required, 14kW, 480/60/3ph, (2) 5' cords & NEMA L16-20P, cULus, UL EPH Classified, Made in USA, ENERGY STAR®		
	1 ea	1 year parts & labor warranty, standard		
	1 ea	(K-12) 1 year extended warranty. Please provide address of school when purchasing.		
	1 ea	Lifetime service and support guarantee		
	1 ea	Alternate voltages available, contact factory for details		
	1 ea	Door hinged on right standard		
	1 ea	SNH-20-01 - Support Stand, for double stacked Steam'N'Hold or Evolution units, Ergo-low mounting height: 8-7/8" lowest unit height, stainless steel, with adjustable bullet feet in lieu of std		
			ITEM TOTAL:	\$16,153.06
			Subtotal	\$49,714.26
			Total	\$49,714.26

Prices Good Until: 04/14/2024

CHEF'S DEAL RESTAURANT EQUIPMENT COMPANY TERMS & CONDITIONS

PAYMENTS, EXCHANGES, RETURNS & REFUNDS

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

DELIVERY, PICKUP & STORAGE

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

CUSTOMER PICK-UP POLICY

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

WARRANTY & LIABILITY

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

INSTALLATION

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

SALES AGREEMENT

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

This contract is the entire agreement between the parties and can only be modified in writing with both parties' signatures. The above encompass the entire terms and condition regarding the transaction with CDRE, and the customer understands no employee or agent of CDRE has authority to change these terms and condition. Time is of the essence of this contract. The contract shall be governed by the laws of Tennessee. Venue shall be Davidson County, Tennessee. In the event of default under this terms and condition by the failure to make a payment within five (5) business days of its due date, or upon death, bankruptcy, or insolvency of the maker, the entire amount then owing shall be due upon demand. If any one of the scheduled payments is past due over 7 (seven) days, the customer accepts to return all the equipments subject to payment, and forfeits all the rights to the equipments subject to this letter. Furthermore, the customer also accepts that there is lien on the equipments until all the payments are made, and customer accepts to let CDRE employees in to the building, during normal business hours, to pick up the equipments if the customer defaults on a payment. Furthermore, repossession of the equipment will not release the customer from the debt, if there is a balance due for the removal services of the equipment. This Terms and Condition is not assumable without the written consent of the customer. The borrower waives presentment, demand, protest, and notice. In the event of any default, the borrower shall be responsible for all reasonable attorneys' fees and costs.

ABOVE PRICES DO NOT INCLUDE Usage tax, utility connection or disconnections, parts or labor, including electrical, gas, plumbing, HVAC, etc. Walk-in utility connections including electrical service to condensing unit, evaporator coil, lights, door heater, pressure relief vent, drain line heater, etc. Also prices do not include installation of drain line condensate pan at evaporator coil. Installation of exhaust hood, balancing of exhaust hood system, duct work, curbs, roof penetrations for hood or refrigeration equipment, fire proof chase if required, installation of walk-in boxes. Wall covering: Provision & installation of wall covering, s/steel tile or galvanized hood or above. Behind sinks & dishwashing area. Installation of wall mount or ceiling

mounted items & necessary backing in walls for support. Installation of shelves and work tables. Carpentry-millwork. Refrigeration work, parts or labor, including running lines, refrigerant, electric, plumbing & gas rough-in & hook-ups etc. Removal/relocation of existing equipment to allow setting in place of new equipment. Modifications to building to allow entry of equipment. Electrical cord or plug. Gas regulator. Sheet-metal work. Hanging of hood. Fire suppression system, components or installation. Enclosure panels from top of (hood)(walk-in) to ceiling. Permits or Licenses that may be required by State or local municipalities. Price protection for in stock orders placed within 10 days.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$49,714.26

Project: _____ Location: _____ Item #: _____ Quantity: _____

Standard Features

- Fast cook times with patent-pending Steam Vector Technology, which utilizes no moving parts
- Cook mode and Variable Temperature Hold mode
- No hood required (in most states)
- Easy-to-use digital controls, with digital temperature display
- Independent digital electronic timer with programmable preset
- 3 Gallon water reservoir
- No water or drain line
- No water filtration or treatment required
- No warranty exclusions for water quality
- Front-mounted drain valve
- No scheduled de-liming or maintenance
- Heavy-duty, field-reversible door
- Door can be opened at any time during cooking cycle
- Cast aluminum heating element is not exposed to water
- Multiple kW heat inputs available for all cooking needs
- Steamer cavity constructed of reinforced 14 ga. 304 stainless steel
- Easy-to-clean control panel
- Automatic altitude compensation
- Dishwasher-safe one-piece wire pan racks
- Dishwasher-safe SVT steam collector and distributor panels
- English and Spanish operating instructions on door
- Simplified service access panel
- Low water, high water and overtemp indicator lights
- (2) 5' power cords and plugs included, separate receptacle needed for each unit
- One year parts and labor warranty
- Lifetime Service & Support Guarantee
- UL LISTED Safety Certification (UL 197)
- UL EPH Sanitation Certification (NSF 4)

Optional Features

- Bullet Feet
- Stainless steel, ergo-low support stand available with casters, bullet feet or flanged feet
- Drain pan

Safety, Sanitation & Environmental



- EPA 202 Evaluated / NFPA 96 4.1.1.2 Compliant

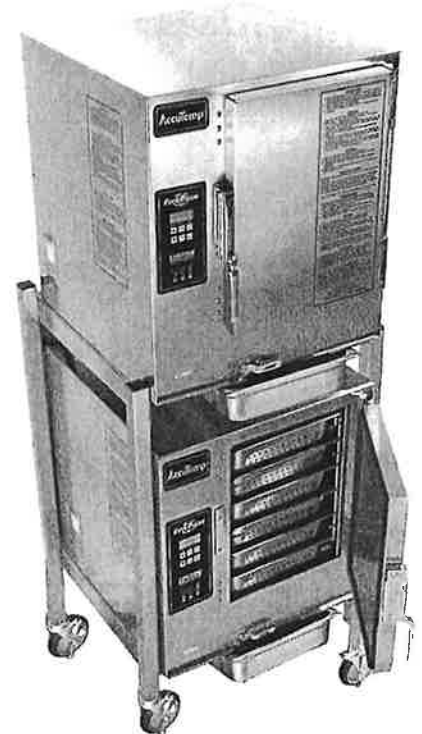


Pan Capacities

Pan Size	Qty.
#200 full size (12x20x2.5")	12
#400 full size (12x20x4")	8

Short Spec

Evolution[™] steamer is AccuTemp Products' connectionless, boilerless steam cooker that utilizes AccuTemp's Patent Pending Steam Vector Technology for faster cook times, improved energy efficiency, better pan to pan uniformity. Steam Vector Technology requires no moving parts inside the cooking chamber. Steam to be produced inside the cooking cavity with no heating element exposed to water. No water or drain line. Unit to include low water, high water, overtemp warning lights and auto shut off feature. Evolution[™] to include heavy duty, field reversible door. Standard digital controls with independent timer. No water quality exclusions to warranty and no water filtration or treatment required. Unit to be UL Safety and Sanitation Certified, and Energy Star qualified. Built in USA.

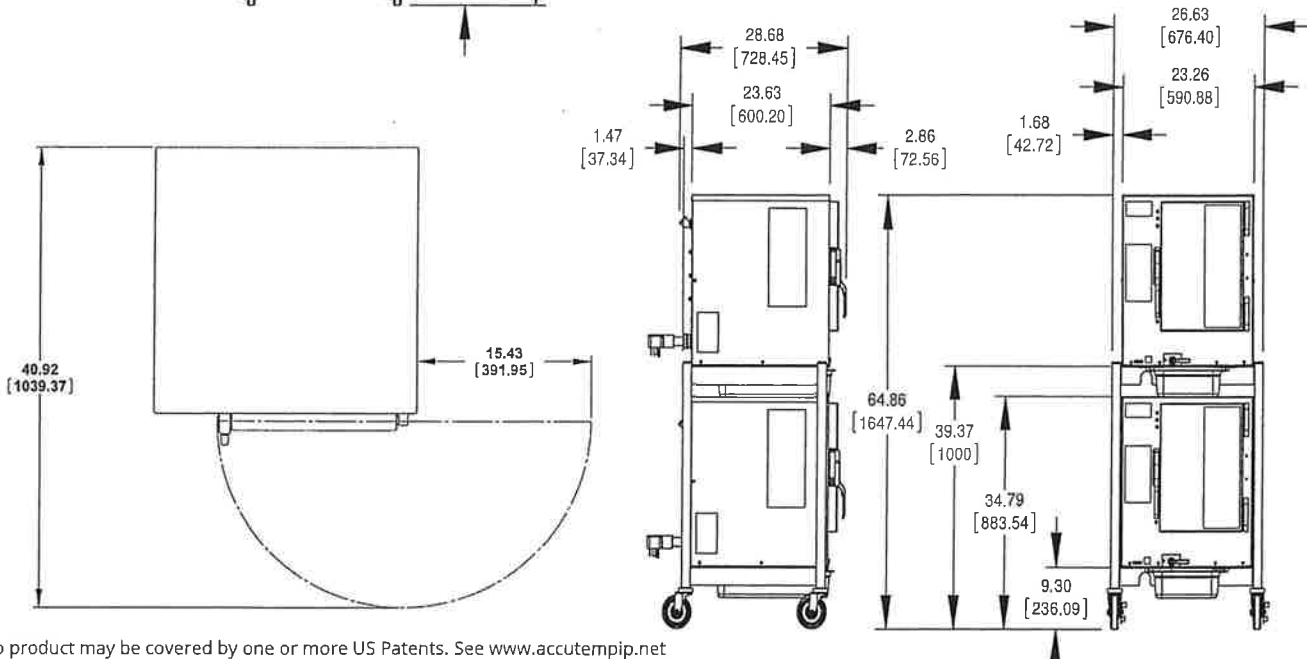
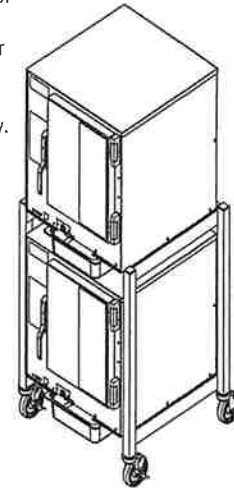
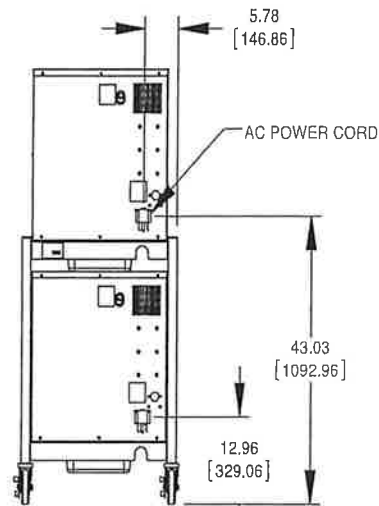


E6 Evolution[™] Models shown with optional drain pan and stand with casters

Steamer Model "D" Specifications per cavity • DBL = TWO CAVITIES													
Model #	E62081D060 DBL	E62083D100 DBL	E62083D150 DBL	E62401D060 DBL	E62403D110 DBL	E62403D130 DBL	E62301D070 DBL	E64005D110 DBL	E64803D140 DBL				
Volts AC	208	208	208	240	208	240	240	230	3 80	4 00	41 5	440	480
Phase	1	3	3	1	3	3	1	3	3			3	3
Amps	29	28	42	25	22	26	32	32	14	14	15	16	17
Breaker Size	30 amp	30 amp	50 amp	30 amp	30 amp	50 amp	50 amp	50 amp	20 amp		20 amp		
Watts (kW)	6	10	15	6	8	11	13	7	9	10	11	12	14
NEMA Plug	L6-30P	L15-30P	15-50P	L6-30P	L15-30P	15-50P	IEC60309-2 220/250V	IEC 60309-2 220/380- 240/415V			L16-20P		

Notes:

1. Allow 3" between fryer, ranges, and other hot surfaces.
2. (2) 5' power cords supplied with single or 3 phase, separate receptacle needed for each unit.
3. For use on individual branch circuits only.
4. Do not connect to a circuit operating at more than 150V to ground.
5. Dimensions outside brackets are inches, in brackets are millimeters.



AccuTemp product may be covered by one or more US Patents. See www.accutempip.net

AccuTemp Products, Inc.

MM4223-2001

U.S. Sales Only

K - 12 EVOLUTION STEAMER LIMITED WARRANTY

Two Year Parts and Labor

AccuTemp Products, Inc. ("AccuTemp") warrants that your AccuTemp equipment will be free of defects in material and workmanship under normal use for a period of twenty-four (24) months from installation. Registration of AccuTemp equipment is required at time of installation.

Damage to AccuTemp equipment that occurs during shipment must be reported to the carrier, and is not covered under this warranty. The reporting of any damage during shipment is the sole responsibility of the commercial purchaser/user of such AccuTemp equipment.

AccuTemp provides an active service department, which should be contacted and advised of service issues regardless of warranty period.

During the warranty period, AccuTemp agrees to repair or replace, at its option, F.O.B. factory, any part which proves to be defective due to defects in material or workmanship, provided the equipment has not been altered in any way and has been properly installed, maintained, and operated in accordance with the instructions in the AccuTemp Owners Manual.

During the warranty period, AccuTemp also agrees to pay for any factory authorized equipment service agency (within the continental United States) for reasonable labor required to repair or replace, at our option, F.O.B. factory, any part which proves to be defective due to defects in materials or workmanship, provided the service agency has received advance approval from AccuTemp factory service to perform the repair or replacement. This warranty includes travel time not to exceed two hours and mileage not to exceed 50 miles (100 miles round trip), but does not include post start-up assistance or training, tightening of loose fittings or external electrical connections, minor adjustments, maintenance, door gaskets, or cleaning. AccuTemp will not reimburse the expense of labor required to replace parts after the expiration of the warranty period.

Proper installation is the responsibility of the dealer, owner-user, or installing contractor and is not covered by this warranty. While AccuTemp products are built to comply with applicable standards for manufacturers, including Underwriters Laboratories (UL) and National Sanitation Foundation (NSF), it is the responsibility of the owner and the installer to comply with any applicable local codes that may exist.

AccuTemp makes no other warranties or guarantees, whether expressed or implied, including any warranties of performance, merchantability, or fitness for any particular purpose. AccuTemp's liability on any claim of any kind, including negligence, with respect to the goods and services covered hereunder, shall in no case exceed the price of the goods and services, or parts thereof, which gives rise to the claim. In no event shall AccuTemp be liable for special, incidental, or consequential damages, or damages in the nature of penalties.

This constitutes the entire warranty, which supersedes and excludes all other warranties, whether written, oral, or implied.

IMPORTANT

Improper installation can affect your warranty. Installation is the responsibility of the Dealer, Owner/User or the Installation Contractor. See: Section One - Installation, in the Owner's Manual.

