

Regular Meeting of the Trousdale County Board of Education  
May 23, 2019, 6:00 PM  
Trousdale County Board of Education  
103 Lock Six Road  
Hartsville, TN 37074

Attendance Taken at 5:57 PM:

Present Board Members:

Anthony Crook  
John Kerr  
Mary Helen McGowan  
Regina Waller

Absent Board Members:

Denice Jackson

1. AGENDA:

- 1.a. Call to Order - Ms. Regina Waller, Chairperson
- 1.b. Invocation - Mr. John Kerr, Board Member
- 1.c. Pledge of Allegiance - Mr. Anthony Crook, Board Member
- 1.d. Invitation to audience to address items on the Agenda
- 1.e. Approval of the Agenda for May 23, 2019

Approval of the May 23, 2019, Agenda passed with a motion by John Kerr and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2. CONSENT AGENDA:

2.a. Approval of the Consent Agenda for May 23, 2019

Approval of the May 23, 2019, Consent Agenda passed with a motion by John Kerr and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2.b. Approval of Minutes from April 24, 2018

2.c. Approve High School Girls Basketball Overnight Field Trip - Attachment A

2.d. Approve High School Basketball Fundraiser - Attachment B

2.e. Approve High School Football Fundraiser - Attachment C

2.f. Approve 2019-20 Food Service Bids - Attachment D

2.g. Approve 2019-20 High School Photography Contract - Attachment E

2.h. Approve Elementary School Floor Waxing Bids - Attachment F

2.i. Approve Budget Amendment 142-71100 Title I

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		<b>Subfund: 102 Title I</b>		
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		5,200.00
<b>GRAND TOTALS</b>				<b>\$5,200.00</b>
Amend the 2018-19 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		
	207	Medical Insurance		5,200.00
<b>GRAND TOTALS</b>				<b>\$5,200.00</b>

2.j. Approve Budget Amendment 142-72220 IDEA

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		<b>Subfund: 902 IDEA</b>		
<b>DEBIT EXPENDITURES</b>	72220	Special Education Support Services		
	355	Travel		225.00
<b>GRAND TOTALS</b>				<b>\$225.00</b>
Amend the 2018-19 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72220	Special Education Support Services		
	201	Social Security		175.00
	212	Employer Medicare		50.00
<b>GRAND TOTALS</b>				<b>\$225.00</b>



2.k. Approve Budget Amendment 142-71300 Carl Perkins

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:

		<b>Subfund: 802 Carl Perkins - CTE Perkins Basic</b>	
<b>DEBIT EXPENDITURES</b>	71300	Vocational Instruction Program	
	336	Maintenance & Repair Services-Equipment	500.00
	429	Instructional Supplies & Materials	2,548.14
	72130	Other Student Support	
	355-C	Travel (CTSO)	227.04
	524-PD	In-service/Staff Development	76.29
	72230	Support Services	
	524	In-service/Staff Development	549.32
<b>GRAND TOTALS</b>			<b>\$3,900.79</b>

Amend the 2018-19 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71300	Vocation Instruction Program	
	730	Vocational Instruction Equipment	3,900.79
<b>GRAND TOTALS</b>			<b>\$3,900.79</b>

2.1. Approve Budget Amendment 141-71100 R2BR

Amend the 2018-19 141 General Purpose School Budget by debiting Revenue. Amendments are to include:

		<b>Subfund: 720</b>	
<b>DEBIT Revenue</b>	47590-R2BR	Other Federal Through State	42,000.00
<b>GRAND TOTALS</b>			<b>\$42,000.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program	
	116	Teachers	18,725.00
	195	Certified Substitute Teachers	280.00
	198	Non-certified Substitute Teachers	600.00
	201	Social Security	1,215.00
	204	State Retirement	1,635.00
	212	Employer Medicare	305.00
	429	Instructional Supplies & Materials	11,380.00
	599	Other Charges	1,900.00
	72210	Support Services	

	105	Supervisor		3,745.00
	201	Social Security		235.00
	204	State Retirement		400.00
	212	Employer Medicare		55.00
	72710	Transportation		
	146	Bus Drivers		1,350.00
	201	Social Security		85.00
	204	State Retirement		70.00
	212	Employer Medicare		20.00
<b>GRAND TOTALS</b>				<b>\$42,000.00</b>

2.m. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	116	Teachers		30,000.00
	204	State Retirement		7,500.00
	429	Instructional Supplies & Materials		39,000.00
	449	Textbooks		36,223.00
	471	Software		3,500.00
<b>GRAND TOTALS</b>				<b>\$116,223.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		
	117	Career Ladder		2,000.00
	128	Homebound Teachers		200.00
	185	Educational Incentive		95,948.00
	189	Other Salaries & Wages		375.00
	195	Certified Substitute Teachers		17,500.00
	355	Travel		200.00
<b>GRAND TOTALS</b>				<b>\$116,223.00</b>



2.n. Approve Budget Amendment 141-71200 Special Education

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	207	Medical Insurance		10,000.00
	722	Regular Instruction Equipment		15,000.00
<b>GRAND TOTALS</b>				<b>\$25,000.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71200	Special Education Program		
	163	Educational Assistants		15,000.00
	207	Medical Insurance		10,000.00
<b>GRAND TOTALS</b>				<b>\$25,000.00</b>

2.o. Approve Budget Amendment 141-71300 Vocational Education Program

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	116	Teachers		16,000.00
<b>GRAND TOTALS</b>				<b>\$16,000.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	71300	Vocational Education Program		
	399	Other Contracted Services		16,000.00
<b>GRAND TOTALS</b>				<b>\$16,000.00</b>

2.p. Approve Budget Amendment 141-72110 Attendance

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	471	Software		655.00
<b>GRAND TOTALS</b>				<b>\$655.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72110	Attendance		
	399	Other Contracted Services		420.00
	524	In-service/Staff Development		235.00
<b>GRAND TOTALS</b>				<b>\$655.00</b>

2.q. Approve Budget Amendment 141-72130 Other Student Support

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72130	Other Student Support		
	201	Social Security		500.00
	307	Communication		500.00
	355	Travel		105.00
<b>GRAND TOTALS</b>				<b>\$1,105.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72130	Other Student Support		
	162	Clerical Personnel		180.00
	399	Other Contracted Services		190.00
	599	Other Charges		735.00
<b>GRAND TOTALS</b>				<b>\$1,105.00</b>



2.r. Approve Budget Amendment 141-72210 Regular Instruction Program

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	198	Non-certified Substitute Teachers		9,000.00
	210	Unemployment Compensation		7,200.00
	449	Textbooks		24,700.00
	722	Regular Instruction Equipment		13,450.00
<b>GRAND TOTALS</b>				<b>\$54,350.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72210	Regular Instruction Program		
	129	Librarians		1,500.00
	207	Medical Insurance		11,750.00
	212	Employer Medicare		2,350.00
	524	In-Service/Staff Development		38,750.00
<b>GRAND TOTALS</b>				<b>\$54,350.00</b>

2.s. Approve Budget Amendment 141-72220 Special Education

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72220	Special Education Program		
	499	Other Supplies & Materials		405.00
<b>GRAND TOTALS</b>				<b>\$405.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72220	Special Education Program		
	524	In-Service/Staff Development		405.00
<b>GRAND TOTALS</b>				<b>\$405.00</b>

2.t. Approve Budget Amendment 141-72250 Technology

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72250	Technology		
	350	Internet Connectivity		5,500.00
<b>GRAND TOTALS</b>				<b>\$5,500.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72250	Technology		
	471	Software		5,500.00
<b>GRAND TOTALS</b>				<b>\$5,500.00</b>

2.u. Approve Budget Amendment 141-72310 Board of Education

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72310	Board of Education		
	204	State Retirement		300.00
	355	Travel		15.00
	534	Refund to Applicant for Criminal Investigation		1,000.00
	599	Other Charges		5,000.00
<b>GRAND TOTALS</b>				<b>\$6,315.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72310	Board of Education		
	191	Board & Committee Member Fees		2,100.00
	201	Social Security		50.00
	212	Employer Medicare		50.00
	331	Legal Services		3,500.00
	513	Worker's Compensation Insurance		615.00
<b>GRAND TOTALS</b>				<b>\$6,315.00</b>



2.v. Approve Budget Amendment 141-72320 Director of Schools

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72320	Director of Schools		
	140	Salary Supplements		990.00
<b>GRAND TOTALS</b>				<b>\$990.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72320	Director of Schools		
	161	Secretary		190.00
	524	In-service / Staff Development		500.00
	701	Administrative Equipment		300.00
<b>GRAND TOTALS</b>				<b>\$990.00</b>

2.w. Approve Budget Amendment 141-72510 Fiscal Services

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72510	Fiscal Services		
	701	Administration Equipment		1,150.00
<b>GRAND TOTALS</b>				<b>\$1,150.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72510	Fiscal Services		
	355	Travel		50.00
	399	Other Contracted Services		1,100.00
<b>GRAND TOTALS</b>				<b>\$1,150.00</b>

2.x. Approve Budget Amendment 141-72620 Maintenance of Plant

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72620	Maintenance of Plant		
	717	Maintenance Equipment		3,950.00
<b>GRAND TOTALS</b>				<b>\$3,950.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72620	Maintenance of Plant		
	207	Medical Insurance		50.00
	335	Maintenance & Repair Services - Buildings		2,000.00
	499	Other Supplies & Materials		1,900.00
<b>GRAND TOTALS</b>				<b>\$3,950.00</b>

2.y. Approve Budget Amendment 141-72710 Transportation

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
<b>DEBIT EXPENDITURES</b>	72710	Transportation		
	412	Diesel Fuel		11,500.00
	599	Other Charges		750.00
<b>GRAND TOTALS</b>				<b>\$12,250.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72710	Transportation		
	189	Other Salaries & Wages		7,000.00
	313	Contract with Parents		4,500.00
	729	Transportation Equipment		750.00
<b>GRAND TOTALS</b>				<b>\$12,250.00</b>



2.z. Approve Budget Amendment 141-76100 Capital Outlay

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72610	Operation of Plan		
	166	Custodial Personnel		10,000.00
	415	Electricity		50,000.00
	434	Natural Gas		25,000.00
	454	Water & Sewer		20,000.00
	72130	Other Student Support		
	790	Other Equipment		36,000.00
	71150	Alternative Instruction		
	116	Teachers		17,000.00
	212	Employee Medicare		13,000.00
	72710	Transportation		
	425	Gasoline		7,500.00
	453	Vehicle Parts		4,488.00
	729	Transportation Equipment		20,000.00
<b>GRAND TOTALS</b>				<b>\$202,988.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	76100	Capital Outlay		
	399	Other Contracted Services		65,585.00
	707	Building Improvements		101,403.00
	711	Furniture & Fixtures		24,500.00
	799	Other Capital Outlay		11,500.00
<b>GRAND TOTALS</b>				<b>\$202,988.00</b>

2.aa. Approve Budget Amendment 141-73400 Early Childhood Education

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	73400	Early Childhood Education		
	116	Teachers		2,860.00
	163	Educational Assistants		750.00
	201	Social Security		450.00
	204	State Retirement		750.00
	207	Medical Insurance		3,375.00
	210	Employment Compensation		104.00
	212	Employee Medicare		110.00
	422	Food Supplies		565.00

	449	Textbooks		1,000.00
	499	Other Supplies & Materials		480.00
	524	In-service / Staff Development		200.00
<b>GRAND TOTALS</b>				<b>\$10,644.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	73400	Early Childhood Education		
	195	Certified Substitute Teachers		1,980.00
	198	Non-certified Substitute Teachers		370.00
	429	Instructional Supplies		112.00
	722	Regular Instruction Equipment		8,175.00
	790	Other Equipment		7.00
<b>GRAND TOTALS</b>				<b>\$10,644.00</b>

2.bb. Approve Budget Amendment 141-73300 Community Services

Amend the 2018-19 141 General Purpose School Budget by debiting Revenue and line item expenditures. Amendments are to include:				
<b>DEBIT Revenue</b>	43517	Tuition - Other		3,700.00
<b>DEBIT EXPENDITURES</b>	73300	Community Services		
	189	Other Salaries & Wages		950.00
	204	State Retirement		725.00
	210	Unemployment Compensation		162.00
	429	Instructional Supplies		1,627.00
<b>GRAND TOTALS</b>				<b>\$7,164.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	73300	Community Services		
	162	Clerical Personnel		2,339.00
	163	Educational Assistants		4,160.00
	201	Social Security		180.00
	212	Employer Medicare		50.00
	429	Instructional Supplies		435.00
<b>GRAND TOTALS</b>				<b>\$7,164.00</b>



2.cc. Approve Budget Amendment 141-73300 Community Services LEAPS

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	73300	Community Services		
	116-LEAPS	Teachers		3,550.00
<b>GRAND TOTALS</b>				<b>\$3,550.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	73300	Community Services		
	163-LEAPS	Educational Assistants		3,550.00
<b>GRAND TOTALS</b>				<b>\$3,550.00</b>

2.dd. Approve Budget Amendment 141-73300 Community Services

Amend the 2018-19 141 General Purpose School Budget by debiting Revenue. Amendments are to include:

<b>DEBIT Revenue</b>	46980	Other State Grants		2,000.00
<b>GRAND TOTALS</b>				<b>\$2,000.00</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

<b>CREDIT EXPENDITURES</b>	73300	Community Services		
	499	Other Supplies & Materials		2,000.00
<b>GRAND TOTALS</b>				<b>\$2,000.00</b>

2.ee. Approve Budget Amendment 141-72120 Health Services

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72120	Health Services		
	201-CSH	Social Security		50.00
	204	State Retirement		570.57
	355	Travel		250.00
	355-CSH	Travel		340.00
	399	Other Contracted Services		250.00
	413	Drugs & Medical Supplies		500.00

	429	Instructional Supplies & Materials	1,500.00
	429-CSH	Instructional Supplies & Materials	774.72
	499	Other Supplies & Materials	2,125.00
	524	In-service / Staff Development	805.00
	599	Other Charges	1,026.00
	599-CSH	Other Charges	347.40
	735	Health Equipment	180.00
<b>GRAND TOTALS</b>			<b>\$8,718.69</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72120	Health Services	
	105-CSH	Supervisor	379.00
	162	Clerical Personnel	5.00
	204-CSH	State Retirement	1,307.43
	204	State Retirement	1,592.57
	207	Medical Insurance	5,200.00
	212	Employer Medicare	30.00
	499	Other Supplies & Materials	204.69
<b>GRAND TOTALS</b>			<b>\$8,718.69</b>

2.ff. Approve Budget Amendment 141-72120 Health Students Stronger Learners

Amend the 2018-19 141 General Purpose School Budget by debiting line item expenditures.  
Amendments are to include:

<b>DEBIT EXPENDITURES</b>	72120	Health Services - HSSL	
	195-HSSL	Certified Substitute Teachers	500.00
	524-HSSL	In-service / Staff Development	2,104.00
	735-HSSL	Health Equipment	619.28
<b>GRAND TOTALS</b>			<b>\$3,223.28</b>

Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures.  
Amendments are to include:

<b>CREDIT EXPENDITURES</b>	72120	Health Services - HSSL	
	198-HSSL	Non-certified Substitute Teachers	540.00
	201-HSSL	Social Security	34.00
	212-HSSL	Employer Medicare	8.00
	399-HSSL	Other Contracted Services	500.00
	499-HSSL	Other Supplies & Materials	2,141.28
<b>GRAND TOTALS</b>			<b>\$3,223.28</b>



2.gg. Approve Budget Amendment 142-71100 Title II

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		<b>Subfund: 202: Title II</b>		
<b>DEBIT EXPENDITURES</b>	72210	Regular Instruction Program		
	524	In-service / Staff Development		17,000.00
<b>GRAND TOTALS</b>				<b>\$1,700.00</b>
Amend the 2018-19 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	71100	Regular Instruction Program		
	599	Other Charges		17,000.00
<b>GRAND TOTALS</b>				<b>\$1,700.00</b>