For Service Call (800) 480-0415



Call: (260) 493-0415 • (800) 210-5907

Project: _____ Location: _____ Item #: _____ Quantity: _____

Standard Features

- Fast cook times with patent-pending Steam Vector Technology, which utilizes no moving parts
- Cook mode and Variable Temperature Hold mode
- No hood required (in most states)
- Easy-to-use digital controls, with digital temperature display
- Independent digital electronic timer with programmable preset
- 3 Gallon water reservoir
- No water or drain line
- No water filtration or treatment required
- No warranty exclusions for water quality
- Front-mounted drain valve
- No scheduled de-liming or maintenance
- Heavy-duty, field-reversible door
- Door can be opened at any time during cooking cycle
- Cast aluminum heating element is not exposed to water
- Multiple kW heat inputs available for all cooking needs
- Steamer cavity constructed of reinforced 14 ga. 304 stainless steel
- Easy-to-clean control panel
- Automatic altitude compensation
- Dishwasher-safe one-piece wire pan racks
- Dishwasher-safe SVT steam collector and distributor panels
- English and Spanish operating instructions on door
- Simplified service access panel
- Low water, high water and overtemp indicator lights
- (2) 5' power cords and plugs included, separate receptacle needed for each unit
- One year parts and labor warranty
- Lifetime Service & Support Guarantee
- UL LISTED Safety Certification (UL 197)
- UL EPH Sanitation Certification (NSF 4)

Optional Features

- Bullet Feet
- Stainless steel, ergo-low support stand available with casters, bullet feet or flanged feet
- Drain pan

Safety, Sanitation & Environmental



- EPA 202 Evaluated / NFPA 96 4.1.1.2 Compliant

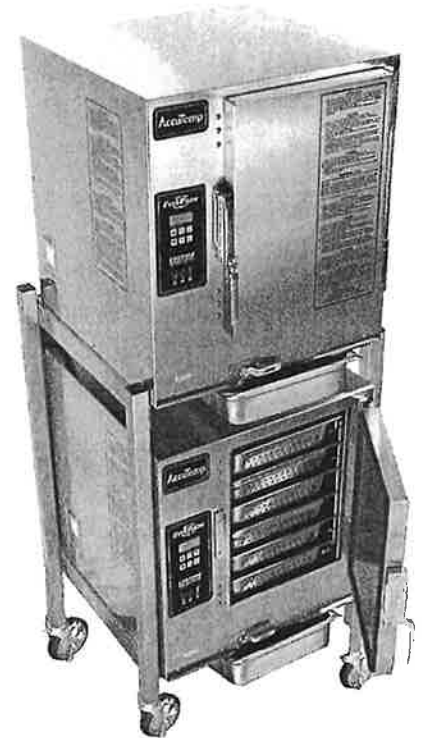


Pan Capacities

Pan Size	Qty.
#200 full size (12x20x2.5")	12
#400 full size (12x20x4")	8

Short Spec

Evolution[™] steamer is AccuTemp Products' connectionless, boilerless steam cooker that utilizes AccuTemp's Patent Pending Steam Vector Technology for faster cook times, improved energy efficiency, better pan to pan uniformity. Steam Vector Technology requires no moving parts inside the cooking chamber. Steam to be produced inside the cooking cavity with no heating element exposed to water. No water or drain line. Unit to include low water, high water, overtemp warning lights and auto shut off feature. Evolution[™] to include heavy duty, field reversible door. Standard digital controls with independent timer. No water quality exclusions to warranty and no water filtration or treatment required. Unit to be UL Safety and Sanitation Certified, and Energy Star qualified. Built in USA.

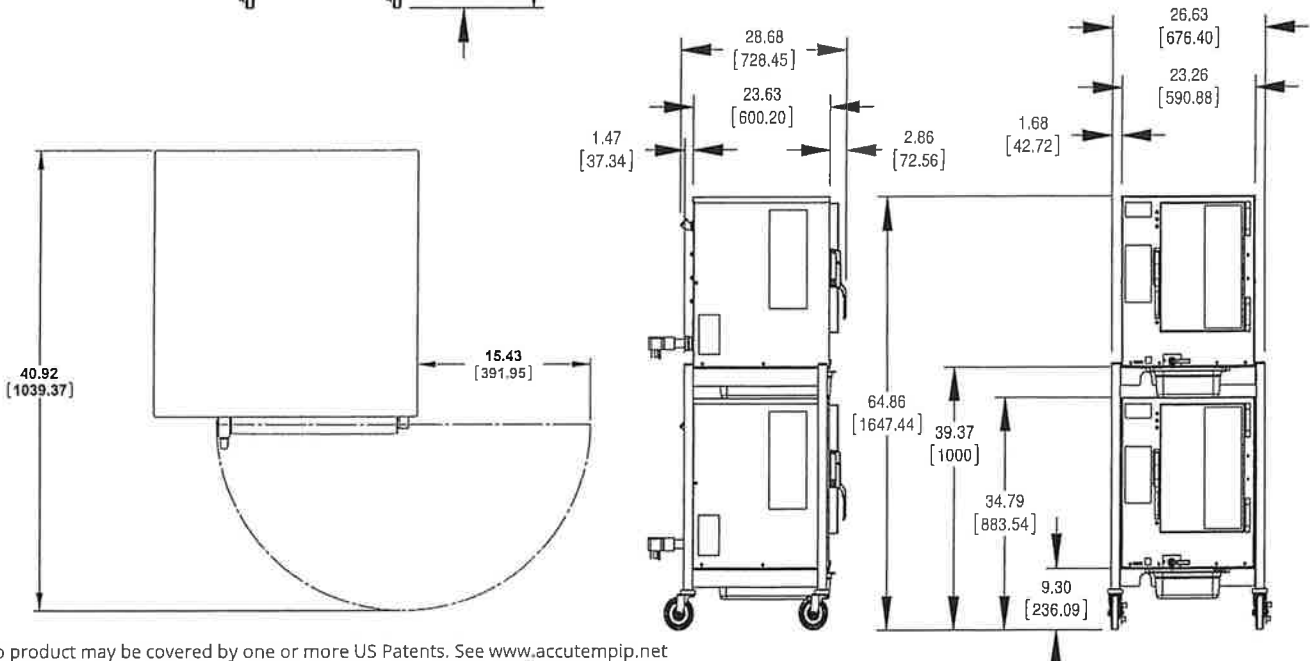
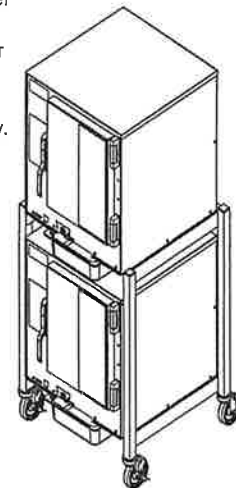
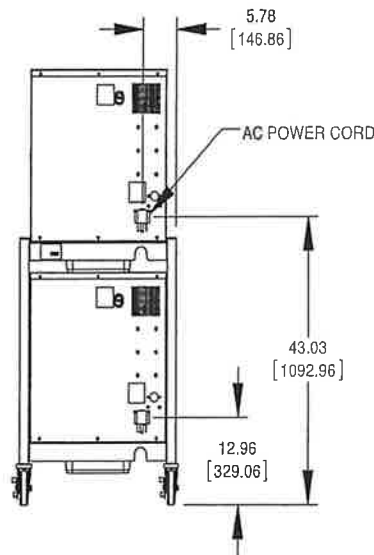


E6 Evolution[™] Models shown with optional drain pan and stand with casters

Steamer Model "D" Specifications per cavity • DBL = TWO CAVITIES												
Model #	E62081D060 DBL	E62083D100 DBL	E62083D150 DBL	E62401D060 DBL	E62403D110 DBL		E62403D130 DBL	E62301D070 DBL	E64005D110 DBL			E64803D140 DBL
Volts AC	208	208	208	240	208	240	240	230	3 80	4 00	41 5	440 480
Phase	1	3	3	1	3		3	1	3			3
Amps	29	28	42	25	22	26	32	32	14	14	15	16 17
Breaker Size	30 amp	30 amp	50 amp	30 amp	30 amp		50 amp	50 amp	20 amp			20 amp
Watts (kW)	6	10	15	6	8	11	13	7	9	10	11	12 14
NEMA Plug	L6-30P	L15-30P	15-50P	L6-30P	L15-30P		15-50P	IEC60309-2 220/250V	IEC 60309-2 220/380- 240/415V			L16-20P

Notes:

1. Allow 3" between fryer, ranges, and other hot surfaces.
2. (2) 5' power cords supplied with single or 3 phase, separate receptacle needed for each unit.
3. For use on individual branch circuits only.
4. Do not connect to a circuit operating at more than 150V to ground.
5. Dimensions outside brackets are inches, in brackets are millimeters.



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AccuTemp Products, Inc.

MM4223-2001

Product Warranty

U.S. Sales Only

K - 12 EVOLUTION STEAMER LIMITED WARRANTY

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AccuTemp provides an active service department, which should be contacted and advised of service issues regardless of warranty period.

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Proper installation is the responsibility of the dealer, owner-user, or installing contractor and is not covered by this warranty. While AccuTemp products are built to comply with applicable standards for manufacturers, including Underwriters Laboratories (UL) and National Sanitation Foundation (NSF), it is the responsibility of the owner and the installer to comply with any applicable local codes that may exist.

AccuTemp makes no other warranties or guarantees, whether expressed or implied, including any warranties of performance, merchantability, or fitness for any particular purpose. AccuTemp's liability on any claim of any kind, including negligence, with respect to the goods and services covered hereunder, shall in no case exceed the price of the goods and services, or parts thereof, which gives rise to the claim. In no event shall AccuTemp be liable for special, incidental, or consequential damages, or damages in the nature of penalties.

This constitutes the entire warranty, which supersedes and excludes all other warranties, whether written, oral, or implied.

IMPORTANT

Improper installation can affect your warranty. Installation is the responsibility of the Dealer, Owner/User or the Installation Contractor. See: Section One - Installation, in the Owner's Manual.

For Service Call (800) 480-0415



Call: (260) 493-0415 • (800) 210-5907



CHEF'S DEAL

RESTAURANT EQUIPMENT



Horizon Trades, Inc.
 (DBA: Chef's Deal Restaurant Equipment Company)
 615-254-5449 info@chefsdeal.com
 www.chefsdeal.com
 DUNS: 148423820 CAGE Code: 711Z4
 UEI: KZUFD8DY5MK5
 Primary NAICS Code + Descriptor
 333241 - Food Product Machinery

CAPABILITY STATEMENT

Chef's Deal is your trusted equipment supplier whose main objective is to provide high-quality products and services. We aim to build long-term client relationships that includes a portfolio of over 200 manufacturers combined with 90 years' industry experience and support. This includes a commitment to provide competitive pricing that allows our clients to save up to 25% on their purchase. Our commitment to excellence awarded Chef's Deal **Top 10 Dealer** and **Highest Growth Percentage** within our buying group. Our success depends on helping you succeed.

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

CORE COMPETENCIES

- Design & Layout Services
- Post-Sale Warranty Support
- Logistical Administration
- Delivery & Set in Place
- Facilitate Installation with 3rd Party Partners

PAST PERFORMANCE

- Mark Twain Behavioral Health - Hannibal, MO
- Auburn Schools - Auburn, IL
- Federal Bureau of Prisons - Coleman, FL
- City of Atlanta (Aviation) - Atlanta, GA
- City of Atlanta (Public Safety Annex) - Atlanta, GA
- Atlanta Fire & Rescue - Atlanta, GA
- Library of Congress - Washington, DC
- WY Medium Correctional Institution - Torrington, WY
- Sheriff-Coroner Dept. - Anaheim, CA
- Dallas Area Rapid Transit (DART)
- Amentum Titan Services - Grapevine, TX
- Bullhead City School District - Bullhead City, AZ
- LeTourneau University - Longview, TX
- Kirkland Police Dept. - Kirkland, WA
- Middle Ridge Elementary Newton County - Covington, GA

INDUSTRIES WE PARTNER WITH

- Food & Beverage
- Medical & Assisted Living
- Hospitality & Entertainment
- Government, State, & Metro
- Education & Non-profit
- Design, Construction, & Installation

NAICS CODES

333241 Food Product Machinery

- 332215 Metal Kitchen Cookware, Utensil, Cutlery, and Flatware
- 333310 Commercial and Service Industry Machinery
Also known as 333318 (2017 code)
- 333415 Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment
- 335210 Small Electrical Appliance
- 335220 Major Household Appliance
- 423740 Refrigeration Equipment and Supplies Merchant
- 423440 Other Commercial Equipment Merchant
- 423620 Household Appliances, Electric Housewares, and Consumer Electronics Merchant
- 423210 Restaurant Furniture Merchant
- 423720 Sink Merchant

PSC CODES

- 3605 Food Products Machinery And Equipment
- 4110 Refrigeration Equipment
- 7310 Food Cooking, Baking, and Serving Equipment
- 7320 Kitchen Equipment and Appliances
- 7330 Kitchen Hand Tools and Utensils
- 7340 Cutlery and Flatware
- 7350 Tableware

CERTIFICATIONS



708 Dickerson Pike Nashville, TN 37207

JOHN COOPER, MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

1/24/2023 | 5:36 PM CST

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

Dear Mr. Adam:

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

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

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

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

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

Cordially,

Judy Cantlon

Judy Cantlon
Office of Minority and Women Business Assistance

*Metro Nashville Supplier Registration ID #418



Certificate Number: 052118-08
Industry: Restaurant Equipment

The Governor's Office of Diversity Business Enterprise



for the State of Tennessee, having determined that

Chefs Deal Inc. DBA Horizon Trades

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

Woman Business Enterprise

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

May 21, 2024

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

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

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number										
or										
Employer identification number										
2	0		-	1	5	8	4	1	3	0

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶ 1/16/2024
------------------	----------------------------	------------------

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
<ul style="list-style-type: none"> Corporation 	Corporation
<ul style="list-style-type: none"> Individual Sole proprietorship, or Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. 	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> LLC treated as a partnership for U.S. federal tax purposes, LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. 	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> Partnership 	Partnership
<ul style="list-style-type: none"> Trust/estate 	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Equipment Purchase and Installation

Dykes Foodservice Solutions

COMPANY: _____

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

COMPANY NAME: _____ **DYKES**
FOODSERVICE SOLUTIONS, Inc.
750 Old Hickory Blvd.
Bldg. #2 Suite 140
Brentwood, TN 37027

PHONE: _____

615-762-3322

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BY: *Carolyn Burton* *Carolyn Burton*
SIGNATURE IN INK PRINTED OR TYPEWRITTEN NAME

TITLE/POSITION: *Sales Consultant*
REPRESENTATIVE

REPRESENTATIVE EMAIL ADDRESS: *cburton@dykesfoodservice.com*

BID IS NOT ACCEPTABLE UNLESS SIGNED BY AUTHORIZED OFFICER.

DO NOT USE PENCIL – CORRECTIONS MUST BE INITIALED.

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

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

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

STATEMENT OF NON-COLLUSION

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

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

DYKES

FOODSERVICE SOLUTIONS, Inc.

750 Old Hickory Blvd.

Bldg. #2 Suite 140

Brentwood, TN 37027

—
C

—
A

Carolyn Burtin

Signature

Sales Consultant

Title

3/18/24

Date

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

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

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

Carolyn Burton

Signature of Bidder's Authorized Representative

Sales Consultant

Title

3/18/24

Date

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

Carolyn Burton

Signature of Bidder's Authorized Representative

LOBBYING CERTIFICATION

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, DISCLOSURE FORM TO REPORT LOBBYING, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

DYKES
FOODSERVICE SOLUTIONS, Inc.
 750 Old Hickory Blvd.
 Bldg. #2 Suite 140
 Brentwood, TN 37027

Electric Steamers

Name,

Award Number or Project Name

Carolyn Burton

Sales consultant

Name/Title of Submitting Official

Carolyn Burton

3/18/24

Signature

Date



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

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended); This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300-180.335, Participants responsibilities. The regulations were amended and published on August 31, 2005 in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME <i>Dykes Food Service</i>	PR AWARD NUMBER OR PROJECT NAME <i>Electric Steamers</i>
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE <i>Carolyn Burton</i>	DATE <i>3/18/24</i>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible Agency or USDA's TARGET Center at (202) 720-2500 (voice and TTY), or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Vendor (offeror) shall execute this Certificate.

THE VENDOR AGREES AS FOLLOWS

1. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
2. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
3. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed
4. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

1. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
2. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
3. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section

111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

4. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

5. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

6. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the vendor.