2.hh. Approve Budget Amendment 143-73100 Food Service

Amend the 2018-19 141 General Purpose School Budget by debiting Revenue and line item expenditures. Amendments are to include:				
<b>DEBIT Revenue</b>	47111	USDA School Lunch Program		17,324.00
<b>DEBIT EXPENDITURES</b>	73100	Food Service Program		
	165	Cafeteria Personnel		7,500.00
	201	Social Security		950.00
	204	State Retirement		2,000.00
	212	Employer Medicare		200.00
	332	Legal Notices		150.00
	336	Maintenance & Repair Services - Equipment		4,500.00
	348	Postal Charges		75.00
	355	Travel		500.00
	399	Other Contracted Services		2,050.00
	435	Office Supplies		35.00
	524	In-service / Staff Development		415.00
	599	Other Charges		1,000.00
	701	Administrative Equipment		365.00
<b>GRAND TOTALS</b>				<b>\$37,064.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	73100	Food Service Program		
	189	Other Salaries & Wages		3,750.00

	207	Medical Insurance		18,200.00
	422	Food Supplies		6,200.00
	499	Other Supplies & Materials		1,815.00
	710	Food Service Equipment		7,099.00
<b>GRAND TOTALS</b>				<b>\$37,064.00</b>

2.ii. Approve Budget Amendment 141-73400 Early Childhood Education

Amend the 2018-19 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
<b>DEBIT Revenue</b>	46515	Early Childhood Education		3,850.00
<b>GRAND TOTALS</b>				<b>\$3,850.00</b>
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	73400	Early Childhood Education		
	429	Instructional Supplies		3,850.00
<b>GRAND TOTALS</b>				<b>\$3,850.00</b>

2.jj. Review School Board Policies - 6.319 - 6.709 Students

3. **SCHOOL DISTRICT HIGHLIGHTS** - Dan Dickerson, Vocational Agriculture Teacher at Trousdale County High School, presented highlights of the State ATV Safety Program that was co-sponsored by Vanderbilt Hospital, Farm Bureau Insurance, UT Agriculture Extension, and the Tennessee Department of Education. FFA students described simulation experiments emphasizing the importance of wearing a safety helmet when riding ATVs and other safety awareness initiatives.

4. **PRINCIPALS' REPORT:**

4.a. **Elementary School** - Ms. Badru stated that the school finished student report cards today by including student TNReady results. She stated that all report cards would be mailed to parents on May 23. She said that she is excited and is planning for the summer R2BR Summer Camp, Books & Bites mobile library/cafeteria, summer teacher trainings and completing the building renovations at the school. Ms. Badru concluded by providing the Board with an update on the progress of the school renovation progress stating that everything was looking good and was seemingly on schedule.

4.b. **Middle School** - Mr. McCall noted that the TNReady Quick Scores were received on time and were, therefore, able to be included in the student's end of the year grade point averages. He noted that the uTrust student incentives were beneficial in helping motivate students in the reduction of chronic absenteeism. Mr. McCall discussed his planning with the elementary school in order to host the R2BR Summer Camp at the middle school this summer due to the construction at the elementary school.



Mr. McCall outlined the school's teacher professional development plans that includes Instruction Partner's Boot Camps and the State Standards Trainings for Math, Science, and Social Studies. Mr. McCall concluded by stating that he would begin academic planning upon receiving student academic results this summer.

**4.c. High School** - Ms. Dickerson said that she had examined the quick scores which arrived in a timely manner but had learned not to read too much into quick scores until the actual student growth and achievement data becomes available. Ms. Dickerson addressed the school's chronic absenteeism noting the 16% high last year. She stated that the school's goal is to be under 10% for this 2018-19 school year. She also noted that she will have to examine partial day absences next year. She stated that requiring the parents to come to the attendance hearings are beneficial in reducing chronic absenteeism. Ms. Dickerson concluded by outlining the schools' credit recovery program and teacher professional developments. She stated that 11 of 14 students passed the Certified Nurse Assistant exam and both students passed the Siemens Level I Mechatronics exam this month.

**4.d. Student School Board Representative** - Josie Garrett, next year's Student Representative, was in attendance in preparation for the August meeting.

#### **5. DIRECTOR'S REPORT:**

##### **5.a. Employment Notifications**

###### **New Teachers**

Davis, Holly	Elementary School
Holt, Laura	Elementary School
Jenkins, Monica	Special Education
Pavelski, Laura	Special Education
Stanley, Victoria	Elementary School
Thomas, Conner	Special Education
Tomerlin, Savannah	Elementary School
VanWinkle, Lindsey	Guidance Counselor
Weaver, Jennifer	Special Education

###### **Non-tenure Teachers**

Atwood, Jessica	Elementary School
Baker, Shawn	ESL
Barnes, Hannah	Elementary School
Brown, Amy	Special Education, Elementary School
Carter, Jamal	PE, Elementary School
Cothron, Gena	Elementary School
Davenport, Megan	Middle School
Davidson, Leah	English, High School
Davidson, Robert	Science, Middle School
Devenport, Amanda	English, High School
Dies, Lindsie	Special Education, Middle School
Dyer, Matthew	PE, High School

Edmaiston, Rachel	Music, Elementary School
Greer, Cody	PE, Elementary School
Hankins, Marie	Special Education, Elementary School
Harper, Kimberly	Elementary School
Hawkins, Jared	Social Studies, Middle School
House, Jessica	Elementary School
Jenkins, Brooke	Librarian, High School
Jones, Chelsea	Social Studies, Middle School
Kelley, Gina	Art, High School
Kirkland, Kristin	Math, High School
Knapp, Kim	Special Education, High School
Landis, Crystal	Elementary School
Liston, Carol	Elementary School
Miller, Charles	Science, Middle School
Morgan, Shealyn	Spanish, High School
Norris, Chelsea	Elementary School
Parker, Kelsey	Elementary School
Pierson, Paul	Math, High School
Pitts, Paul	Social Studies, Middle School
Pope, Josh	English, High School
Porter, Kellie	Elementary School
Pruitt, Stacey	Elementary School
Reynolds, Kimberly	Librarian, Elementary School
Roberts, Anna	Art, Elementary School
Roddy, Conner	Elementary School
Shipley, Lindsey	Elementary School
Sleeper, Ryan	Social Studies, High School
Smith, Heather	Social Studies, High School
Taylor, Angelica	Elementary School
White, Ronna	Elementary School
Williams, Hayden	PE, Middle School
Winfree, Sandra	Speech Teacher

**5.b. Academic and Goal Updates** - Dr. Satterfield outlined the district academic goals for the upcoming 2019-20 school year. He prioritized high-quality curriculum and materials for Science and Social Studies, improved instructional coaching and feedback, especially with the leadership staff, the use of Google classroom technology, reduction of chronic student absenteeism, progress toward the 90% Reading Goal, daily reading and writing, and implementation of a senior capstone experience. Dr. Satterfield explained how he plans to use online homebound services to help meet chronic absenteeism goals for 2019-20.

**5.c. Project Updates** - Dr. Satterfield stated that the painting is progressing well and that the contractors are now moving on to renovating the restrooms this week. He noted that the project would also replace 13 old doors and hardware in the K-3 section that were not replaced in the wall partition project. He concluded by stating that the new classroom cabinets would be installed during the summer.



6. NEW BUSINESS:

6.a. Recommendation for Teacher Dismissal - Carla Haynes - Attachment G

Recommendation by the Director of Schools to certify the dismissal charges for Carla Haynes passed with a motion by John Kerr and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

7. Account Analysis

8. Vendor Checks

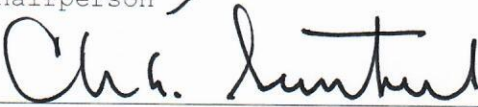
9. Expenditures & Encumbrances

10. ADJOURN:

Motion to Adjourn passed with a motion by Anthony Crook and a second by Regina Waller.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

  
Chairperson

  
Superintendent



# Trousdale County Schools Request for School Trip

Attachment - A

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: \_\_\_\_\_  
(Please specify)

Transportation Requested: ☐ Bus ☐ Van ☒ Car ☐ None  
(Please indicate # of vehicles needed in boxes provided)

Destination: Wayne County High School Team Camp  
Address: 707 South Main Street Waynesboro, TN 38485

Date(s) of Event: 6/2-6/5/19

Approximate Mileage: 288 (round trip) Student Fee: \$ \_\_\_\_\_

Group Attending: GIRLS BASKETBALL Approximate #: 16 girls 3 Teachers

Teacher(s) in Charge: Jared Hawkins & Cody Greer

Departure Time: Morning June 2 Return Time: Evening June 5

How will students benefit from this trip? 10 JV & 10 Varsity games spread out over 4 days. Staying will provide bonding experience and help with team chemistry.