Cardyn Burton

Signature of Vendor

Sales Consultant

Title

3/18/24

Date



Quote

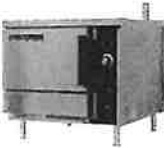
03/18/2024

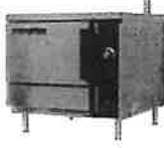
To:
 HICKMAN COUNTY SCHOOLS
 Sharon Burns

Project:
 Hickman County Electric Steamers-
 Crown Brand -3/18/24


From:
 Dykes Foodservice Solutions, Inc.
 Carolyn Burton
 750 Old Hickory Blvd.
 Suite 140
 Brentwood, TN 37027
 1-800-221-0115
 (615)309-8650 22 (Contact)

Job Reference Number: 26565

Item	Qty	Description	Sell	Sell Total
Hickman County HS	2 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP	\$6,815.00	\$13,630.00
		 Crown (Middleby) Model No. EPX-5 EZ Steam Convection Steamer, electric, countertop, boilerless, 24"W, (1) compartment, (5) 12 x 20 pan capacity, manual fill & drain operation, electromechanical controls, removable stainless steel pan supports & steam diffuser plate, indicator lights, 60 minute electric timer, audible alarm, low water indicator light with audible alarm, door interlock switch, positive lock & seal spring release door, includes 16 oz. QuickClean treatment, 316 stainless steel liner, 304 stainless steel exterior, 4" adjustable legs, cCSAus, NSF, ENERGY STAR Dimensions 33.5(h) x 24(w) x 25(d)		
	2 ea	Domestic Shipping, inside of North America		
	2 ea	Standard (1) year limited parts and (1) year labor warranty (reference warranty document for details)		
	2 ea	480v/50/60/3-ph, 18.0 amps, 15.0 kW, direct	\$764.52	\$1,529.04
	1 ea	S-EPXSS-2 Double unit stacking stand, 71" total height, for (2) EPX-5 units	\$1,613.29	\$1,613.29
	2 ea	71616101 QuickClean, 1 lb.	\$47.54	\$95.08
			ITEM TOTAL:	\$16,867.41
Center ville ES	2 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP	\$6,816.73	\$13,633.46

Item	Qty	Description	Sell	Sell Total
		Crown (Middleby) Model No. EPX-5 EZ Steam Convection Steamer, electric, countertop, boilerless, 24"W, (1) compartment, (5) 12 x 20 pan capacity, manual fill & drain operation, electromechanical controls, removable stainless steel pan supports & steam diffuser plate, indicator lights, 60 minute electric timer, audible alarm, low water indicator light with audible alarm, door interlock switch, positive lock & seal spring release door, includes 16 oz. QuickClean treatment, 316 stainless steel liner, 304 stainless steel exterior, 4" adjustable legs, cCSAus, NSF, ENERGY STAR Dimensions 33.5(h) x 24(w) x 25(d)		
	2 ea	Domestic Shipping, inside of North America		
	2 ea	Standard (1) year limited parts and (1) year labor warranty (reference warranty document for details)		
	2 ea	208v/50/60/3-ph, 41.6 amps, 15.0 kW, direct		
	1 ea	S-EPXSS-2 Double unit stacking stand, 71" total height, for (2) EPX-5 units	\$1,613.00	\$1,613.00
	2 ea	71616101 QuickClean, 1 lb.	\$47.54	\$95.08
			ITEM TOTAL:	\$15,341.54

East Hickman an ES	2 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP	\$6,816.73	\$13,633.46
--------------------------	------	--	------------	-------------

		Crown (Middleby) Model No. EPX-5 EZ Steam Convection Steamer, electric, countertop, boilerless, 24"W, (1) compartment, (5) 12 x 20 pan capacity, manual fill & drain operation, electromechanical controls, removable stainless steel pan supports & steam diffuser plate, indicator lights, 60 minute electric timer, audible alarm, low water indicator light with audible alarm, door interlock switch, positive lock & seal spring release door, includes 16 oz. QuickClean treatment, 316 stainless steel liner, 304 stainless steel exterior, 4" adjustable legs, cCSAus, NSF, ENERGY STAR Dimensions 33.5(h) x 24(w) x 25(d)		
	2 ea	Domestic Shipping, inside of North America		
	2 ea	Standard (1) year limited parts and (1) year labor warranty (reference warranty document for details)		
	2 ea	208v/50/60/3-ph, 41.6 amps, 15.0 kW, direct		
	1 ea	S-EPXSS-2 Double unit stacking stand, 71" total height, for (2) EPX-5 units	\$1,613.00	\$1,613.00
	2 ea	71616101 QuickClean, 1 lb.	\$47.54	\$95.08
			ITEM TOTAL:	\$15,341.54

Merchandise	\$47,550.49
Installation	\$450.00
Subtotal	\$48,000.49
Total	\$48,000.49

Steamers quoted delivered, uncrated and set in place by Dykes team. Utility connections by others. Removal of existing by others. Start-up by local authorized service agency. Staff demo by the Hansen Group rep team.

Thank you,
Carolyn Burton
615-762-3322

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$48,000.49



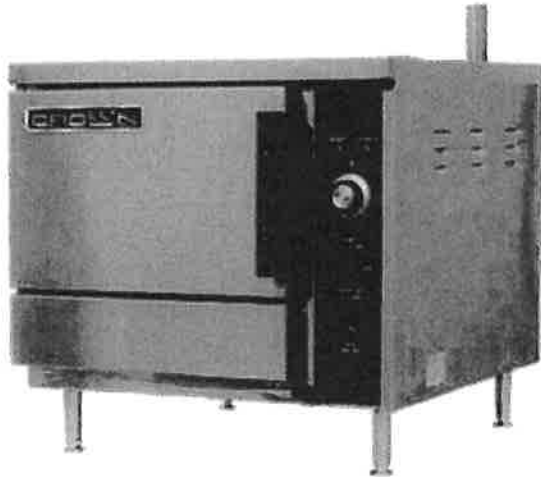
Job: _____ Item#: _____



EPX

ELECTRIC COUNTER STEAMER

Manual Fill, Manual Drain



EPX-3

- EXP-3
- EXP-5

OPERATION SHALL BE BY:

Electrically heated, boiler free steam generation rated at:

- 9.0 kW for Model EPX-3
- 15.0 kW for Model EPX-5

The steam boiler shall be equipped for operation on:

- 208 VAC, 3 Phase, 50/60 Hz *
- 240 VAC, 3 Phase, 50/60 Hz *

*** UNIT SHALL BE FIELD CONVERTIBLE TO SINGLE PHASE AND ALSO CONFIGURABLE TO 2/3 RATING.**

- 6.0 kW for Model EPX-3
- 10.0 kW for Model EPX-5

STANDARD FEATURES:

- Energy Star Compliant
- 304 stainless steel exterior
- 316 stainless steel cooking chamber with coved corners
- Heavy gauge stainless steel door with full perimeter gasket
- Positive lock and seal mechanism with spring release door
- Illuminated cooking/off/constant steam power switch
- Ready indicator light
- Cooking indicator light
- Add water indicator light with audible alarm
- 60 minute electromechanical timer with end of cycle audible alarm
- 4" adjustable legs
- Removable stainless steel pan supports
- Removable steam diffuser plate helps prevent objects from falling into water reservoir
- Selectable timed or constant steam cooking mode
- Electromechanical controls
- 16 oz. QuickClean treatment included

OPTIONS & ACCESSORIES AT ADDITIONAL COST

- | | | |
|--|--|---|
| <input type="checkbox"/> 220 VAC, 3 Phase, 50/60 Hz | <input type="checkbox"/> 380/220 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Double unit stacking stands available (see stacked spec sheet for details) |
| <input type="checkbox"/> 380 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 415/240 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Caster kit for single unit stand |
| <input type="checkbox"/> 415 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> Correctional package | <input type="checkbox"/> Drain hose kit |
| <input type="checkbox"/> 480 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 120 minute timer | |
| <input type="checkbox"/> 600 VAC, 3 phase, 50/60 Hz (EPX-3 only) | <input type="checkbox"/> 28" high single unit stand | |

STANDARD CONSTRUCTION SPECIFICATIONS

Shall be a Crown model EPX-3 (3 pan) or EPX-5 (5 pan) countertop, boiler free convection steamer, c-CSA-us and NSF certified.

Unit shall be connectionless, no plumbing required.

Unit shall be constructed of satin finish 304 stainless steel with a one piece welded 316 stainless steel cooking chamber with coved corners.

The door shall have a removable inner liner of stainless steel with full perimeter gasket seal, an outer liner of one-piece all welded stainless steel, and a positive lock and seal mechanism with spring release.

The steamer shall have removable stainless steel pan supports and steam diffuser plate.

The control housing shall be constructed of stainless steel with a full access removable panel.

The controls shall include an illuminated timed cooking/off/constant steam switch, a ready indicator light, cooking indicator light, 60 minute electric timer with audible alarm that signals the end of the cook cycle and a low water indicator light with audible alarm.

A door interlock switch shall interrupt steam generation when the door is open and shall be reactivated when the door is closed. Provide options and accessories as indicated.

NOTE: DRAIN PAN PROVIDED BY OTHERS.

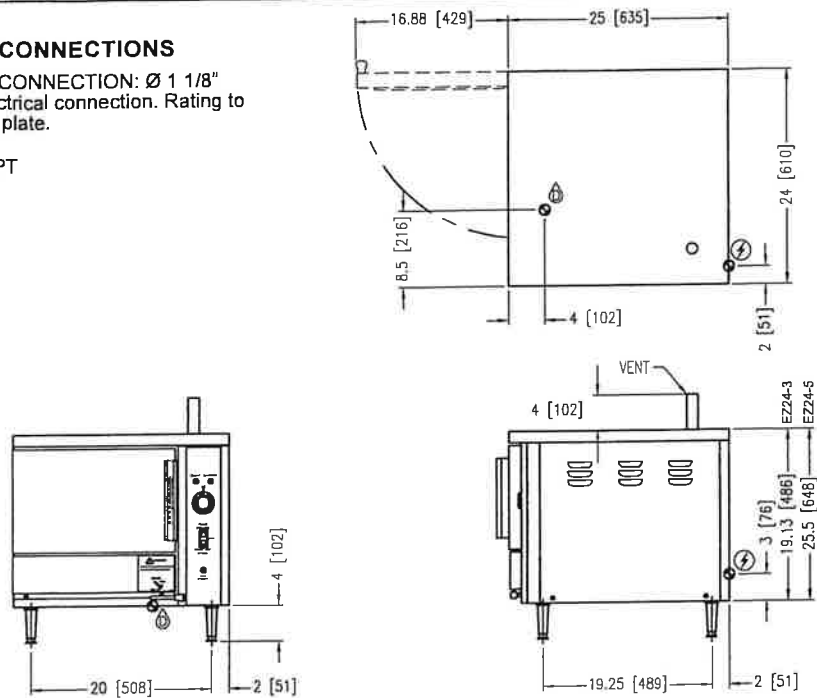


Approval Notes: _____

EPX

SERVICE CONNECTIONS

- ⚡ – ELECTRICAL CONNECTION: Ø 1 1/8" (29 mm) hole for electrical connection. Rating to be specified on data plate.
- Ⓛ – DRAIN: 1/2" NPT



ELECTRICAL CHARACTERISTICS

MODEL	kW	AMPS/PHASE									
		208V		220V		240V		380V	416V	480 V	600V
		1 PH	3 PH	1 PH	3 PH	1 PH	3 PH	3 PH	3 PH	3 PH	3 PH
EPX-3	9	43.3	25.0	40.9	23.6	37.5	21.7	13.7	12.5	10.8	8.7
	6	28.9	N/A	27.3	N/A	25.0	N/A	N/A	N/A	N/A	N/A
EPX-5	15	72.1	41.6	68.2	39.4	62.5	36.0	22.8	20.9	18.0	14.4
	10	48.1	N/A	45.5	N/A	41.7	N/A	N/A	N/A	N/A	N/A

COMPARTMENT PAN CAPACITY, WEIGHT AND CLEARANCE

MODEL	PAN DEPTH	INCHES MM	1	2.5	4	6	SHIPPING WEIGHT	MINIMUM CLEARANCE	
			25	64	102	162			
EPX-3	Total Quantity of Pans		6	3	2	1	161 lbs. [73 kg]	SIDES	0
EPX-5			10	5	3	2	183 lbs. [83 kg]	BACK	3

WATER QUALITY STATEMENT

Water is the essential ingredient in steam equipment, water quality is the major factor affecting the performance of your appliance. Crown Steam Group offers a Comprehensive Water Treatment System which exceeds our minimum water requirements. Proof of installation and proper cartridges replacement is required for warranty coverage. Water supply to Crown Steam Group steamers must be within these guidelines.

Total dissolved solids.....	Less than 60 PPM	Chlorine	Less than 1.5 PPM
Total alkalinity	Less than 20 PPM	pH Factor	6.8 - 7.3
Silica.....	Less than 13 PPM		

Water which does not meet these standards should be treated with the installation of Middleby's Water Treatment System. Call 919-762-1000 if you have questions concerning your water meeting these parameters.

*Failure or malfunction of this appliance due to poor water quality is not covered under warranty.
Reference www.crownsteamgroup.com for complete warranty details and instructions.

DISCLAIMER

Terry System Cartridge Changes / Installation – "2-3 gallons of water MUST be purged at each cartridge change or new installation prior to water supply being fed to the steamer. Failure to do so can result in component damage within the steamer which is not covered under warranty. For additional guidance on proper installation, refer to install documentation provided with each Terry System and Replacement Cartridge Set."

**INTENDED FOR COMMERCIAL USE ONLY.
NOT FOR HOUSEHOLD USE.**





ELECTRIC COUNTER STEAMER

Manual Fill, Manual Drain

- EXP-3
- EXP-5

OPERATION SHALL BE BY:

Electrically heated, boiler free steam generation rated at:

- 9.0 kW for Model EXP-3
- 15.0 kW for Model EXP-5

The steam boiler shall be equipped for operation on:

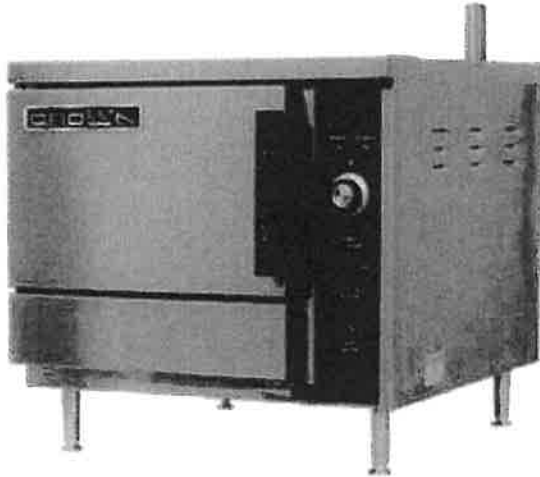
- 208 VAC, 3 Phase, 50/60 Hz *
- 240 VAC, 3 Phase, 50/60 Hz *

*** UNIT SHALL BE FIELD CONVERTIBLE TO SINGLE PHASE AND ALSO CONFIGURABLE TO 2/3 RATING.**

- 6.0 kW for Model EXP-3
- 10.0 kW for Model EXP-5

STANDARD FEATURES:

- Energy Star Compliant
- 304 stainless steel exterior
- 316 stainless steel cooking chamber with coved corners
- Heavy gauge stainless steel door with full perimeter gasket
- Positive lock and seal mechanism with spring release door
- Illuminated cooking/off/constant steam power switch
- Ready indicator light
- Cooking indicator light
- Add water indicator light with audible alarm
- 60 minute electromechanical timer with end of cycle audible alarm
- 4" adjustable legs
- Removable stainless steel pan supports
- Removable steam diffuser plate helps prevent objects from falling into water reservoir
- Selectable timed or constant steam cooking mode
- Electromechanical controls
- 16 oz. QuickClean treatment included



EPX-3

OPTIONS & ACCESSORIES AT ADDITIONAL COST

- | | | |
|--|--|---|
| <input type="checkbox"/> 220 VAC, 3 Phase, 50/60 Hz | <input type="checkbox"/> 380/220 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Double unit stacking stands available (see stacked spec sheet for details) |
| <input type="checkbox"/> 380 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 415/240 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Caster kit for single unit stand |
| <input type="checkbox"/> 415 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> Correctional package | <input type="checkbox"/> Drain hose kit |
| <input type="checkbox"/> 480 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 120 minute timer | |
| <input type="checkbox"/> 600 VAC, 3 phase, 50/60 Hz (EXP-3 only) | <input type="checkbox"/> 28" high single unit stand | |

STANDARD CONSTRUCTION SPECIFICATIONS

Shall be a Crown model EXP-3 (3 pan) or EXP-5 (5 pan) countertop, boiler free convection steamer, c-CSA-us and NSF certified.

Unit shall be connectionless, no plumbing required.

Unit shall be constructed of satin finish 304 stainless steel with a one piece welded 316 stainless steel cooking chamber with coved corners.