Lunch details: Lodging / Meals Provided by Wayne Co High

Parents or Chaperones: Angelica Taylor Female Chaperone

Non-participating students or classes will \_\_\_\_\_

For Central Office Use Only

[Signature]  
Principal's Signature

4/24/19

Date

[Signature]  
Director's Signature

5/24/19

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): \_\_\_\_\_





Trousedale County Schools  
Request for Fundraising Activity

Attachment - B

School: ☐ TCES

☐ JSMS

☒ TCHS

Student Group/Activity:

TCHS Basketball

Net Amount Expected/Goal:

\$ 350 each

Specific Purpose of the Fundraiser:

Purpose is to have our athletes create a bond & instruct young campers on the fundamentals of basketball. Dates will be July 8<sup>th</sup> & 9<sup>th</sup>.

Specific Use of the Funds Acquired:

Gas / Bus drivers during the summer & our season.

Describe how students will be involved in the fundraising activity:


Students / Athletes will be instructors during camp.

  
Sponsor's Signature

5/14/19  
Date

  
Principal's Signature

5/14/19  
Date

  
Director's Signature

5/24/19  
Date

Board Approved: MAY 23, 2019



# Trousdale County Schools Request for Fundraising Activity

School: TCHS

Student Group/Activity:

TCHS FOOTBALL

Net Amount Expected/Goal:

\$5,000.00

Specific Purpose of the Fundraiser:

*June 21*

2019 TCHS FOOTBALL LIFT-A-THON

~~Sat. May 18~~

*Collect money after approved*

To raise money for necessities such as field equipment, field (lawn care supplies), and also the general upkeep of both practice and game playing surfaces.

Specific Use of the Funds Acquired:

Purchase of a new field sweeper

Building a proper housing for the new field sweeper to preserve the longevity for years to come.

Describe how students will be involved in the fundraising activity:

Each student-athlete will take donations for the 2019 TCHS LIFT-A-THON in a couple of ways:

- 1) General Donation to the Football Program
- 2) Donation based on total weight lifted

Sponsor's Signature

Date

*5-1-19*

Principal's Signature

Date

*5-13-19*

Director's Signature

Date

*5/24/19*

Board Approved:

*MAY 23, 2019*



**Trousdale County Board of Education  
Food Services Department  
103 Lock Six Road Hartsville, TN 37074  
(615) 374-2193**

**Cafeteria Vendor Awards/Bid Renewals for 2019-2020 School Year**

1. Request Renewal: Institutional Wholesale Co. be awarded our Food/Non-Food vendor.
2. Request Renewal: Purity Dairy be awarded our Ice Cream vendor.
3. Request Renewal: Prairie Farms be awarded our Milk vendor.
4. Request Renewal: Flowers Baking Co. be awarded our Bread vendor.
5. Request Renewal: Institutional Wholesale Co. be awarded our Produce vendor.

Thank you,  
Emily Helson  
Food Procurement

This institution is an equal opportunity provider.



# **FOOD SERVICE**

## **FAMILY OWNED DISTRIBUTOR**

*Since 1957*

P.O. Box 458 • Cookeville, TN 38503

April 16, 2019

Ms. Angela Ballard  
School Nutrition Supervisor  
LSSD SNP Supervisor  
397 North Castle Heights Avenue  
Lebanon, TN 37087

**Reference: Upper Cumberland Region Buying Group Renewal SY 2019-2020**  
**Clay County, Dekalb County, Fentress County, Lebanon SSD, Overton County,**  
**Picket County, Trousdale County, and White County Schools**

IWC Food Service appreciates the opportunity to renew the Food/Non-Food bid for Upper Cumberland Region Buying Group. The attached pricing spread sheet shows an up/down pricing adjustment for all items listed on your current bid. The price re-determinations (price increases and/or price decreases) is determined by following the renewal provision procedure stated on the original bid agreement. The Bureau of Labor Statistics Producer Price Index Commodity data for Finished Consumer Foods shows an allowable increase percentage of 3.480% for the bid renewal as specified calculation on the bid agreement. For the renewal school year 2019-2020 the overall bottom-line total will increase in the amount of \$58,065.16 which represent a **1.81%** (percent) pending approval from UCBG. Your kind consideration and approval of the above request for the increase is highly appreciated.

If you have any questions concerning the renewal pricing re-determination, please call or email us with your concern. Thank you for renewing your foodservice bid with IWC and we are looking forward to the upcoming school year serving the Upper Cumberland Region Buying Group.

Sincerely,

Shirley M Barbosa  
IWC Bid Coordinator

INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503



## UPPER CUMBERLAND REGION BUYING GROUP 2019-2020 BID RENEWAL

Clay County, Dekalb County, Fentress county, Lebanon SSD, Overton County, Pickett County, Trousdale County, and White County

Following are the documents required for contract renewal. Also attached is the list of items from the 2018-19 main food/non-food bid renewal and the items that have been added during 2018-2019. Please quote prices for the 2019-2020 renewal in the Excel format provided. As per the original bid conditions, we will use the PPI index (WPUFD411) to evaluate pricing for this renewal. **Send the list and signed documents no later than noon, Wednesday, April 17 to Angela Ballard, LSSD SNP Supervisor, 397 North Castle Heights Avenue, Lebanon, TN 37087.** Also, please send an electronic copy of the signed documents and the price list in Excel format to Angela Ballard at [angie.ballard@lssd.org](mailto:angie.ballard@lssd.org); to Laura McLerran, Clay County SNP Supervisor at [lmclerran@clayedu.com](mailto:lmclerran@clayedu.com); and to Debbie Howard, Fentress County SNP Supervisor at [debbie.howard@fentressboe.com](mailto:debbie.howard@fentressboe.com). Any questions should be directed to at least one of these UCBG Representatives.

This Buying Group participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21 (d). Note that products must be both produced and processed in the U.S. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be completed using the "Buy American Certification Form" and submitted with the bid renewal. If a request for an exception occurs after the time of the bid and during the contract period, it must be submitted in writing to at least one of the UCBG Representatives a minimum of one week in advance of delivery. Failure to complete and sign the "Buy American Certification Form" and include it with the bid response will be considered a non-responsive bid renewal. If the vendor ships items that have not been approved by the SAFA during the contract period, the non-compliance will be addressed as a breach of contract.

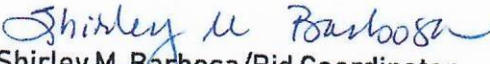
INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503

The included forms and attachments that must be returned are:

1. Signed Renewal Agreement Form
2. Prices for items in Excel format, following the price redetermination clause in the original bid
3. Certification Regarding Buy American (if applicable): NOTE; ALL ITEMS INCLUDING SPICES, YEAST, ETC. MUST BE LISTED ON THE BUY AMERICAN WAIVER IF THEY ARE NOT PRODUCTS (MADE AND MANUFACTURED) IN THE UNITED STATES. You may attach additional sheets if you need more space for items.
4. Certification Regarding Debarment

## RENEWAL AGREEMENT FORM

In compliance with the original 2016-2017 bid terms and conditions, the undersigned agrees to sell to the Upper Cumberland Buying Group all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

IWC Food Service	 Shirley M. Barbosa/Bid Coordinator
COMPANY	REPRESENTATIVE
PO Box 458	Cookeville, TN 38503
ADDRESS	CITY, STATE, ZIP CODE
800-239-9588 ext. 4240	sbarbosa@goiwc.com
TELEPHONE	E-MAIL
	DATE
	4/16/2019

INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503



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

---

- (1) 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.
- (2) 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.

IWC Food Service

Organization Name

---

Shirley M. Barbosa/Bid Coordinator

Name(s) and Title(s) of Authorized Representative(s)

---

Shirley M. Barbosa  
Signature(s)

4/16/2019  
Date

INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503

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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503



# Buy American Certification

As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).

We require that suppliers comply with the Buy American provision in all program meals and:

- 1) certify that the products they are offering are domestic; **or**
- 2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least one week prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				
	**Please see attached sheet for Non-Domestic Items on bid**					

**In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.**

What other alternatives to using non-domestic food products were considered?

None

I/We, IWC Food Service, certify that all food items on this bid have at least 51 percent U.S. content and were processed in the U.S., except for those listed above.

## Vendor Certification



Shirley M. Barbosa/Bid Coordinator

Authorized signature

4/16/2019

Date



# IWC Food Service

## Country Of Origin

Date: 4/16/2019 Time: 03:36 PM

Contract: 99 Upper Cumberland Region Buying Group

Type: Non-Domestic

Item #	Pack	Size	Description	Country Of Origin	Specials Flag
3315	12	2 Lb	Broccoli Spear Grade A Fncy	MX	
3325	12	2.5 Lb	Broccoli Cut Grade A Fncy	MX	
3326	12	2 Lb	Broccoli Floret Fcy lqf	MX	
3342	12	2 Lb	Cauliflower Floret Grade A 56599	MX	
3444	1	20 Lb	Vegetable Mix Dutch Calif Blnd 50187	MX	
3340	1	20 Lb	Carrot Sliced Kk	US,CA	
3459	12	2.5 Lb	Pea Green Grade A Frz	US, MX	
3489	1	20 Lb	Vegetable Mix Swiss Winter Broc/Cauli	MEX	
3490	1	20 Lb	Vegetable Mix Italian Grade A	US, MX	
727	6	10	Pear Halve Juice 35-40 Ct	CN	
1546	6	10	Pear Diced Juice	CN	
6608	4	1 Gal	Pepper Banana Ring 3/8" Mild Turkey	TR	
724	6	10	Peach Slice Juice	GR,CN	
725	6	10	Cocktail Fruit Juice	CN	
1529	6	10	Peach Diced Juice	GR	
1165	6	66.5 Oz	Tuna Chunk Light Spring Water 16003	ID	
1548	6	10	Orange Mandarin Broken Segment L/S	CN	
1574	6	10	Pineapple Sliced 50-55 Ct Juice Pak	ID	
1588	6	10	Pineapple Chunk Juice	ID	
1591	6	10	Pineapple Tidbit Juice	ID	
2217	4	1 Gal	Juice Lemon Peru	PE	
5248	4	1 Gal	Olive Manz Stuffed 340/360 Ct Spain	ES	
5278	6	10	Olive Sliced Ripe Spain	ES	
7494	6	3 Kilo	Carrot Baby Belgium 260-300 Ct	BE	
3928	70	4 Oz	Juice Dragon Punch Ctn Veg/Frt Bld Bev	US,CN,CL,MX,IN,TR,PL	
3956	70	4 Oz	Juice Wango Mango Ctn Veg/Fruit Bld Bev	US,CN,CL,MX,IN,TR,PL	
4268	48	6 Oz	Juice Fruit Blend 100% Cup .75 Fruit Bev	US,CN,CL,MX,TR,ES,PL	
12004	70	4 Oz	Juice Orange 100% Carton Bev	US,BZ,BR,CR,MX	
12006	70	4 Oz	Juice Apple Ctn Bev	US,AR,CL,CN,PL,ES,TR	
12008	70	4 Oz	Juice Grape Ctn Bev	US,AR,CL	
12012	70	4 Oz	Juice Fruit Punch 100% Ctn Bev	US,CN,CL,MX,TR,ES,PL	
12016	70	4 Oz	Juice Sour Apple100%Nas Ctn W/Ace&Calbev	US,CN,AR,CL,ZA	
12018	70	4 Oz	Juice Twisted Melon 100% Nas Ctn Bev	US,CL,AR,ZA,PL	
12020	70	4 Oz	Juice Blue Razz 100%Nas Ctn W/Ace&Calbev	US,CN	
12024	70	6 Oz	Juice Orange Ctn 100% Bev	US,BZ,BR,CR,MX	
12029	70	6 Oz	Juice Fruit Punch 100% Ctn Bev	US,CN,CL,MX,TR,ES,PL	
12031	70	6 Oz	Juice Apple Ctn 100% Bev	US,AR,CL,CN,PL,ES,TR	
12032	70	4 Oz	Juice Sunset Sip Veg/Bld Ctn Bev	US,CN,FR,ES,PL,HL	
7325	96	1 Oz	Tea Ice Bag 1 Oz=1 Gal 40747Blue	AR,IN, KE	
9031	50	1 Oz	Tea Bag Decaf	AR,IN	
12510	70	4 Oz	Juice Apple Ctn 100% Bev	US,AR,BR,CN,CL,NZ	
339	72	1.25 Oz	Coffee Arabica Special Blend	CO,BR,HN,V	
7886	20	1 Lb	Yeast Instant Red Label	MX	
3170	6	10	Pepper Jalapeno Slcd Nacho Mexico	MX	
3239	8	3 Lb	Vegetable Tuscan Blend	US, MX	
12216	24	8 Oz	Juice Cherry Apple 100% Non-Carb Bev	US,BR,AR,CN	
12217	24	8 Oz	Juice Fruit Punch 100% Non-Carb Bev	US,BR,AR,CN	
2185	32	6.75 Oz	Juice Juicy Grape 100% .75 Fruit Bev	US,AR,CL,CN,BR,DE,IT	

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P.O. BOX 458  
COOKEVILLE, TN 38503