The door shall have a removable inner liner of stainless steel with full perimeter gasket seal, an outer liner of one-piece all welded stainless steel, and a positive lock and seal mechanism with spring release.

The steamer shall have removable stainless steel pan supports and steam diffuser plate.

The control housing shall be constructed of stainless steel with a full access removable panel.

The controls shall include an illuminated timed cooking/off/constant steam switch, a ready indicator light, cooking indicator light, 60 minute electric timer with audible alarm that signals the end of the cook cycle and a low water indicator light with audible alarm.

A door interlock switch shall interrupt steam generation when the door is open and shall be reactivated when the door is closed. Provide options and accessories as indicated.

NOTE: DRAIN PAN PROVIDED BY OTHERS.

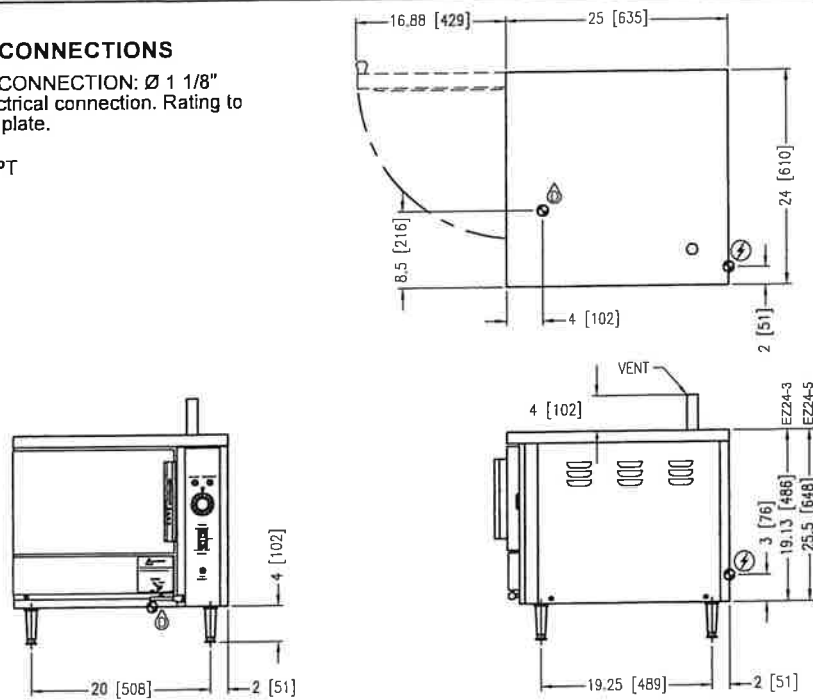


Approval Notes: _____

EPX

SERVICE CONNECTIONS

- ⚡ – ELECTRICAL CONNECTION: Ø 1 1/8" (29 mm) hole for electrical connection. Rating to be specified on data plate.
- Ⓛ – DRAIN: 1/2" NPT



ELECTRICAL CHARACTERISTICS

MODEL	KW	AMPS/PHASE									
		208V		220V		240V		380V	415V	480 V	600V
		1 PH	3 PH	1 PH	3 PH	1 PH	3 PH	3 PH	3 PH	3 PH	3 PH
EPX-3	9	43.3	25.0	40.9	23.6	37.5	21.7	13.7	12.5	10.8	8.7
	6	28.9	N/A	27.3	N/A	25.0	N/A	N/A	N/A	N/A	N/A
EPX-5	15	72.1	41.6	68.2	39.4	62.5	36.0	22.8	20.9	18.0	14.4
	10	48.1	N/A	45.5	N/A	41.7	N/A	N/A	N/A	N/A	N/A

COMPARTMENT PAN CAPACITY, WEIGHT AND CLEARANCE

MODEL	PAN DEPTH	INCHES MM	1	2.5	4	6	SHIPPING WEIGHT	MINIMUM CLEARANCE	
			25	64	102	152		SIDES	BACK
EPX-3	Total Quantity of Pans		6	3	2	1	161 lbs. [73 kg]	SIDES	0
EPX-5			10	5	3	2			

WATER QUALITY STATEMENT

Water is the essential ingredient in steam equipment, water quality is the major factor affecting the performance of your appliance. Crown Steam Group offers a Comprehensive Water Treatment System which exceeds our minimum water requirements. Proof of installation and proper cartridges replacement is required for warranty coverage. Water supply to Crown Steam Group steamers must be within these guidelines.

Total dissolved solids.....	Less than 60 PPM	Chlorine	Less than 1.5 PPM
Total alkalinity	Less than 20 PPM	pH Factor	6.8 - 7.3
Silica.....	Less than 13 PPM		

Water which does not meet these standards should be treated with the installation of Middleby's Water Treatment System. Call 919-762-1000 if you have questions concerning your water meeting these parameters.

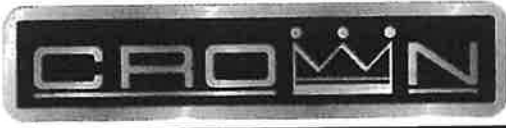
*Failure or malfunction of this appliance due to poor water quality is not covered under warranty.
Reference www.crownsteamgroup.com for complete warranty details and instructions.

DISCLAIMER

Terry System Cartridge Changes / Installation – "2-3 gallons of water MUST be purged at each cartridge change or new installation prior to water supply being fed to the steamer. Failure to do so can result in component damage within the steamer which is not covered under warranty. For additional guidance on proper installation, refer to install documentation provided with each Terry System and Replacement Cartridge Set."

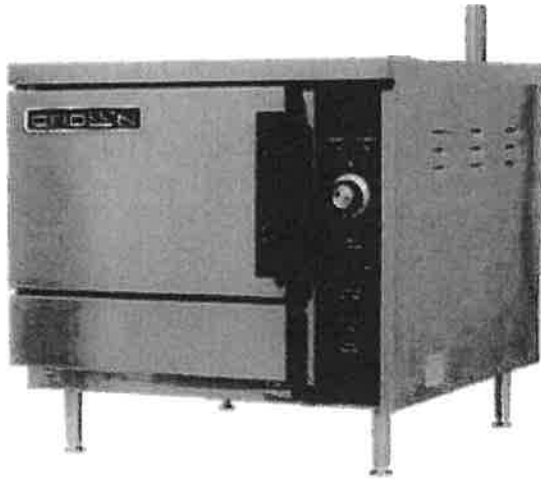
**INTENDED FOR COMMERCIAL USE ONLY.
NOT FOR HOUSEHOLD USE.**





ELECTRIC COUNTER STEAMER

Manual Fill, Manual Drain



EPX-3

- EXP-3
- EXP-5

OPERATION SHALL BE BY:

Electrically heated, boiler free steam generation rated at:

- 9.0 kW for Model EPX-3
- 15.0 kW for Model EPX-5

The steam boiler shall be equipped for operation on:

- 208 VAC, 3 Phase, 50/60 Hz *
- 240 VAC, 3 Phase, 50/60 Hz *

*** UNIT SHALL BE FIELD CONVERTIBLE TO SINGLE PHASE AND ALSO CONFIGURABLE TO 2/3 RATING.**

- 6.0 kW for Model EPX-3
- 10.0 kW for Model EPX-5

STANDARD FEATURES:

- Energy Star Compliant
- 304 stainless steel exterior
- 316 stainless steel cooking chamber with coved corners
- Heavy gauge stainless steel door with full perimeter gasket
- Positive lock and seal mechanism with spring release door
- Illuminated cooking/off/constant steam power switch
- Ready indicator light
- Cooking indicator light
- Add water indicator light with audible alarm
- 60 minute electromechanical timer with end of cycle audible alarm
- 4" adjustable legs
- Removable stainless steel pan supports
- Removable steam diffuser plate helps prevent objects from falling into water reservoir
- Selectable timed or constant steam cooking mode
- Electromechanical controls
- 16 oz. QuickClean treatment included

OPTIONS & ACCESSORIES AT ADDITIONAL COST

- | | | |
|--|--|---|
| <input type="checkbox"/> 220 VAC, 3 Phase, 50/60 Hz | <input type="checkbox"/> 380/220 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Double unit stacking stands available (see stacked spec sheet for details) |
| <input type="checkbox"/> 380 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 415/240 VAC, 3 Phase, 50/60 Hz 4 wire | <input type="checkbox"/> Caster kit for single unit stand |
| <input type="checkbox"/> 415 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> Correctional package | <input type="checkbox"/> Drain hose kit |
| <input type="checkbox"/> 480 VAC, 3 phase, 50/60 Hz | <input type="checkbox"/> 120 minute timer | |
| <input type="checkbox"/> 600 VAC, 3 phase, 50/60 Hz (EPX-3 only) | <input type="checkbox"/> 28" high single unit stand | |

STANDARD CONSTRUCTION SPECIFICATIONS

Shall be a Crown model EPX-3 (3 pan) or EPX-5 (5 pan) countertop, boiler free convection steamer, c-CSA-us and NSF certified.

Unit shall be connectionless, no plumbing required.

Unit shall be constructed of satin finish 304 stainless steel with a one piece welded 316 stainless steel cooking chamber with coved corners.

The door shall have a removable inner liner of stainless steel with full perimeter gasket seal, an outer liner of one-piece all welded stainless steel, and a positive lock and seal mechanism with spring release.

The steamer shall have removable stainless steel pan supports and steam diffuser plate.

The control housing shall be constructed of stainless steel with a full access removable panel.

The controls shall include an illuminated timed cooking/off/constant steam switch, a ready indicator light, cooking indicator light, 60 minute electric timer with audible alarm that signals the end of the cook cycle and a low water indicator light with audible alarm.

A door interlock switch shall interrupt steam generation when the door is open and shall be reactivated when the door is closed. Provide options and accessories as indicated.

NOTE: DRAIN PAN PROVIDED BY OTHERS.

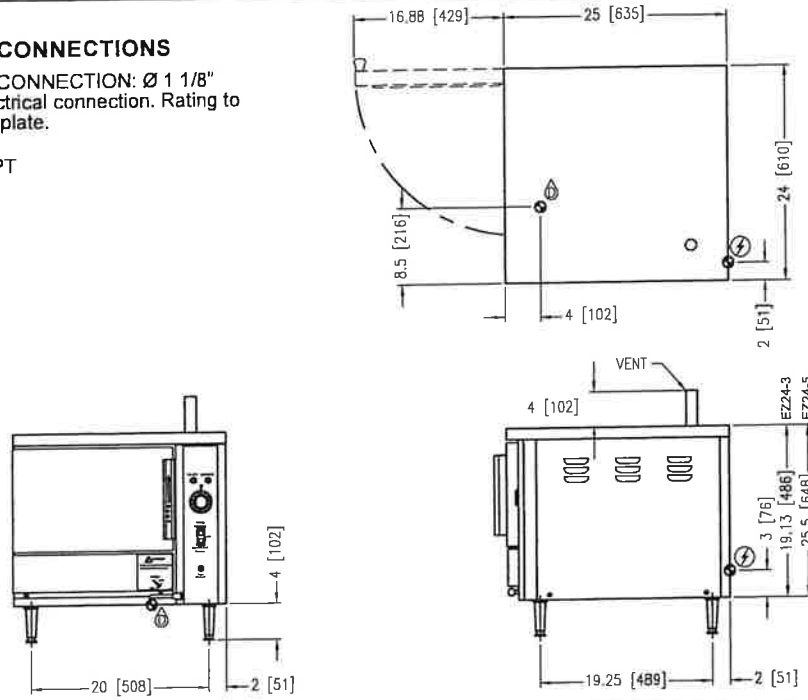


Approval Notes: _____

EPX

SERVICE CONNECTIONS

- ⚡ – ELECTRICAL CONNECTION: Ø 1 1/8" (29 mm) hole for electrical connection. Rating to be specified on data plate.
- Ⓛ – DRAIN: 1/2" NPT



ELECTRICAL CHARACTERISTICS

MODEL	kW	AMPS/PHASE									
		208V		220V		240V		380V	415V	480 V	600V
		1 PH	3 PH	1 PH	3 PH	1 PH	3 PH	3 PH	3 PH	3 PH	3 PH
EPX-3	9	43.3	25.0	40.9	23.6	37.5	21.7	13.7	12.5	10.8	8.7
	6	28.9	N/A	27.3	N/A	25.0	N/A	N/A	N/A	N/A	N/A
EPX-5	15	72.1	41.6	68.2	39.4	62.5	36.0	22.8	20.9	18.0	14.4
	10	48.1	N/A	45.5	N/A	41.7	N/A	N/A	N/A	N/A	N/A

COMPARTMENT PAN CAPACITY, WEIGHT AND CLEARANCE

MODEL	PAN DEPTH	INCHES MM	1	2.5	4	8	SHIPPING WEIGHT	MINIMUM CLEARANCE	
			25	64	102	152		SIDES	BACK
EPX-3	Total Quantity of Pans		6	3	2	1	161 lbs. [73 kg]	SIDES	0
EPX-5			10	5	3	2	183 lbs. [83 kg]	BACK	3

WATER QUALITY STATEMENT

Water is the essential ingredient in steam equipment, water quality is the major factor affecting the performance of your appliance. Crown Steam Group offers a Comprehensive Water Treatment System which exceeds our minimum water requirements. Proof of installation and proper cartridges replacement is required for warranty coverage. Water supply to Crown Steam Group steamers must be within these guidelines.

Total dissolved solids.....	Less than 60 PPM	Chlorine	Less than 1.5 PPM
Total alkalinity	Less than 20 PPM	pH Factor	6.8 - 7.3
Silica.....	Less than 13 PPM		

Water which does not meet these standards should be treated with the installation of Middleby's Water Treatment System. Call 919-762-1000 if you have questions concerning your water meeting these parameters.

*Failure or malfunction of this appliance due to poor water quality is not covered under warranty.
Reference www.crownsteamgroup.com for complete warranty details and instructions.

DISCLAIMER

Terry System Cartridge Changes / Installation – "2-3 gallons of water MUST be purged at each cartridge change or new installation prior to water supply being fed to the steamer. Failure to do so can result in component damage within the steamer which is not covered under warranty. For additional guidance on proper installation, refer to install documentation provided with each Terry System and Replacement Cartridge Set."

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NOT FOR HOUSEHOLD USE.**



Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 3/18/24 Name: Carolyn Burton

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

I have no conflict of interest to report.

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

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

Date: 3/18/24 Signature: Carolyn Burton

INVITATION TO BID

The Hickman County Board of Education will receive bids on the following:

Three (3) Electric Boilerless Convection Steamers.

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

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

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

Sealed bids will be opened at 10:00am on Tuesday, March 19, 2024 at the Hickman County Finance Office, 114 North Central Avenue, Suite 203 Centerville, TN 37033.

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

This institution is an equal opportunity provider.

GENERAL BID SPECIFICATIONS

1. **All required forms must be submitted with bid.**
2. The Hickman County board of Education reserves the right to accept or reject any and/or all quotes if it is deemed to be in the best interest of the county.
3. There must be at least a one-year warranty that includes parts, travel, and labor.
4. No employee, officer or agent of the Hickman County School Nutrition Program shall participate in selection or in the award or administration of a contract by program funds if a conflict of interest, real or apparent, should be involved.
5. The School Nutrition Program must be notified 24 hours prior to delivery with delivery between the hours of 8:00 a.m. to 2:00 p.m.
6. **Each bid must be enclosed in a sealed envelope marked "Electric Convection Steamer Bid for Hickman County Food Service."**
7. **Price includes:** Delivery, Uncrate and set in place. Remove and dispose of all cartons and debris.
8. **Remanufactured Equipment:** Hickman County Food Service will not accept remanufactured or refurbished equipment for this bid.
9. **Bidders Responsibility:** It is the bidder's responsibility to comply with all local state and federal laws, regulations, codes, licensing and other requirements regarding the specifications of this bid.
10. **Perform start-up of all installed equipment to check for perfect working order.**
11. **Hickman County will award this bid on a bottom-line basis.** The Hickman County School Nutrition Program will be responsible for payment of all purchases and services rendered.
12. **Termination for Cause:** If the Vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Vendor violates any terms of this contract, Hickman County Schools shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
13. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding agent.
14. **Termination for Convenience:** This agreement can be terminated by either party with a thirty (30) day written notice.

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

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

16. Terms and Conditions of Payment:

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

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

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

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

18. Breach: A party shall be deemed to have breached the contract if any of the following occurs.

1. Failure to provide products or services that conform to contract requirements; or
2. Failure to maintain/submit any documents required hereunder; or
3. Failure to perform in full or in part any of the other conditions of the contract; or
4. Violation of any warranty

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

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

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

22. Sealed bids will be opened at 10:00 am, TUESDAY, MARCH 19, 2024, at the Hickman County Finance Office.

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

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

This institution is an equal opportunity provider.

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 3-15-24 Name: Keith Murray/COO

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

I have no conflict of interest to report.

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

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

Date: 3-15-24 Signature: Keith Murray

Hickman County Schools
Food Service
115 Murphree Avenue
Centerville, TN 37033

EQUIPMENT SPECIFICATIONS

Total of (3) Electric Convection Steamer Boilerless steamers, 1 each for:
Centerville Elementary School, East Hickman Elementary School, Hickman County
High School. Electric, Boilerless Specification for Hickman County Food Service.

(1) Sterling Manufacturing Model No. SP480-12-3-MF 12-PAN or Equal.

(2) Sterling Manufacturing Model No. SP208-14-3-MF 12-PAN or Equal.

Convection Steamer, Electric, Boilerless, 1-compartment, (2) stacked on a double
stack support stand.

(12) 12"x20" x 2-1/2 pan capacity

Manual Fill

60-minute timer

Continuous cooking and hold mode with adjustable thermostat.

304 stainless steel interior and exterior

4" adjustable legs, bullet feet

(2) Electric Boilerless Steamers. Model: SP208-14-3-MF: OR Equal. Centerville
Elementary School and East Hickman Elementary School: 14.4 kW, 208v/60/3ph,
39.97 amps, NEMA 15-50P, cULus, NSF, ENERGY STAR

(1) Electric Boilerless Steamer: Model: SP480-12-3 MF: OR Equal. Hickman County
High School: 12 kW, 480v/60/3ph, cULas, NSF ENERGY STAR

This institution is an equal opportunity provider.



MobileFixture
THE KITCHEN & RESTAURANT STORE
SINCE 1927

Quote

03/15/2024

Project:
Hickman County BOE 3-19-24
Steamers

From:
Mobile Fixture & Equip. Co, Inc
Wendy Miller
1155 Montlimar Dr
Mobile, AL 36609
251-342-0455

Please refer to the end of this document for information regarding Mobile Fixture's Standard Terms & Conditions. If you would like a copy of those, please visit our website at <https://mobilefixture.com/pages/terms-conditions> or contact your Mobile Fixture representative.

Prices indicated by Mobile Fixture are based upon the prices in effect as of the date of this document. Due to unprecedented pricing, transportation, and lead time volatilities, Mobile Fixture will not be responsible for unscheduled manufacturer price increases, surcharges, free freight level deviations, or extended lead times causing potential delays or increased costs to the project. Unless otherwise agreed to in a writing, signed, and delivered by Mobile Fixture's authorized representative, prices quoted by Mobile Fixture are subject to change without notice at any time, including (without limitation) between the date of Buyer's order and the date of shipment. Buyer shall be liable for the prices in effect on the date of shipment. In the event of a change in the quoted price prior to the date of shipment, Mobile Fixture will notify Buyer of the price change prior to shipment.

Minimum 25% restocking fee on all special-order returns plus any applicable return freight. NOTE: Some special-order items are NON-RETURNABLE.

Item	Qty	Description
1	1 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Sterling Manufacturing Model No. SP480-12-3 MF DBL Convection Steamer, electric, boilerless, 1-compartment, (2) stacked on a doublestack support stand, (12) 12" x 20" x 2-1/2" pan capacity, manual fill, 60 minute timer, continuous cooking & hold mode with adjustable thermostat, 304 stainless steel interior & exterior, 4" adjustable legs, bullet feet, 12 KW, 480v/60/3-ph, cULus, NSF, ENERGY STAR®
2	1 ea	1 year parts and labor warranty, standard
2	2 ea	STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Sterling Manufacturing Model No. SP208-14-3-MF DBL Convection Steamer, electric, boilerless, 1-compartment, (2) stacked on a doublestack support stand, (12) 12" x 20" x 2-1/2" pan capacity, manual fill, 60 minute timer, continuous cooking & hold mode with adjustable thermostat, 304 stainless steel interior & exterior, 4" adjustable legs, bullet feet, 14.4 KW, 208v/60/3-ph, 39.97 amps, NEMA

Item	Qty	Description	Total
		15-50P, cULus, NSF, ENERGY STAR®	
	2 ea	1 year parts and labor warranty, standard	\$54,975.00

This Document shall be subject to Mobile Fixture & Equipment Co., Inc. Terms of Sale <https://mobilefixture.com/pages/terms-conditions> which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Document or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.




Acceptance: _____ Date: _____
 Printed Name: _____
 Project Grand Total: \$54,975.00

Date of Submittal: February 6, 2024

Proposal For Three (3) Electric Boilerless Convection Steamers

To,
 Hickman County Schools
 Food Service
 115 Murphree Avenue
 Centerville, TN 37033

Below you will find our quote for Supply and Delivery only.

S#	Description	Quantity	Unit Price	Total Price
1	<p>STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Groen Model No. XS-208-10-3 Intek® Convection Steamer, boilerless, connectionless, electric, countertop, (6) 12" x 20" x 2-1/2" pan capacity, external heating element, 60 minute timer, fan in cooking chamber, no water or drain line required, 3 gallon reservoir, stainless steel interior & exterior, 208v/60/3, 22.0 amps, 10kW, NEMA L15-30P, cUL, UL, NSF, Made in USA, ENERGY STAR® (K-12 School purchases only) Two year parts and labor warranty Right hand door hinge, standard Weight: 524 lbs total</p> 	2 ea	\$14,690.83	\$29,381.66
2	<p>STEAMER, CONVECTION, BOILERLESS, COUNTERTOP Groen Model No. XS-480-12-3 Intek® Convection Steamer, boilerless, connectionless, electric, countertop, (6) 12" x 20" x 2-1/2" pan capacity, external heating element, 60 minute timer, fan in cooking chamber, no water or drain line required, 3 gallon reservoir, stainless steel interior & exterior, 480v/60/3, 14.6 amps, 12.0kW, NEMA L16-20P, cUL, UL, NSF, Made in USA, ENERGY STAR® (K-12 School purchases only) Two year parts and labor warranty Right hand door hinge, standard. Weight: 262lbs total</p> 	1 ea	\$15,865.48	\$15,865.48
	 Hussain Ezy, President	Total		\$45,247.14



+877-817-2841
sales@tazasupplies.com 16940
Vincennes AvenueSouth Holland, IL
60473

Date of Submittal: February 6, 2024

Notes;

- Lead time 8 – 14 Weeks or Sooner A.R.O.
- Quotes are valid for 30 days.
- Quote are only for the furnish and delivery.
- Cost if for only delivery. Inside Delivery/Unpacking/installation is **not included**.

"We trust this information meets with your approval. Please contact us anytime if you have any questions or if we may be of further assistance."

**Thanks & Regards,
DANYAL AHMED**

Taza Supplies, Inc.
Phone: (630) 473-9004
Cell: (630) 219-020
Fax: (866-552-8262)
danyal@tazasupplies.com
www.tazasupplies.com

Hickman County Board of Education
Budget Amendment No. 29
Federal Programs (Fund 142)
April 8, 2024

Account	Description	Debit	Credit	Justification
72130 - 435 - - 964	Office Supplies	\$ 7,000.00		To bring Project Aware into agreement with ePlan
72130 - 399 - - 964	Other Contracted Services		\$ 7,000.00	
TOTALS		<u>\$ 7,000.00</u>	<u>\$ 7,000.00</u>	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education
Budget Amendment No. 30
Federal Programs (Fund 142)
April 8, 2024

Account	Description	Debit	Credit	Justification
47141 - - - 170	Revenue	\$75,000.00		ATSI 23 Grant in ePlan
72210 - 189 - - 170	Other Salaries & Wages		51,436.00	
72210 - 201 - - 170	Social Security		3,935.00	
72210 - 204 - - 170	State Retirement		4,629.00	
72210 - 524 - - 170	In-Service		7,500.00	
72250 - 790 - - 170	Other Equipment		4,000.00	
72410 - 499 - - 170	Other Supplies		3,500.00	
TOTALS		<u>\$75,000.00</u>	<u>\$75,000.00</u>	

Approved:

Attest:

Ronald Gammons

John Mullins

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.¹
- 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.² 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

Legal References

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

Cross References

Use of the Internet 4.406

Hickman County Board of Education

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

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

4 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

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

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

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

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

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

7 The principal shall be responsible for ensuring that:⁶

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

18 **TRUANCY**

19 *General*

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

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

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

35 *Progressive Truancy Intervention Plan*⁸

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

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**⁹

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**¹⁰

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.¹¹ 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 REVOCATION²

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 HEARING¹²

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.

 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)

 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: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: draft
		Rescinds: 2.403	Issued: 02/07/22

2 The Director of Schools shall prepare a list of unusable items for board approval.¹ 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.**²

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).³

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.⁴

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 DOLLARS⁵**

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.

Hickman County Board of Education

	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 02/07/22
		Rescinds: 2.700	Issued: 11/04/19

1 *Central Office*

2 The director of schools shall maintain a system of accounting, arranged according to the regulations
3 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
4 receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
7 funds, such as athletic ticket money, school lunch funds and school class funds. The Board shall hold
8 each principal responsible for the management of all internal accounts under his/ her jurisdiction in
9 accordance with the Tennessee Internal School Uniform Accounting Policy Manual.²

Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(d)

Cross References

Petty Cash Accounts 2.801
Student Activity Funds Management 2.900

Hickman County Board of Education

	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 02/07/22
		Rescinds: 2.701	Issued: 11/04/19

FINANCIAL REPORTS

Central Office

The Executive Committee shall submit to the Board at each regular Board meeting a report of all business transacted since the last regular meeting.¹

A report indicating all receipts and expenditures will be given quarterly to the County Commission.² Each report will show the amount of the annual appropriation, the amount expended by account to date, the amount encumbered and the free balance in each account.

The director of schools shall submit monthly financial reports to the Board and to state and federal agencies as required.

Individual Schools

Each principal shall submit to the director of schools at the end of each calendar month on a prescribed form the receipts, expenditures and cash balance of all accounts under his jurisdiction.³ These reports shall be made available to the Board at its request.

FINANCIAL RECORDS

General

The director of schools shall maintain all financial records as required by regulation and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records.⁴

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 3-4
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-26

Cross References

- School District Records 1.407
Food Service Management 3.500

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Inventories</h2>	Descriptor Code: 2.702	Issued Date: 02/07/22
		Rescinds: 2.702	Issued: 11/04/19

1 *General*

2 The director of schools shall establish an accurate inventory procedure for all school real and personal
 3 (e.g., material and equipment) property, and this system shall be implemented at each school facility.
 4 Equipment is defined as all items with a unit cost of \$5,000.00 or more and a minimum useful life
 5 expectancy of three years (including freight and installation charges)*. Minor sensitive equipment is
 6 defined as having a value of \$100.00 to \$5,000.00 (technology equipment and related support
 7 equipment). Administrative personnel shall ensure that a physical count of all such property is taken at
 8 the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for
 9 accounting purposes.¹

10 Each school shall maintain a complete inventory with a duplicate maintained in the central office.

11 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS²**

12 The director shall establish procedures for administrators to follow which meet all federal
 13 accountability guidelines, including guidelines for the purchasing, inventorying, security and
 14 disposition of all equipment purchased with federal funds.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25
2. 2 CFR § 200.311.315

Cross References

- Surplus Property Sales 2.403
 Security 3.205
 Equipment & Supplies Management 3.300

* As defined by Tennessee Department of General Services

Hickman County Board of Education

	Descriptor Term: Audits	Descriptor Code: 2.703	Issued Date: 02/07/22
		Rescinds: 2.703	Issued: 11/04/19

1 *General*

2 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
3 be made by a certified public accountant following the end of each fiscal year.¹

4 The director of schools shall furnish or make copies of the audit available to the proper authorities as
5 prescribed by law.²

6 When an administrative change occurs during the fiscal year and the position is responsible for the
7 expenditure of funds, a special audit of accounts involved shall be conducted. The special audit shall
8 be as extensive as the Board may determine.

9 **AUDIT FINDINGS³**

10 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall
11 include the following:

- 12 1. Name(s) of the individual responsible for implementing the plan;
13 2. The correct action taken or planned; and
14 3. Anticipated completion date.

15 The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

1. TCA 49-2-112; TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. TCA 9-3-407

Cross References

- Fundraising Activities 2.601
Student Activity Funds Management 2.900

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Business Management Goals</h2>	Descriptor Code: <h3 style="text-align: center;">3.100</h3>	Issued Date: <h3 style="text-align: center;">03/07/22</h3>
		Rescinds: <h3 style="text-align: center;">3.100</h3>	Issued: <h3 style="text-align: center;">12/02/19</h3>

- 1 The Board establishes these general goals for the conduct of its management program:
- 2 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
3 comfortable, and clean environment for instruction and administration;
4
 - 5 2. To provide a building maintenance program which protects the taxpayer's investment in facilities
6 and ensures their continued use;
7
 - 8 3. To provide sufficient supplies and equipment for effective teaching and learning;
9
 - 10 4. To provide a student transportation system which meets state requirements;
11
 - 12 5. To design and implement a program of food services which emphasizes nutritional needs of
13 children as the basis of growth and development of bodies and minds;
14
 - 15 6. To collect and maintain data pertinent to educational planning; and
 - 16
 - 17 7. To provide a sound program of insurance protection for system employees, students, and
18 property.

Cross References

School District Goals 1.700

Hickman County Board of Education

Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200	Issued Date: 03/07/22
	Rescinds: 3.200	Issued: 12/02/19

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as
2 comfortable and convenient as the facilities will permit or the use requires.

3 The director of schools will develop and implement a continuing program of maintenance of all
4 district-owned buildings and grounds which shall provide for the following:

- 5 1. Adequate custodial programs for all schools;
- 6
- 7 2. Improvement and maintenance of school buildings and grounds;
- 8
- 9 3. Repairs, including repairs of equipment, and painting; and
- 10
- 11 4. Determination of obsolete equipment.

The following are responsibilities of building principals:

- 13 1. To oversee the operation of the school plant and require that personnel assigned to the building
14 keep it in a clean, healthful, and pleasant condition;
- 15
- 16 2. To make continuing checks for hazardous conditions, including safety and operation of
17 equipment, and prevention of hazardous situations caused by carelessness; and
- 18
- 19 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

Emergency Preparedness Plan
(Emergency Operations Plan)
(EOP)

A district and school level emergency operations plan (EOP) has been developed in coordination with local emergency response agencies and other appropriate stakeholders, including the following: police and fire departments, EMS, local medical facilities, administrators, staff, parents and students, school nurse(s), school resource officer(s), mental health agencies, school transportation personnel and other appropriate community representatives.

All district and school EOP's include the following elements: first responder team, postvention - team, parent notification plan, plan for relocating and releasing students, designated primary and alternate evacuation routes, planning for school-sponsored events, field trips, bus emergencies and on-site and off-site command posts.

District and school EOP's integrate a multi-hazard approach to planning and annually assesses the following hazards: classrooms, community, structural and non-structural. When present, the SRO (School Resource Officer) conducts and/or assists in these assessments.

The EOP has identified district and school safety teams with roles and responsibilities aimed at preventing, responding to and recovering from emergencies. Members included but are not limited to the following individuals: director of schools, administrators, staff, parents, school bus personnel and local emergency response agencies.

The EOP designates district and school-level coordinators. The names of these individuals have been communicated to local emergency response agencies, administrators, staff and students, and other appropriate individuals.

The district EOP has outlined a media response/communication plan.

All components of the district and school EOP are reviewed and revised annually based on deficiencies identified through drills, exercises, and actual implementation. Any new potential hazards, safety issues, and/or threats (based on yearly assessments) are accounted for in the EOP. Revisions to the EOP are made in coordination with all appropriate stakeholders and delivered to local emergency response agencies ensuring that a current plan resides with these agencies at all times.