2187	32 6.75 Oz	Juice Juicy Punch 100% .75 Fruit Bev	US,AR,CL,CN,BR,DE,IT
2188	32 6.75 Oz	Juice Juicy Apple 100% .75 Fruit Bev	US,AR,CL,CN,BR,DE,IT
2189	32 6.75 Oz	Juice Juicy Berry 100% .75 Fruit Bev	US,AR,CL,CN,BR,DE,IT
2197	32 6.75 Oz	Juice Juicy Orange Tangerine .75 Fruit Bev	US,AR,CL,CN,BR,DE,IT
2232	40 4.23 Oz	Juice Juicy Apple 100% .5 Fruit Bev	US,AR,CL,CN,BR,DE,IT
2234	40 4.23 Oz	Juice Juicy Punch 100% .5 Fruit Bev	US,AR,CL,CN,BR,DE,IT
1899	8 20 Oz	Mix Gravy Turkey Ttf	US,CA
1502	6 10	Salad Tropical Fruit 9082 L/S	TH
1504	36 4 Oz	Peach Diced Juice Cup	TH
1505	36 4 Oz	Mix Fruit Juice Cup 1/2 C Fruit	TH
1506	36 4 Oz	Orange Mandarin Juice Cup 1/2 C Fruit	TH
1508	36 4 Oz	Pineapple Tidbit Juice Cup 1/2 C Fruit	TH
1509	36 4 Oz	Pear Diced Juice Cup 1/2 C Fruit	TH
285	1 5 Lb	Cocoa Powder 10-12% Fat 166408	GH,CN
2073	12 24 Oz	Pudding Vanilla Instant	US,MX
2074	12 24 Oz	Pudding Chocolate Instant	US,MX,CN,CA,IN
2145	6 4.5 Lb	Gelatin Cherry	US,MX,BR,CN,CA
2151	12 24 Oz	Gelatin Orange W/Vit C	US,MX,BR,CN,CA
2153	12 24 Oz	Gelatin Strawberry W/Vit C	US,MX,BR,CN,CA
2249	12 24 Oz	Gelatin Berry Blue W/Vit C	US,MX,BR,CN,CA
8293	1 16 Oz	Seed Celery India	IN
8301	1 16 Oz	Mustard Ground Usa/Canada	US,CA
8305	1 12 Oz	Oregano Ground Turkey	TR
8306	1 16 Oz	Paprika Spanish	US,MX,IL,ES,CN
8318	1 19 Oz	Garlic Powder China	CN
8321	1 10 Oz	Flake Parsley Netherlands/Uk	NL,UK
8324	1 12 Oz	Pepper Red Crushe India	IN
8328	1 16 Oz	Cinnamon Ground	ID,LK
8366	1 16 Oz	Pepper Black Ground Fine	VN,ID,IN,MY
8370	1 6 Oz	Spice Sage Rubbed Albania	AL
12055	40 125 MI	Juice Trop/Twist Apple&Eve Bev 1/2 Veg	US,AR,CN,NZ,ES,TR,FR
12056	40 125 MI	Juice Power Punch Apple&Eve 1/2 Veg Bev	US,AR,CN,NZ,TR,ES,PE
12159	40 200 MI	Juice Trop Twist Apple&Eve 3/4 Veg Bev	US,AR,CN,NZ,TR,ES,FR
12160	40 200 MI	Juice Power Punch Apple&Eve 3/4 Veg Bev	US,AR,CN,NZ,TR,ES,PE
12180	40 200 MI	Juice Apple .75 Fruit Bev	AR,CN,NZ,TR
12182	40 200 MI	Juice Fruit Punch .75 Fruit Bev	US,AR,CN,NZ,TR,PL,ID
12185	40 125 MI	Juice White Grape .5 Fruit Beverage	ES,AR,CN,NZ,TR,
12186	40 125 MI	Juice Orange Tangerine .5 Fruit Bev	US,AR,CN,NZ,TR,BZ,CR
6969	1 1 Gal	Sauce Sweet & Sour	US,CA
11983	27 4.8 Oz	Cracker Graham Bulk Honey	MX
7931	24 8 Oz	Juice Bev Watermelon Strawberry 100% Car	US,TR,CN,AR,NZ,
7933	24 8 Oz	Juice Bev Kiwi Berry 100% Carbonated Bev	US,TR,CN,AR,NZ,PL,AU
7949	24 8 Oz	Juice Bev Grape 100% Carbonated Bev	US,TR,CN,AR,NZ,ES,PL
7955	24 8 Oz	Juice Bev Orange Tangerine 100% Carbonate	US,PL,BZ,CR,ES,TR,CN

INSTITUTIONAL WHOLESALE CO., INC.  
P.O. BOX 458  
COOKEVILLE, TN 38503



3/15/2019

Emily Helson  
Trousdale County Schools  
Food Service Department  
115 Lock Six Road  
Hartsville, TN 37074  
615-374-0907

Dear Ms. Helson,

Please consider this letter as formal acceptance from Purity Dairies L.L.C., to the Trousdale County, TN School System, to renew/extend the current Ice Cream bid through the 2019 -2020 school year.

We appreciate your business during this current year, and look forward to continuing our service to you in the new School Year. If you have any questions, or if we may be of service to you, please do not hesitate to call upon us.

Respectfully,

Randy Moody  
Ice Cream Area Sales Director  
Purity Dairies, LLC  
360 Murfreesboro Pike  
Nashville, TN 37210  
615-244-1900



**The included forms and attachments that must be returned are:**

1. Signed Renewal Request Form
2. Prices for items on the attached Excel form, following the price redetermination clause in the original bid
3. Certification Regarding Buy American. You may attach additional sheets if you need more space for items.
4. Certification Regarding Debarment

In compliance with the original 2017-2018 bid terms and conditions, the undersigned agrees to sell to the Upper Cumberland Buying Group all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other Bidder or competitor, for the purposes of restricting competition or as to any matter relating to price.

Flowers Baking Co. of Knoxville Brock Sellers  
COMPANY REPRESENTATIVE

3100 NW Park Dr. Knoxville, TN 37921

ADDRESS

CITY, STATE, ZIP CODE

865-362-7530

Brock.Sellers@flocorp.com 3-25-19

TELEPHONE

E-MAIL

DATE

The Upper Cumberland Buying Group would like the option to renew the current (2017-2018 original) Bread Contract with Flowers Bakeries. This group represents approximately 45 schools.

A written response from Flowers Bakeries to this request is required no later than **April 16, 2019**. Responses should be sent to: Laura McLerran, Clay County SNP Supervisor, [lmclerran@clayedu.com](mailto:lmclerran@clayedu.com). If the response is agreeable, a contract form will be sent for signature.

Flowers Bakeries may petition for price re-determination no later than **April 16, 2019**. Price re-determination is addressed in the Bid Conditions Agreement which states: Price-redeterminations are only allowed annually at the time of contract renewal. The Bureau of Labor, Producer Price Index for Commodity Data, Finished Consumer Foods (WPUFD411) will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the original base comparison month will be the prior December. For example, April 16, 2019 petitioned requests will be measured on the December 2018 index. All re-calculation dates will begin at that point. All bid item pricing using estimated usage will be considered and the bottomline final pricing will be used considering all price increases and decreases. The percentage difference from the total bottomline of the original bid and total bottomline renewal price redetermination will be compared. In the event the contract is renewed the most recent bottomline total will be used as the comparison base.

The base index at the time of renewal (December) divided by the index at the time of award (July) to determine acceptable percentage redeterminations. For the potential contract renewal for July 1, 2019: December 2018 Index divided by July 2018 Index (the time of award).

The total bottomline pricing must be equal to or less than the determined percentage using the above formula, or up to a maximum of three percent. If the bottomline bid pricing is not within the acceptable price range or a maximum of three percent (whichever is less), the vendor must revisit the pricing. Price increases based on uncontrollable events will not be readily accepted, but will be considered based on supporting data. If the pricing requirements cannot be met, the item(s) will not be approved for purchasing.

If you have any questions, please call one of the Group Representatives:  
Laura McLerran, Clay County SNP Supervisor, 931-243-5511, [lmclerran@clayedu.com](mailto:lmclerran@clayedu.com)  
Angela Ballard, LSSD SNP Supervisor, 615-449-6060, [angie.ballard@lssd.org](mailto:angie.ballard@lssd.org)  
Debbie Howard, Fentress County SNP Supervisor, 931-879-8341,  
[debbie.howard@fentressboe.com](mailto:debbie.howard@fentressboe.com)



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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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

---

- (1) 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.
- (2) 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.

Flowers Baking Co. of Knoxville LLC  
Organization Name

Brock Sellers VP of Sales  
Name(s) and Title(s) of Authorized Representative(s)

Brock Sellers  
Signature(s)

3-25-19  
Date



## Buy American Certification

As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d). We require that suppliers comply with the Buy American provision in all program meals and:

- 1) certify that the products they are offering are domestic; or
- 2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line-item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least one week prior to the scheduled delivery date.

Item as specified (include vendor number)	Reason for exception (check one: "Limited or lack of availability" or "Price")		Alternative substitute item (include vendor number)	Price of Domestic Product	Price of Non-Domestic Product	Country of Origin
	Limited or lack of availability	Price				

**In all cases, the school food authority (SFA) is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.**

What other alternatives to using non-domestic food products were considered?

I/We, FBC of Knoxville LLC, certify that all food items on this bid have at least 51 percent U.S. content and were processed in the U.S., except for those listed above.

**Vendor Certification:**

Bosch Sellen

Authorized signature

3-25-19

Date

**SCHOOL NUTRITION PROGRAM UPPER CUMBERLAND BUYING GROUP 2018-2019**

The Vendor will provide both the cost per pack and the cost per serving. The cost per serving will be multiplied by the estimated servings in order to calculate the extended cost and that extended cost will be totaled for the bottom line price.