Hickman County Board of Education

	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 03/07/22
		Rescinds: 3.201	Issued: 12/02/19

- 1 Within board policy, the principal shall develop procedures for keeping school facilities safe and free
2 from hazards.¹
- 3 All staff members shall report current and potential hazards to their immediate supervisors.
- 4 Each principal is responsible for seeing that the practice of safety is a part of the instructional program
5 of the school and that it is appropriately geared to students at different grade levels.
- 6 The program shall include:¹
- 7 1. Fire prevention
 - 8 2. Accident prevention
 - 9 3. Warning systems
 - 10 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
 - 11 5. Emergency closings
 - 12 6. Traffic safety
 - 13 7. Traffic and parking controls
 - 14 8. Safety inspections
 - 15 9. First aid
 - 16 10. A disaster preparedness plan for a nuclear or other major emergency.
- 17 Only students assigned to the school, the staff of the school, parents of students, and other persons with
18 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of
19 the schools during the hours of student instruction. All staff members shall report all persons
20 appearing to be improperly on school premises to the principal.²
- 21 The principal shall secure assistance from law enforcement officials when he deems it necessary in
22 order to maintain order or security during the school day or during extracurricular activities at school.
- 23 In addition, the director of schools or designee shall provide the local law enforcement agency with all
24 safety and security plans.³

Legal References

1. TCA 49-6-805(7)
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c); TCA 49-6-805

Cross References

Visitors to the School 1.501
Emergency Preparedness Plan 3.202
Care of School Property 6.311

It is not permissible for animals to be brought to school by students and/or employees. Some students and/or employees have a fear of animals, some have severe allergies, and animals, by nature, are unpredictable in their behavior and could cause a liability concern for our schools.

This procedure does not apply to trained service and or therapy dogs. In that case, the principal of the building should be contacted and the owner should have paperwork that will be presented to the principal of the building at the time of the request.

Hickman County Board of Education			
	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/07/23
		Rescinds: 3.202	Issued: 08/01/22

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
 2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
 3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
 4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
 6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with
 7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
 8 students and parents.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
 11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
 12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
 13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
 15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
 16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
 17 each school's office.³

18 **ANNUAL DRILLS⁴**

19 The principal shall ensure that the school safety team conducts each of the following type of drills
 20 annually:

- 21 1. An armed intruder drill in coordination with local law enforcement;
- 22 2. An incident command drill; and
- 23 24 3. An emergency safety bus drill.

26 **ARMED INTRUDER DRILLS**

27 The director of schools or his/her designee shall ensure that each school safety team conducts at least
 28 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

29 **AED DRILLS⁵**

1 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be
2 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill
3 occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
7 shall give all school personnel instructions on how to properly use fire extinguishers.

8 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

9 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
10 and consult with the local and state health departments and other local emergency or healthcare
11 providers in protecting students and the community from further infection. The director of schools
12 shall develop procedures for health emergencies in accordance with state law and regulations.

13 **REMOTE LEARNING DRILLS⁷**

14 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
15 reflect how students will transition to remote learning in the event of a disruption to school operations.
16 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Schools

Automated External Defibrillator Policy and Procedure

Purpose: To provide guidelines for oversight and use in the Hickman County School System with regard to the implementation of rapid life support in situations where Sudden Cardiac Arrest (SCA) has occurred.

Training Requirements:

..Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Policy:

1. An Automated External Defibrillator (AED) will be maintained on the premises of:

East Hickman Middle School 9414 East Eagle Dr Lyles, TN 37098 Hallway by office, Gym, Football Concession	East Hickman High School 7700 Highway 7 Lyles, TN 37098 Hallway by gym and cafeteria Hallway by office, CTE wing, Football Fieldhouse, Baseball Concession Stand
Hickman County Middle School 1639 Bulldog Blvd Centerville, TN 37033 Hallway by office	Hickman County High School 1645 Bulldog Blvd Centerville, TN 37033 Hallway by gym and concessions Hallway by office
Centerville Elementary School 104 Mary Field Dr Centerville, TN 37033 Outside of Office	East Hickman Elementary School 5191 Hwy. 100 Lyles, TN 37098 Outside of office
Centerville Intermediate School 110 Mary Field Avenue Centerville, TN 37033 Outside of Office	East Hickman Intermediate School 5198 East Eagle Dr Lyles, TN 37098
Hickman County High- Building B 1645 Bulldog Blvd. Centerville, TN 37033 Hallway	

2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. If trained individuals are not on school grounds during an emergency, a member of the general public who is present may use the AED.
3. Program Coordinator will be the Coordinated School Health director.
4. Program Coordinator responsibilities may include, but are not limited to:
 - Planning/training staff for emergency situations
 - Coordinating CPR/AED training
5. School nurses responsibilities may include, but are not limited to:

- Maintenance of the AED and equipment
 - Maintaining records of emergency events, and reporting AED use to Coordinated School Health
6. Medical directorship information:
Dr. Zach M. Hutchens
DEA BHO223797
Medical license MD020420
 7. EMS:
Allen Livengood
550 Highway 100
Centerville, TN 37033

Hickman County Schools

AED Protocol for Use

The witness of first person to the scene will :

1. Call for help, call 911. Verify the scene is safe using universal precautions.
2. Assess the victim to verify that the victim is unconscious, not breathing, has no pulse, and that the AED is necessary.
3. Send someone to retrieve the AED.
4. Start CPR.
5. Do NOT use an AED if the victim is in water or wet as water acts as a conductor of electricity. Use a towel to dry the victim and /or move the victim to a safer area.
6. When the AED arrives, open it and turn it on.
7. Remove the victim's clothing from the chest and remove all metal including belts, necklaces, underwire bras, etc.
8. Observe the victim's chest for bulges which may indicate a pacemaker or internal defibrillator. Do not place electropads over bulges. Instead, place the electropad as close to the recommended site as possible.
9. Apply the electrode patches to the upper right chest and lower left chest in accordance with the pictures on the AED.
10. Follow the voice prompts to analyze heart rhythm.
11. Do NOT use alcohol to wipe a chest, as alcohol is flammable.
12. Make sure everyone is clear from the patient and press the shock button when prompted. The AED will reanalyze the patient and advise another shock if appropriate. There is no limit to the number of shocks that can be given, if advised by the AED.
13. Resume CPR as directed by the AED.
14. Send someone to meet EMS and bring them to the scene.
15. Continue to follow voice prompts and continue CPR until EMS arrives.
16. When EMS arrives, be prepared to give them the following information:
 - Patient's name
 - Known medical information
 - Timeline of the event
 - Any care given by the responders
 - Any other pertinent information
17. Following the event, the school nurse or Coordinated School Health director will deliver the AED incident report form to the medical provider, clean the AED, and replace any used supplies.

Hickman County Schools AED Report Form

Site: _____

Location/Address of Incident: _____

Date of Event: _____ Time of Event: _____

Patient's Name: _____

Patient's Address: _____

Patient's Age: _____ Gender: Male Female

Witnesses Names: _____

Name of on-site responder (s):

1. _____ CPR/AED Trained: Yes No

Responder's signature: _____

2. _____ CPR/AED Trained: Yes No

Responder's signature: _____

3. _____ CPR/AED Trained: Yes No

Responder's signature: _____

Was CPR given before the AED arrived? Yes No If Yes, how long? _____

Were shocks advised/given? Yes No If Yes, how many? _____

Were any problems/adverse effects encountered on the scene?

Was CPR continued after AED? _____ Yes _____ No

Condition upon arrival of EMS and outcome (if known): _____

Name of provider completing this report: _____

Signature: _____ Date: _____

**COPY OF REPORT SHOULD BE SUBMITTED TO COORDINATED SCHOOL HEALTH
DIRECTOR, EMS DIRECTOR, AND MEDICAL DIRECTOR**

AED MONTHLY CHECKLIST

School: _____

School Year: _____

AED Location: _____

Month-Add date checked	Is the unit clean and undamaged?	Are pads connected and in date?	Turn the unit on and off and verify green check.	Check for adequate supplies.	Signature and title of person Performing check
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

Hickman County Board of Education

	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 03/07/22
		Rescinds: 3.203	Issued: 12/02/19

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and
2 death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint a
3 Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event
4 of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff
5 members designated by the principal.
- 6 The principal of each building shall be responsible for the development of emergency procedures which shall be
7 distributed to building employees, parents, and members of the Crisis Team. Training for all school employees
8 in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning
9 of school.
- 10 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he
11 determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire,
12 ambulance, etc.).
- 13 All media attention shall be directed to the director of schools' office.

Cross References

News Releases, News Conferences, and Interviews 1.503

Hickman County Board of Education

Descriptor Term: Risk Management and Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 03/07/22
	Rescinds: 3.204	Issued: 05/04/19

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

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

9 *General*¹

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

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

16 **TEAM MEETINGS**

17 All threat assessment team meetings shall be closed to the public.²

18 **RECORDKEEPING**³

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

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

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

Legal References

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

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Risk Management

Risk Management is being committed to providing Hickman County Schools students, employees, and the community with an environment that is safe, healthy, and comfortable. The primary purpose is to assure so far as possible that all Hickman County School sites are free from recognized hazards.

Back Injury Prevention

Use proper lifting techniques:

- Squat close to the object
- Bend your knees
- Hold object close to the body
- Keep back straight
- Lift with your legs, not your back

Before lifting an objects, ask for help if it is needed. Use

carts and dollies to move objects.

Do not overload boxes and trash cans (if you cannot lift it, someone else does not need to lift it.) New

Employees

Employees new to the district will have safety orientation before they begin work: Discuss safety policies and procedures with the new employee.
Review accident reporting procedures and stress prompt reporting.
Demonstrate safe handling of any hazardous materials. Demonstrate lockout/tagout procedures on equipment the new employee will use.
Review personal protective equipment and its proper use.
Impress upon the new employee the organization's commitment to safety, the fact that accidents can be prevented, and what to do when unsafe conditions are observed.

Outdoor Playgrounds/Bleachers/Grandstands

Yearly inspection of bleachers and grandstands by a qualified person is required. A qualified person must be trained (employed by the manufacturer), a professional engineer, or an architect.

If you have any questions about your playground equipment/bleachers/grandstands, please contact Bill Lynch at 729-3391, ext. 2240.

Tennessee Risk Management Trust can also assist by sending loss control staff to look at your playground equipment/bleachers/grandstands. Mark Bilyeu and Chris Stites serve as a safety engineer and will provide a detailed inspection.

TNRMT/SEC loss control staff: Chris Stites --Middle Tennessee, (615) 289-4101, cstites@sectn.com

Safety Concerns

At any time a safety concern arises, anyone may make a report to School Administration (building level or Central Office). All reports will be investigated promptly.

The maintenance department has an online work order procedure to follow to report minor problems (non-working lights, broken fixtures, etc.)

Custodial issues (spills, breakage, etc.) should be reported as directed by School Administration. Custodies will then be notified and expected to respond promptly.

BLOOD is considered a hazard and must be cleaned up in the appropriate, approved manner. Report all cases of exposed blood immediately and keep students, staff, and others away from the area until custodial assistance arrives. Coordinated School Health may be able to provide additional staff training if needed.

Student Athletes

Hickman County Schools are part of the TSSAA and abide by their rules and regulations. Part of the TSSAA's safety concern is for student athletes who participate in outdoor activities. Please consult the TSSAA heat policy to ensure the safety of our students.

<http://tssaa.org/compliance-publications/heat-policy/>

Transportation

Hickman County students should not be transported to school activities in Hickman County employee personal vehicles unless approval has been given by School Administration. School Administration should verify proper licensing and insurance coverage.

No Hickman County employee should drive students in approved Hickman County vehicles without approval from School Administration. School administration should verify proper licensing and insurance coverage.

Any Hickman County employee driving an approved school use vehicle should be properly licensed and placed on the Hickman County Schools list of approved drivers for insurance purposes.

Under no circumstances should students transport other students.

Threat Assessments

Hickman County Board of Education			
	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 03/07/22
		Rescinds: 3.206	Issued: 12/02/19

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the
3 Board.¹

- 4 1. Requests for the use of school facilities shall be made at the office of the principal prior to the
5 date of use;
- 6 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
7 the schools shall be permitted use of school facilities without charge;
- 8 3. School facilities may not be used for private profit, except that unused facilities may be leased
9 for private day-care centers which provide educational and child care services to the
10 community;²
- 11 4. All activities must be under adult supervision and approved by the building principal. In all
12 cases, an assigned school employee will be present. The group using the facilities will be
13 responsible for any damage to the building or equipment;
- 14 5. Groups receiving permission for building use are restricted to the dates and hours approved and
15 to the building area and facilities specified, unless requested changes are approved by the
16 principal;
- 17 6. Groups receiving permission for building use are responsible for the observance of all fire and
18 safety regulations at all times;
- 19 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is
20 not permitted in school buildings;
- 21 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
22 Civil Defense, and will make suitable facilities available without charge during community
23 emergencies;
- 24 9. When school kitchens are used, at least one member of the cafeteria staff must be present to
25 supervise the use of the equipment;
- 26 10. The Board will approve and periodically review a fee schedule for the use of school facilities
27 by community or civic organizations and other non-profit, recreational, religious, political or
28 philosophical groups; and
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- 1 11. School facilities may be used by the director's employees or invited service providers to
2 provide student enrichment services and/or community education services, provided the
3 following requirements are met:
- 4 a. a written detailed description of the service must be provided to the principal of the
5 school where the service is to be provided;
 - 6 b. the principal must approve the offering of the service along with its date, time and
7 location;
 - 8 c. the director of schools must approve the principal's recommendation, set the fees to be
9 charged and the payment to be made to the service provider, and inform the Board of
10 approved services;
 - 11 d. no products, marketing, sales, offers, trades, and such related activities may be
12 involved;
 - 13 e. the principal has total oversight authority over the service and service provider once it is
14 approved; and
 - 15 f. all laws, rules and regulations, and applicable policy will be observed.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311

Hickman County Board of Education

Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 03/07/22
	Rescinds: 3.208	Issued: 12/02/19

1 The director of schools shall present an annual assessment of facility needs to the Board in October. The
2 needs assessment shall include a review of each school site. Each principal shall prepare the assessment
3 for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 5. community needs
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 3. industrial and business forecasts
- 15 4. other information as deemed necessary

16 **ASBESTOS¹**

17 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or
18 otherwise used as school buildings and maintain and update the plan to keep it current with ongoing
19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action
20 activities.

21 The director of schools shall:

- 22 A. annually publish a notification on the Asbestos Management Plan availability and the status of
23 asbestos activities;
- 24 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in
25 accordance with state and federal statutes;
- 26 C. notify short-term or temporary workers on the locations of the building materials containing
27 asbestos;
- 28 D. post warning labels in routine maintenance areas where asbestos was previously identified or
29 assumed;
- 30
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- 32

- 1 E. follow set plans and procedures designed to minimize the disturbance of building materials
 - 2 containing asbestos; and
 - 3
 - 4 F. survey the condition of these materials every six (6) months to assure that they remain in good
 - 5 condition.
- 6 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
- 7 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
- 8 asbestos-related issues should be directed to the AHERA Manager.

Legal References

1. 40 CFR §§ 763.91-93;
15 USCA §§ 2641-2656

Hickman County Board of Education

	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 03/07/22
		Rescinds: 3.211	Issued: 08/02/21

1 **SELECTION OF ARCHITECT¹**

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each project.

4 **SELECTION OF ENGINEER¹**

5 Following the execution of a contract for architectural services, the architect or architectural firm shall
6 select a registered engineer for each project.

7 **SITE SELECTION**

8 The Board shall have sole discretion with choosing sites for construction.² When determining where to
9 begin new projects, the Board shall consider the current and future populations of the area, transportation
10 routes, and accessibility to utilities.

BUILDING ACCESSIBILITY³

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply
13 with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Hickman County Board of Education

	Descriptor Term: Parental and Family Involvement	Descriptor Code: 4.502	Issued Date: 07/11/22
		Rescinds: 4.502	Issued: 05/04/20

1 GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT

2 The board is committed to increasing and ensuring the involvement of parents and other family
3 members in the education of students.

4 The board shall implement the following as required by federal or state laws or regulations:¹

- 5 • The school district shall annually work with parents in evaluating and potentially revising the
6 provisions of this policy in improving the quality of schools. Such an evaluation shall strive to
7 identify any barriers to greater participation by parents (with particular attention to parents who
8 are economically disadvantaged, are disabled, have limited English proficiency, have limited
9 literacy, or are of any racial or ethnic minority background).
- 10 • The school district shall provide the coordination, technical assistance, and other necessary
11 support to assist individual schools with planning and implementing parental involvement
12 activities.
- 13 • The school district shall involve parents with the development of required educational or
14 improvement plans.
- 15 • The school district shall coordinate and integrate parental involvement strategies with those
16 associated with other federal or state programs.
- 17 • The school district shall put into operation activities and procedures for the involvement of
18 parents in all of its schools.² Those programs, activities and procedures will be planned and
19 operated with meaningful consultation with parents.
- 20 • The school district shall ensure that activities and strategies are implemented to support this
21 policy and included in the district plan.
- 22 • The district improvement plan shall include strategies for parental participation in the district's
23 schools which are designed to improve parent and teacher cooperation in such areas as
24 homework, attendance, discipline and higher education opportunities for students.
- 25 • The district plan shall include procedures to enable parents to learn about the course of study of
26 their children and have access to all learning materials.
- 27 • The district plan shall identify opportunities for parents to participate in and support classroom
28 instruction in the school. Such opportunities include, but are not limited to, organizing

1 fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer
2 lab, or on the playground, offering after-school clubs, and recycling clothes.

3 • If the school district's plan is not satisfactory to parents, the school district shall submit parental
4 comments regarding the plan to the State Department of Education as required.

5 • The school district shall ensure Title I schools are in compliance with the *Every Student*
6 *Succeeds Act*.

7 The director shall develop and implement any procedures necessary to accomplish the goals of this
8 policy.

9 **SCHOOL LEVEL POLICY**

10 Each school shall submit to the director and board, for review and comment, its Title I school parent
11 involvement policy, which must meet state and federal requirements, including a school-parent
12 compact. This school level policy shall be developed jointly with and distributed to parents of
13 participating students. A copy of these documents shall be retained in the district office and made
14 available on the school's (if applicable) and school system's website.

15 **SUPPORT FOR PROGRAM**

16 If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%)
17 nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting
18 parent involvement. Parents of students participating in the Title I programs shall be consulted on the
19 use of these funds.

20 **FAMILY-SCHOOL PARTNERSHIPS¹**

21 Families and community members should be engaged in the education of students based on the
22 following standards:

- 23 • Families are welcomed into the school community;
- 24 • Families and school staff should engage in regular and meaningful communication about
25 student learning;
- 26 • Families and school staff work together to support student learning and development;
- 27 • Families are informed and encouraged to be advocates for students;
- 28 • Families are full partners in the decisions that affect children and families; and
- 29 • Community, civic, and business resources are made available to strengthen school programs,
30 family practices, and student learning.

1 DAYTIME SCHOOL ACTIVITIES

2 The board is committed to maintaining a healthy relationship between individual schools and parents
3 by inviting parents where possible to attend daytime school activities including but not limited to:

- 4 • Eating lunch with their student, including on Thanksgiving and Christmas holidays;
- 5 • Pep rallies;
- 6 • Veteran's Day programs;
- 7 • College/career days;
- 8 • Awards days;
- 9 • Field trips;
- 10 • Classroom holiday parties;
- 11 • Field days;
- 12 • Career and Technical Education competitions;

13 It is understood that due to logistics and facility limitations, all parents may not be invited to all
14 functions. For example: only parents of award recipients may be invited to awards days, only parents
15 of athletes being recognized may be invited to pep rallies, etc.

16 REQUIRED REPORTING

17 The director (or his/her designee) shall prepare an annual report and presentation to the board outlining
18 how the district is complying with this policy. The report should be comprehensive in addressing all
19 areas of this policy. The report and presentation to be given to the board annually at the September
20 board meeting.
21

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318
2. TCA 49-6-7001

Cross References

English Learners 4.207
Homeless Students 6.503

Document: Tenn. Code Ann. § 49-6-7001**Tenn. Code Ann. § 49-6-7001****Copy Citation**

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TN - Tennessee Code Annotated Title 49 Education Chapter 6 Elementary and Secondary Education Part 70 Parent Educational Participation Act

49-6-7001. General provisions.

(a) This section shall be known and may be cited as the "Parent Educational Participation Act."

(b)

(1) It may be the duty of the board of education of each school district to develop a program for the voluntary participation of parents in the educational and teaching process at the school in which the parent has a child enrolled in school.

(2) It may include, but shall not be limited to, such activities as educational assistant, library assistant, hall monitor, recreation supervisor and any other activity that enables the parent to more fully observe and understand the school, the faculty, the students and the educational and teaching activities.

(3) The parent's participation shall be varied.

(4) In any school having a full-time principal with no teaching duties and a school secretary, the principal may maintain records on the program at the school and submit conclusions and recommendations to the board on the effectiveness of the program as to the student and parent.

(5) State employees with children enrolled in schools may, subject to department approval or the approval of the employees' immediate supervisor, take off up to one (1) day a month from work to voluntarily participate in the educational and teaching process described in this subsection (b). Upon request of a state employee, a school shall provide documentation verifying the employee's participation in the educational and teaching process.

(6) Private employers, subject to the constraints and resources of their workplaces, are urged to develop programs that permit their employees with children in school to take time from work to voluntarily participate in the educational and teaching process described in this subsection (b).

(c) The state board of education may establish guidelines for the development of programs by the local board of education and may assure that each school district has such a program.

(d) The board of education of each school district may periodically schedule alternate meetings to the regular parent-teachers association meeting to permit working parents to attend.

History

Acts 1973, ch. 189, §§ 1-4; 1976, ch. 453, § 1; T.C.A., §§ 49-4801 — 49-4804; Acts 2006, ch. 850, § 1; 2011, ch. 241, § 1.

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TN - Tennessee Code Annotated **Title 49 Education** **Chapter 6 Elementary and Secondary Education** **Part 70 Parent Educational Participation Act**

49-6-7004. Parental involvement contracts.

- (a)** As used in this section, "parent" means the parent, guardian or person who has custody of the child or individual who has caregiving authority under [§ 49-6-3001](#).
- (b)** LEAs are encouraged to develop and implement parental involvement contracts with parents of students. These parental involvement contracts will be voluntary and should be designed to encourage and facilitate a parent's involvement with the parent's child's education.
- (c)** The department of education shall develop a model parental involvement contract that may be used by LEAs. The model parental involvement contract shall provide that a parent will commit to do at least the following:
- (1)** Review homework assignments and offer assistance when needed;
 - (2)** Sign report cards;
 - (3)** Ensure that the student gets to school each day, on time and ready to learn;
 - (4)** Demonstrate interest in the student's well-being by attending school functions and supporting the student's school activities; and
 - (5)** Make every effort to attend parent-teacher conferences.
- (d)** In signing a contract, the parent shall agree to maintain within the parent's best efforts involvement with the parent's child's education to the extent required by the contract. The contract should include a means for a parent to explain any obstacles that may prevent the parent from complying with the contract. If a contract includes an explanation of obstacles that may prevent the parent from complying with the contract, then school employees shall consider accessing possible resources to help overcome the obstacles identified.

History

Acts 2012, ch. 762, § 1; 2018, ch. 725, § 46.

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TN - Tennessee Code Annotated **Title 49 Education** **Chapter 2 Local Administration** **Part 3 County Administration**

49-2-305. Development and adoption of program to promote involvement of parents and guardians.

- (a) The LEA, in consultation with parents, teachers and administrators, shall develop and adopt a policy to promote the involvement of parents and guardians of children enrolled in the schools within the school district. The plan shall be submitted to the commissioner of education as part of the district's school improvement plans and shall be consistent with the Tennessee parent/family involvement policy of the state board of education. The plan shall include:
- (1) A plan for parent participation in the schools which is designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline, and planning for higher education opportunities for students; and
 - (2) Procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- (b) The policy adopted by the LEA pursuant to this section may also include the following components:
- (1) A plan by which parents will be made aware of the district's parental involvement policy and this section, including:
 - (A) Rights under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232 et seq.), relating to access to children's official records; and
 - (B) Information through which parents may access LEA policies and curriculum;
 - (2) Efforts to encourage the development of parenting skills;
 - (3) The communication to parents of techniques designed to assist the child's learning experience in the home;
 - (4) Efforts to encourage access to community and support services for children and families;
 - (5) The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children;
 - (6) Identifying opportunities for parents to participate in and support classroom instruction in the school, including:
 - (A) Organizing fundraising initiatives;
 - (B) Volunteering as a field trip chaperone;
 - (C) Assisting in the library, computer lab or on the playground;
 - (D) Offering after school clubs; and
 - (E) Recycling clothes;

- (7) Efforts to support parents as shared decision-makers and to encourage membership on school advisory committees;
 - (8) The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels;
 - (9) The development of preparation programs and specialized courses for certified employees and administrators that promote parental involvement; and
 - (10) The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- (c) For the purposes of this section, "parent" means the parent, guardian, person who has custody of the child or individual who has caregiving authority under [§ 49-6-3001](#).

History

Acts 2004, ch. 706, § 1; 2008, ch. 1097, § 1; 2010, ch. 878, § 1.

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TN - Tennessee Code Annotated **Title 49 Education** **Chapter 6 Elementary and Secondary Education** **Part 24 Tennessee Community Schools Act**

49-6-2403. Part definitions.

As used in this part:

- (1)** "Community consortium" means a partnership established between an LEA and one (1) or more community partners for purposes of establishing, operating, and sustaining a community school;
- (2)** "Community partner" means a provider of one (1) or more community services or a community organization or for-profit or nonprofit entity with a desire to improve conditions in the community;
- (3)** "Community school" means a public and private partnership to coordinate educational, developmental, family, health, and before-school and after-school-care programs during school and nonschool hours for students, families, and local communities at a public school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between schools, students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents; and
- (4)** "Community services" include:
 - (A)** Primary medical and dental care that is available to students and community residents;
 - (B)** Mental health prevention and treatment services that are available to students and community residents;
 - (C)** Academic-enrichment activities designed to promote a student's cognitive development and provide opportunities to practice and apply academic skills;
 - (D)** Programs designed to increase school attendance, including reducing early chronic absenteeism rates;
 - (E)** Youth development programs designed to promote young people's social, emotional, physical, and moral development, including arts, sports, physical fitness, youth leadership, community service, and service-learning opportunities;
 - (F)** Early childhood education, including the voluntary pre-K, Head Start and Early Head Start programs;
 - (G)** Programs designed to:
 - (i)** Facilitate parental involvement in, and engagement with, their children's education, including parental activities that involve supporting, monitoring, and advocating for their children's education;
 - (ii)** Promote parental leadership in the life of the school; and
 - (iii)** Build parenting skills;

- (H) School-age child-care services, including before-school and after-school services and full-day programming that operates during school holidays, summers, vacations, and weekends;
- (I) Programs that provide assistance to students who have been truant, suspended, or expelled and that offer multiple pathways to high school graduation or obtainment of a high school equivalency credential approved by the state board of education;
- (J) Youth and adult job-training services and career-counseling services;
- (K) Nutrition-education services;
- (L) Adult education, including instruction in English as a second language, adult literacy, computer literacy, financial literacy, and hard-skills training; and
- (M) Programs that provide remedial education and enrichment activities.

History

Acts 2014, ch. 968, § 4; 2023, ch. 114, § 25.

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TN - Tennessee Code Annotated **Title 49 Education** **Chapter 15 Cooperative Innovative High School Programs**

49-15-101. Purpose — Requirements of programs.

- (a) The purpose of this chapter is to authorize public postsecondary institutions and LEAs to jointly establish cooperative innovative programs in high schools and public postsecondary institutions, including, but not limited to, universities, community colleges and colleges of applied technology, that will expand students' opportunities for educational success through high quality instructional programming. These cooperative innovative high school programs shall target:
- (1) High school students who are at risk of dropping out of school before attaining a high school diploma; or
 - (2) High school students who would benefit from accelerated academic instruction.
- (b) All cooperative innovative high school programs established under this chapter shall:
- (1) Prepare students adequately for future learning in the workforce or in an institution of higher education;
 - (2) Expand students' educational opportunities within the public school system;
 - (3) Be centered on the core academic standards represented by the preparatory pathway as defined by the state board of education that will adequately prepare the student to enter postsecondary education or the workplace without academic remediation;
 - (4) Encourage the cooperative or shared use of resources, personnel and facilities between public schools and postsecondary institutions;
 - (5) Integrate and emphasize both academic and technical skills necessary for students to be successful in a more demanding and changing workplace;
 - (6) Emphasize parental involvement and provide consistent counseling, advising and parent conferencing at the secondary level so that parents and students can make responsible decisions regarding course taking and can track the students' academic progress and success;
 - (7) Be held accountable for meeting measurable student achievement results as established by the state board of education, the University of Tennessee system, and the Tennessee board of regents;
 - (8) Encourage the use of different and innovative teaching methods;
 - (9) Establish joint institutional responsibility and accountability for support of students and their success;
 - (10) Effectively utilize existing funding sources for high school, college, university and career and technical programs and actively pursue new funding from other sources;

- (11)** Develop methods for early identification of potential participating students in the middle grades through high school; and
- (12)** Reduce the percentage of students needing remedial courses upon their initial entry from high school into a postsecondary institution.
- (c)** Programs developed under this chapter that target students who are at risk of dropping out of high school before attaining a high school diploma shall:
- (1)** Provide these students with the opportunity to graduate from high school possessing the core academic skills needed for postsecondary education and high-skilled employment;
- (2)** Enable students to complete a technical or academic program in a field that is in high demand and has high wages;
- (3)** Set and achieve goals that significantly reduce dropout rates and raise high school and college retention, certification and degree completion rates; and
- (4)** Enable students who complete these programs to pass employer exams, if applicable.
- (d)** Cooperative innovative high school programs that offer accelerated learning programs shall:
- (1)** Provide a flexible, customized program of instruction for students who would benefit from accelerated, higher level coursework or early graduation from high school;
- (2)** Enable students to obtain a high school diploma in less than four (4) years, to begin or complete an associate degree program, to master a certificate or diploma in a career or technical program or to earn up to two (2) years of postsecondary credit; and
- (3)** Offer a college preparatory academic core and in-depth studies in a career or technical field that will lead to advanced programs or employment opportunities in engineering, health sciences or teaching.
- (e)** Cooperative innovative high school programs may include, but shall not be limited to, the creation of a school within a school, a technical high school or a high school or technical center located on the campus of a postsecondary institution.
- (f)** Students shall be eligible to attend these programs as early as the ninth grade.

History

Acts 2007, ch. 459, § 1; 2013, ch. 473, § 23.

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TN - Tennessee Code Annotated Title 49 Education Chapter 6 Elementary and Secondary Education Part 70 Parent Educational Participation Act

49-6-7005. Improving parental involvement in children's education.

- (a) As used in this section, "parent" means parent, guardian or legal custodian who is required under § 49-6-3001 to enroll the child in school.
- (b) LEAs are authorized and encouraged to partner with individuals, community and faith-based groups and organizations and nonprofit and for-profit entities to design and implement programs to improve parental involvement in their children's education and schools, particularly in high priority schools or school systems.
- (c) LEAs shall identify or encourage development of parenting classes that are provided at low or no cost to parents by organizations within the community and that are designed to improve parental involvement in their children's education.
- (d) Parenting classes in these parent involvement programs should provide parents with information and skills related to improving student performance. For example, these classes may address:
- (1) How to be a positive role model for children in motivating them to do well in school;
 - (2) How to maximize the benefits of parent-teacher conferences;
 - (3) The importance of sleep and good nutrition in school performance;
 - (4) How to help with homework assignments and to establish an environment conducive to completion of homework assignments;
 - (5) Techniques that can be taught students to improve studying and classroom performance;
 - (6) How to access and use technology provided by the LEA or school that furnishes information about school assignments, activities and events and about student attendance and performance;
 - (7) The importance of school attendance and the consequences of truancy;
 - (8) How to help students prepare for entrance into college or the workforce; and
 - (9) Ways of becoming involved in a child's school, including opportunities to volunteer in the school.
- (e) LEAs may solicit donations from its partners to fund rewards for schools or classes in which a high percentage of parents participate in at least two (2) parenting classes to learn skills related to improving student performance. Rewards may include equipment and supplies for the school or the class being rewarded or for specific programs offered by the school and field trips and other educational activities that would benefit the school or the class of students being rewarded. LEAs may devise ways of

providing recognition to schools or classes in which a high percentage of parents participate in at least two (2) parenting classes, as well as recognizing the parents who participated.