A	B	C	D	E	F	G	H	I	J
Item Number	Item	Weight of loaf or pkg.	Slices or ct./pack (include ends)	Product Brand	Product Code	Bid Price/Pk	Estimated Servings	Cost Per Serving	Extended Cost (FXG)
	2 oz. eq. HOT DOG BUN, 50% minimum Whole Grain, first ingredient listed must be whole grain flour with any remaining flour enriched. Sliced, no seeds. 56-62 gm. or 2 oz. eq. per bun as stated on the product nutrition label. Minimum 16 gm whole grain per 2 oz. eq.		16		13709190	3.36	600		0.00
	TEXAS TOAST, Whole Grain, sliced, first ingredient listed must be whole grain flour with any remaining flour enriched. 35-40 gm or 1.25 oz. eq. per slice as stated on the product nutrition label. Minimum 10 gm whole grain per 1.25 oz. eq.	none			none		0		0.00
	<b>NON-WHOLE GRAIN ITEMS ZERO GRAMS TRANS FAT</b>								
	1.5 oz. eq. HAMBURGER BUN, Enriched, Sliced, no seeds. 42-48 gm. to meet 1.5 oz. eq. per serving according to product nutrition label.		12		13726170	1.29	0		0.00
	2 oz. eq. HAMBURGER BUN, Enriched, Sliced, no seeds. 56-62 gm. to meet 2 oz. eq. per serving according to product nutrition label.		30		10026700	3.50	60,000		0.00
	HOAGIE BUN, oblong, Enriched, Sliced, no seeds. 63-83 gm. or 2.25 - 2.75 oz. eq. per bun according to product nutrition label.		6		10320960	1.59	600	0.27	0.00
	1.25 - 1.5 oz. eq. HOT DOG BUN, Enriched, Sliced, no seeds. 35-48 gm. To meet 1.25 or 1.5 oz. eq. per bun as stated on the product nutrition label.	1802.	12		13727332 <del>10727332</del>	1.49	3,500		0.00

Billed 4/23/18  
 4133118  
 3.25A  
 3.25A



**SCHOOL NUTRITION PROGRAM UPPER CUMBERLAND BUYING GROUP 2018-2019**

The Vendor will provide both the cost per pack and the cost per serving. The cost per serving will be multiplied by the estimated servings in order to calculate the extended cost and that extended cost will be totaled for the bottom line price.

A	B	C	D	E	F	G	H	I	J
Item Number	Item	Weight of loaf or pkg.	Slices or ct./pack (include ends)	Product Brand	Product Code	Bid Price/Pk	Estimated Servings	Cost Per Serving	Extended Cost (FxG)
	<b>Whole Grain Rich Products. Zero grams trans fat</b>								
	LOAF, 50% minimum Whole Grain, first ingredient listed must be whole grains or whole grain flour with any remaining flour enriched. 28 gm or 1 oz. per slice as stated on product nutrition label. Minimum 8 gm whole grain per 1 oz. equivalency.		20		13711620	1.18	180,000	0.05	0.00
	1.5 oz. eq. HAMBURGER BUN, 50% minimum Whole Grain, Sliced, no seeds, whole grain or whole grain flour listed as first ingredient on label with any remaining flour enriched. 42-48 gm. to meet 1.5 oz. eq. per serving according to product nutrition label. Minimum 12 gm whole grain per 1.5 oz. eq.	none			none		0		0.00
	2 oz. eq. HAMBURGER BUN, 50% minimum Whole Grain, Sliced, no seeds, whole grain or whole grain flour listed as first ingredient on label with any remaining flour enriched. 56-62 gm. to meet 2 oz. eq. per serving according to product nutrition label. Minimum 16 gm whole grain per 2 oz. eq.		16		13731900	3.80	37,000	0.23	0.00
	HOAGIE BUN, oblong, sliced, no seeds, 50% Whole Grain, first ingredient on label listed as whole grain or whole grain flour with any remaining flour enriched. Sliced, 63-83 gm. or 2.25-2.75 oz. eq. per bun according to product nutrition label. Minimum 8 gm whole grain per oz. eq.		12		10002390	2.60	10,000	0.21	0.00
	1.5 oz. eq. HOT DOG BUN, 50% minimum Whole Grain, 6", first ingredient listed must be whole grain flour with any remaining flour enriched. Sliced, no seeds. 42-48 gm. or 1.5 oz. eq. per bun as stated on the product nutrition label. Minimum 12 gm whole grain per 1.5 oz. eq.		8		13724750	1.18	35,000	0.14	0.00

extended B  
4/23/19  
3/5/19

**SCHOOL NUTRITION PROGRAM UPPER CUMBERLAND BUYING GROUP 2018-2019**

The Vendor will provide both the cost per pack and the cost per serving. The cost per serving will be multiplied by the estimated servings in order to calculate the extended cost and that extended cost will be totaled for the bottom line price.

A	B	C	D	E	F	G	H	I	J
Item Number	Item	Weight of loaf or pkg.	Slices or ct./pack (include ends)	Product Brand	Product Code	Bid Price/Pk	Estimated Servings	Cost Per Serving	Extended Cost (FXG)
	2 oz. eq. HOT DOG BUN, Enriched, Sliced, no seeds. 56-62 gm. or 2 oz. eq. per bun as stated on the product nutrition label.	none			none		0		0.00
Total Extended Cost for Items in Group Above									0.00

*B. Seller*  
*4/23/18*  
*extended 3/25/19*





February 22, 2019

Emily Helson  
Trousdale County Schools  
Food Service Department  
115 Lock Six Road  
Hartsville TN 37074

Dear Ms. Helson,

Prairie Farms Dairy - Somerset Division agrees to renew the current bid contract with Trousdale County Schools for the 2019-2020 school term.

The same bid terms and conditions would apply, with your price adjusted each month based on Federal Milk Market Order Announcements for Class I Skim and Butterfat.

Thank you for allowing Prairie Farms Dairy - Somerset Division the opportunity to serve you. If you need anything else, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Mike Chandler". The signature is fluid and cursive.

Mike Chandler  
General Manager

MC/cpd



**FOOD SERVICE**  
**FAMILY OWNED DISTRIBUTOR**  
*Since 1957*

P.O. Box 458 • Cookeville, TN 38503

February 25, 2019

Emily Helson  
Food Procurement  
Trousdale County Schools  
103 Lock Six Road  
Hartsville, TN 37074

**Reference: Bid Trousdale Produce Bid Renewal for 2019-2020 School Year**

Dear Ms. Helson,

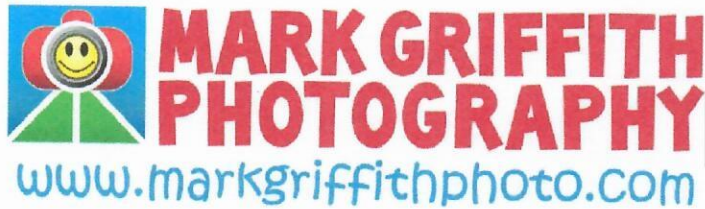
IWC Food Service appreciates the opportunity to renew the Fresh Produce bid for Trousdale County Schools. IWC will follow the original bid conditions within the 2017-2018 Produce bid contract agreement for the renewal. The original fixed fee will remain the same for items listed on your current bid throughout the renewal period. Any other items added to bid will follow the same pricing structure.

If you have any questions concerning the Fresh Produce bid renewal, please call or email us with your concern. Thank you for renewing your Produce bid with IWC and we are looking forward to another great school year.

Best Regards,

Shirley M. Barbosa  
IWC Bid Coordinator  
[sbarbosa@goiwc.com](mailto:sbarbosa@goiwc.com)  
800-239-9588 ext. 4240





105 Timber Hills Rd  
Hendersonville, TN 37075  
Home Phone: 615-826-9374  
Cell Phone: 615-944-7403  
Email: email@markgriffithphoto.com

**Contract for photography service for 2019-2020 school year for:  
Trousdale County Schools  
103 Lock Six Road  
Hartsville, TN 37074**

This agreement is between Mark Griffith Photography and Trousdale County Schools for the 2019-2020 school year. Mark Griffith Photography will be the exclusive portrait photographer for the following events:

**Trousdale County High School**

- Underclass student & faculty fall portraits, including a make-up portraits day
- Senior formal and cap & gown portraits
- Student spring portraits
- Sports teams and individual player portraits (band, cheerleading, football, volleyball, basketball, baseball, softball, & track)
- Football and basketball homecoming courts
- Senior superlatives
- Senior graduation group
- Prom
- Graduation
- Miss Trousdale Pageant

**Satterfield Middle School**

- Student & faculty fall portraits, including a make-up portrait day
- Student spring portraits
- Sports teams and individual player portraits (cheerleading, football, volleyball, basketball, baseball, & softball)
- Football and basketball homecoming courts
- Jr Miss Trousdale Pageant

**Trousdale County Elementary School**

- Student & faculty fall portraits, including a make-up portrait day
- Student spring portraits
- Kindergarten cap & gown portraits
- Class group portraits

Mark Griffith Photography will provide a senior class framed composite of similar size and design as previous years. The composite will be delivered within 60 days after graduation. Mark Griffith Photography will also provide to Trousdale County Elementary School a printed student directory for the principal's use.