(f) LEAs shall encourage parents who participate in the parenting classes to be a positive influence on parents, whose children enter the school for the first time during the next school year, and on parents who have not attended the parenting classes, to promote participation in the parental involvement program.

History

Acts 2012, ch. 784, § 1.

TENNESSEE CODE ANNOTATED

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> §6318

Quick search by citation:

Title

Section

20 U.S. Code § 6318 - Parent and family engagement

U.S. Code Notes

(a) LOCAL EDUCATIONAL AGENCY POLICY

(1) IN GENERAL

A local educational agency may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

(2) WRITTEN POLICY

Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under section 6312 of this title, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the agency will—

(A) involve parents and family members in jointly developing the local educational agency plan under section 6312 of this title, and the development of support and improvement plans under paragraphs (1) and (2) of section 6311(d) of this title.

(B) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

(C) coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

(D) conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

(iii) strategies to support successful school and family interactions;

(E) use the findings of such evaluation in subparagraph (D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and

(F) involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

(3) RESERVATION

(A) In general

Each local educational agency shall reserve at least 1 percent of its allocation under subpart 2 to assist schools to carry out the activities described in this section, except that this subparagraph shall not apply if 1 percent of such agency's allocation under subpart 2 for the fiscal year for which the determination is made is \$5,000 or less. Nothing in this subparagraph shall be construed to limit local educational agencies from reserving more than 1 percent of its allocation under subpart 2 to assist schools to carry out activities described in this section.

(B) Parent and family member input

Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved under subparagraph (A) are allotted for parental involvement activities.

(C) Distribution of funds

Not less than 90 percent of the funds reserved under subparagraph (A) shall be distributed to schools served under this part, with priority given to high-need schools.

(D) Use of funds

Funds reserved under subparagraph (A) by a local educational agency shall be used to carry out activities and strategies consistent with the local educational agency's parent and family engagement policy, including not less than 1 of the following:

(i) Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

(ii) Supporting programs that reach parents and family members at home, in the community, and at school.

(iii) Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

(iv) Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.

(v) Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency's parent and family engagement policy.

(b) SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

(1) IN GENERAL

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

(2) SPECIAL RULE

If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.

(3) AMENDMENT

If the local educational agency involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

(4) PARENTAL COMMENTS

If the plan under section 6312 of this title is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

(c) POLICY INVOLVEMENT

Each school served under this part shall—

(1) convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

(2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

(3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 6314(b) of this title, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

(4) provide parents of participating children—

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

(5) if the schoolwide program plan under section 6314(b) of this title is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

(d) SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall—

(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that

family members can understand.

(e) BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part—

(1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

(2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

(3) shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

(4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

(5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;

(6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

(7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available

sources of funding for such training;

(8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

(9) may train parents to enhance the involvement of other parents;

(10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

(11) may adopt and implement model approaches to improving parental involvement;

(12) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

(13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

(14) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

(f) ACCESSIBILITY

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 6311 of this title in a format and, to the extent practicable, in a language such parents understand.

(g) FAMILY ENGAGEMENT IN EDUCATION PROGRAMS

In a State operating a program under part E of subchapter IV, each local educational agency or school that receives assistance under this part shall inform parents and organizations of the existence of the program.

(h) REVIEW

The State educational agency shall review the local educational agency's parent and family engagement policies and practices to determine if the policies and practices meet the requirements of this section.

(Pub. L. 89-10, title I, § 1116, formerly § 1118, as added Pub. L. 107-110, title I, § 101, Jan. 8, 2002, 115 Stat. 1501; renumbered § 1116 and amended Pub. L. 114-95, title I, §§ 1000(2), 1010, Dec. 10, 2015, 129 Stat. 1814, 1868.)



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EDUCATION FREEDOM ACT RESOLUTION

LET IT BE RESOLVED, that the Hickman County Board of Education supports the currently proposed Education Freedom Act.

This Resolution is adopted as of this ____ day of _____, 2024.

Hickman County Board of Education

Name

Name

Name

Name

Name

Name

Name

District Resolutions

2023-2024 RESOLUTIONS AGAINST EFA

EDUCATION FREEDOM ACT

- Anderson County Schools, Clinton City Schools, & Oak Ridge City Schools
- Arlington Community Schools
- Athens City Schools
- Alcoa City Schools
- Benton County Schools
- Blount County Schools
- Campbell County Schools
- Carter County Schools
- Cheatham County Schools
- Cleveland City Schools
- Coffee County Schools
- Collierville School
- Dayton City Schools
- Dyersburg City Schools
- Elizabethton City Schools
- Fayetteville City Schools
- Franklin County Schools
- Franklin Special School District
- Grainger County Schools
- Greene County Schools
- Greenville City Schools
- Hamblen County Schools
- Hardeman County Schools
- Hardin County Schools
- Johnson City Schools
- Johnson County Schools

- Joint Resolution - Alcoa City Schools, Maryville City Schools, Alcoa Board of Commissioners, & Maryville City Council
- Lakeland School System
- Lenoir City Schools
- Loudon County Schools
- Manchester City Schools
- McKenzie Special School District
- McMinn County Schools
- McNairy County Schools
- Meigs County Schools
- Millington Municipal
- Moore County Schools
- Murfreesboro City Schools
- Oneida Special School District
- Pickett County Schools
- Roane County Schools
- Rutherford County Schools
- Sullivan County Schools
- Tipton County Schools
- Trenton Special School District
- Tullahoma City Schools
- Washington County Schools
- Wilson County Schools

March FY25 TISA Preliminary Estimate

The table below includes the district's preliminary funding estimate and is subject to the following caveats and data notes:

- Students/Services reflect the average of each input as reported by districts across Reporting Periods 1-6.
- Funding amounts are reflective of the Governor's proposed FY25 budget.
- Estimates do not include outcomes funding, fast-growth funding, or other grants that are determined at the end of the school year or in the upcoming year, including determinations for hold harmless or safety net.
- Total allocations represent the combined value of state funds and local required funds under TISA.
- **As with every year's estimates, districts should expect that data and funding estimates will change throughout the spring as they submit updated and additional data.**

MARCH FY25 TISA ESTIMATE				
District	Hickman County		District ID	410
Element	Amount/Weight	Students/Services	Funding	
BASE	\$7,075.00	2,949.06		\$20,864,564.13
WEIGHTS				
Economically Disadvantaged	25%	870.26*		\$1,539,280.89*
Concentrated Poverty	5%	2,929.77		\$1,036,406.73
Small	5%	0.00		\$0.00
Sparse	5%	2,949.06		\$1,043,228.21
Unique Learning Need 1	15%	364.00		\$386,295.00
Unique Learning Need 2	20%	290.95		\$411,694.25
Unique Learning Need 3	40%	116.33		\$329,223.33
Unique Learning Need 4	60%	11.07		\$47,013.38
Unique Learning Need 5	70%	14.37		\$71,150.92
Unique Learning Need 6	75%	40.70		\$215,964.38
Unique Learning Need 7	80%	41.98		\$237,625.67
Unique Learning Need 8	100%	0.23		\$1,650.83
Unique Learning Need 9	125%	32.83		\$290,296.09
Unique Learning Need 10	150%	1.16		\$12,292.81
DIRECT				
K-3 Literacy	\$500.00	894.74		\$447,370.83
4 th Grade Supports	\$500.00	137.00		\$68,500.00
CTE	\$5,000.00	170.21		\$851,042.73
Post-Secondary Test	\$93.00 (per test)	437.43		\$40,681.30
Charter	\$500.00 (estimated)	0.00		\$0.00
OUTCOMES				
TBD				
TOTAL				\$27,894,281.47

*The ED ADM count and ED funding amount included in your district's TISA projection reflects the application of hold harmless funding for the Economically Disadvantaged weight. The Hold Harmless ED ADM is calculated based on the higher ED ADM value by school between the 2023-24 school year and the 2022-23 school year and will change as districts submit updated and additional data. Your district's actual reported ED ADM counts for the 2023-24 school year are shown in the table below. The state will continue to monitor ED ADM and the application of the hold harmless provision as additional data reporting periods are submitted.

MARCH FY25 TISA ESTIMATE: 2023-24 Current ED ADM

District	Hickman County		District ID	410
Element	Amount/Weight	Students/Services		Funding
Economically Disadvantaged	25%	815.42		\$1,442,277.07

March Estimate Only

March FY25 TISA Preliminary Estimate – State & Local Contributions

All of the fiscal data in the calculator below will continue to change as additional data is submitted by districts. The calculator reflects the math in determining local contribution in alignment with law and rules, and includes the following:

- Calculation of Local Share: This represents the total funds generated statewide for the base and the weights with 30% of each being the collective total of the formula from local funding entities.
- Application of Fiscal Capacity: Final fiscal capacity values from CBER and TACIR have not been received for FY25. **Last year's fiscal capacity values have been included as an estimate until final values are received.**
- Calculation of Multi-System Contributions: If your district is in a multi-system county, this step determines the proportional share of funds generated for each the base and weights by a district compared to all systems within the county. If you are a single system county, then the percent will reflect 100%.
- Final Local Contributions: The calculator provides a total estimate of local contribution. The bottom, righthand corner will display the total TISA estimate for the district and the respective split between local and state funds.

Maintenance of Effort: The TISA Act did not adjust the law concerning district's obligations under maintenance of effort. For reference, the currently budgeted funding level has been included here as well.

Pursuant to T.C.A. 49-3-105(d), please note that funds generated for the post-secondary test will be maintained and administered at the state level. These funds are reflected in the total state funds as being generated by TISA but will be administered by the department to relieve procurement and administration burden on districts.

As with every year's estimates, districts should expect that data and funding estimates will change throughout the spring as they submit updated and additional data.

March FY25 TISA - State & Local Contributions Estimate					
			BASE	WEIGHTS	
<i>1. Calculation of Statewide Local Share</i>					
Statewide Total			\$6,839,112,501.23		\$1,778,427,820.09
Multiply by Local Share %	x		30%	x	30%
Statewide Local Share	=		\$2,051,733,750.37	=	\$533,528,346.03
<i>2. Application of County Fiscal Capacity</i>					
Statewide Local Share			\$2,051,733,750.37		\$533,528,346.03
Hickman County FY24 Fiscal Capacity- FY25 Coming Later in Spring	x		0.15%	x	0.15%
County Local Contribution (All Systems)	=		\$3,004,942.51	=	\$781,398.66
<i>3. Multi-System County Calculation</i>					
			Base Funds Generated		Weight Funds Generated
Hickman County			\$20,864,564.13		\$5,622,122.48
All Systems within County Total	/		\$20,864,564.13	/	\$5,622,122.48
Hickman County % of County Total Funds	=		100.00%	=	100.00%
Hickman County % of County Total Funds			100.00%		100.00%
County Local Contribution (All Systems)	x		\$3,004,942.51	x	\$781,398.66
Hickman County Local Contribution	=		\$3,004,942.51	=	\$781,398.66
<i>4. Total Local Contribution</i>					
Adding Local Contribution Totals			\$3,004,942.51	+	\$781,398.66
				=	\$3,786,341.18
			Total Funding (Base, Weights, Direct)		\$27,894,281.47
			Local		\$3,786,341.18
			State		\$24,107,940.29
			(State Funding Excluding Post-Secondary Test*)		\$24,067,258.99

Current FY24 District Maintenance of Effort	\$5,843,687.00
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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Class of '24

Proposed fundraising activities: Chocolate Bar selling

Purposed Uses of funds raised Senior Trip

Expected student involvement (school-wide or specific school organization) 22 kids to sell to whole school

Method by which school will receive profit chocolate sells

Requested by Kristin Carter
Name/Title

Date 3/19/24

Approved by [Signature]
Principal

Date 3/20/24

Approved by John Mullins
Director of Schools*

Date 3/20/24

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Soccer

Proposed fundraising activities: T-Shirt Sale

Purposed Uses of funds raised
equipment, officials payment, etc.

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

Method by which school will receive profit Currency

Requested by Coach Ben Green Date 3-5-24
Name/Title

Approved by Jina S. Sheper Date 3-5-24
Principal

Approved by John Mullens Date 3-5-24
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 HCMS Student Council

Proposed fundraising activities: Field Day T-shirt Sales

Purposed Uses of funds raised
To purchase Teacher Appreciation Gifts

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

Method by which school will receive profit US currency

Requested by Aleigal L Capps - Student Council Sponsor Date 3/6/24
Name/Title

Approved by Anna L. Higgins Date 3-6-24
Principal

Approved by John Mullens Date 3-6-24
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



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

Fund/Account Name ACT Revenue

Account Number 322 ACT Revenue

Proposed fundraising activities: Concessions for ACT ~~celebration~~ after testing

Purposed Uses of funds raised: To offset cost of snacks for ACT testing

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

Method by which school will receive profit: Cash

Requested by: _____
Name/Title _____ Date _____

Acknowledge by: J. J. Nardiker _____
Bookkeeper _____ Date 3/6/24

Approved by: C. W. H. _____
Principal _____ Date 3/7/24

Approved by: John Mullins _____
Director of Schools* _____ Date 3-8-24

* 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
8419 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., Nunnally, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization EH Southern Cheer Boosters

Proposed Fundraising Activity Take 5 Car Wash

Date(s) pending * obtaining final info from Take 5

Location(s) online sales keep 40% of sales

Requested By Christa Brown 03/04/2024
President/Chair of Organization ggw Date

Recommended By [Signature] 3/7/24
Principal Date

Approved _____
Director of Schools or Designee Date

~~Not Approved~~ [Signature] 3.8.24
Director of Schools or Designee Date

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

DOUG LANE
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450 Hwy. 50, Centerville, TN 37033

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

VANCE WILLIS
2888 Hwy 48 N., Nunnely, TN 37137

School Support Organization Request For Fundraising Activities

Organization EH Southern Cheer Booster

Proposed Fundraising Activity bag ball Tournament

Date(s) late July or August

Location(s) Wrigley Ball field

Requested By Christa Brown 2/27/2024
President/Chair of Organization ggw Date

Recommended By [Signature] 3/7/24
Principal Date

Approved _____
Director of Schools or Designee Date

~~Not Approved~~ John Mullins 3-8-24
Director of Schools or Designee Date

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

DOUG LANE
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115 MURPHREE AVENUE
CENTERVILLE, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

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

**School Support Organization
Request For Fundraising Activities**

Organization EH Southern Cheer Booster

Proposed Fundraising Activity Spirit Tent @ Football games
~~sell eagle t-shirts~~ To sell Eagle Colored & themed spirit items face paint, tattoos, beards, pomps.

Date(s) Football Season

Location(s) Home games during football season

Requested By Christin Brown
President/Chair of Organization

2/27/2024
Date

Recommended By [Signature]
Principal

3/7/24
Date

Approved _____
Director of Schools or Designee

Date

Not Approved John Mullins
Director of Schools or Designee

3-8-24
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 East Hickman 1st and Goal

Account Number _____

Proposed fundraising activities: Selling of merchandise apparel, concessions, at football games, football programs

Purposed Uses of funds raised: provide food for pregame meals, Football Banquet, equipment purchases

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

Method by which school will receive profit: Sponsorship donations, cash at games

Requested by:	<u>Khasi Weir / Treasurer</u> Name/Title	<u>3-21-24</u> Date
Approved by:	<u>[Signature]</u> Principal	<u>3-21-24</u> Date
Approved by:	<u>John Mullins</u> Director of Schools*	<u>3-21-24</u> 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.