The yearbook advisor will be the lead coordinator between Mark Griffith Photography and Trousdale County Schools. The scheduling of the events will be at mutually agreed upon dates and times.

All images will remain copyrighted by Mark Griffith Photography. Mark Griffith Photography does issue a limited use license to Trousdale County Schools to use the images for any official school use, such as yearbook, newspaper, etc. Images will be delivered to the yearbook advisor in PSPA format within 30 days after each photographic event.

Mark Griffith Photography will have exclusive rights to market all images to the parents of students thru paper and website based proofs. Website proofs will be password protected. Parents will receive an access pin# by email and on their child's paper proof. A maximum of five emails per event will be sent thru out the school year.

All paper proofs will have an attached order payment envelope. These will be returned to the school for collection and fulfillment by the photographer. Paper proof orders will be fulfilled and returned to the school for distribution. Web site purchases will be fulfilled and mailed directly to the parent.

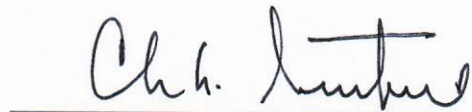
Trousdale County Schools agrees to provide student names, grade, homeroom, and parent contact information. Mark Griffith Photography will take all reasonable means necessary to protect the privacy of student's images and data. Data will only be used for marketing to the parents. Images will only be used for general marketing if a model release has been signed by the parents of the subjects.

Mark Griffith Photography is entitled to one free yearbook and a ¼ page advertisement in the yearbook.

Trousdale County Schools will receive 30% commission from all gross sales before June 1, 2020. Gross sales is all payments received after sales tax (and \$5 shipping/handling per each internet order) have been deducted. A commission check will be issued at the end of each month.



Mark Griffith  
Mark Griffith Photography



Trousdale County Schools



## Bid Opening Tabulation Summary

**Location:** Trousdale Co Board of Education

Project: CES Waxing Project  
Date: 4/26/19

Date: 4/26/19

[illegible]

Recommendation to Board to accept \$16243<sup>00</sup>  
bid by Jeff Somerville w/ Advantage Cleaning  
Service. Project to begin July 1, 2019.

# Trousdale County Board of Education

## Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education

Project: TCES Waxing Project

Date: 4/26/19

Time: 4:00 PM

Company	Representative in Attendance	Signature	Results
Jani King	n/a hand delivered	—	\$16701.45
(Jeff Somerville) Havantage Cleaning Svc	n/a hand delivered Thursday	—	\$16243.00
TCBOE Representative	David Cochran	David Cochran	
TCBOE Representative	Angie Williams	Angie Williams	
TCBOE Representative			



Advantage Cleaning Service

PO Box 206

Portland, TN 37148

# Estimate

Date	Estimate #
4/25/2019	5743

Name / Address
Hartsville Elementary School

Project

Description
QUOTE TO STRIP AND WAX ALL TILE FLOORS 43,900 sq. ft @ .037 per sq. ft
Have a Blesses day!
<b>Total</b> \$16,243.00

Signature \_\_\_\_\_

Phone #
615-519-1559

acs@advantagecleaningservice.net
----------------------------------



# ONE TIME CHARGE CONTRACT (THIS IS NOT AN INVOICE)

DATE: 4/26/2019

REGION: Nashville

**FACILITY LOCATION:**

CLIENT: Trousdale County Schools

ADDRESS: 103 Lock Six Rd

Hartsville, TN 37074

PHONE: (615) 374-2193

FAX/E-MAIL: davidcothron@tcschools.org

**BILL TO:**

CLIENT: David Cothron

ADDRESS: \_\_\_\_\_

AMOUNT: \$ 15,451.45

+ sales tax

JANI-KING agrees to provide the service indicated under the Cleaning Service Specifications below. CLIENT agrees to pay JANI-KING the full amount due, plus any applicable sales tax, upon receipt of an invoice from JANI-KING.

**CLEANING SERVICE SPECIFICATIONS**

Strip/Refinish: 1. Machine strip all VCT tile floors, taking care to get into corners, along edges and beneath furnishings.

2. Rinse, reseal and refinish all tile floors. 3. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

Approx: 44,147 sq ft

Are additional service specifications attached? Yes ☐ No ☒

JANI-KING WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL, INCLUDING THOSE CONDITIONS THAT EXIST PRIOR TO CLEANING. Customer should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

Customer signature to begin service:

Client:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

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

Jani-King:

\_\_\_\_\_  
Authorized Signature

Victor Berrios Jr.

\_\_\_\_\_  
Print Name

Franchisee:

Start Date: On or Before: \_\_\_\_\_

Number: \_\_\_\_\_

Franchisee agrees to provide the service under the terms of this contract, according to all JANI-KING standards, procedures and policies.

Franchisee:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

I have inspected the facility and acknowledge that the above service has been completed to my satisfaction.

Client:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





## ONE TIME CHARGE CONTRACT (THIS IS NOT AN INVOICE)

DATE: 4/26/2019

REGION: Nashville

**FACILITY LOCATION:**

CLIENT: Trousdale County Schools

ADDRESS: 103 Lock Six Rd

Hartsville, TN 37074

PHONE: (615) 374-2193

FAX/E-MAIL: davidcothron@tcschools.org

**BILL TO:**

CLIENT: David Cothron

ADDRESS: \_\_\_\_\_

AMOUNT: \$ 1,250.00 + sales tax

JANI-KING agrees to provide the service indicated under the Cleaning Service Specifications below. CLIENT agrees to pay JANI-KING the full amount due, plus any applicable sales tax, upon receipt of an invoice from JANI-KING.

**CLEANING SERVICE SPECIFICATIONS**

Remove all items in designated areas.

Are additional service specifications attached? Yes ☐ No ☒

JANI-KING WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL, INCLUDING THOSE CONDITIONS THAT EXIST PRIOR TO CLEANING. Customer should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

Customer signature to begin service:

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

Client: \_\_\_\_\_

Jani-King: \_\_\_\_\_

Authorized Signature

Authorized Signature

Victor Berrios Jr.

Print Name

Print Name

Franchisee: \_\_\_\_\_

Number: \_\_\_\_\_

Start Date: On or Before: \_\_\_\_\_

Franchisee agrees to provide the service under the terms of this contract, according to all JANI-KING standards, procedures and policies.

Franchisee: \_\_\_\_\_

Authorized Signature

Date

Print Name

I have inspected the facility and acknowledge that the above service has been completed to my satisfaction.

Client: \_\_\_\_\_

Authorized Signature

Date

Print Name

## NOTICE TO BOARD MEMBERS OF RECOMMENDATION FOR TEACHER DISMISSAL

On the May 23, 2019 Board Meeting, I will recommend to you the dismissal of Carla Haynes, a non-tenured teacher currently employed by Trousdale County Schools. Written notice of this recommendation has been provided to the teacher.

Please carefully read the charge letter prior to the Board so that you are prepared to vote on certification of the charges. Because you are subject to the Open Meetings Act, and because you must be able to objectively review the evidence if there is ultimately an appeal to the Board, you should not discuss this matter with anyone, including, but not limited to, other Board members.

Procedurally, my recommendation triggers the following steps.

1. At the May 23, 2019 Board Meeting, I will recommend that Ms. Haynes be dismissed for the charges presented in the attached charge letter. The only action that you will take is a vote to certify the charges. No evidence will be presented other than that which is contained in the charge letter and ***no vote will be taken on the truth of these charges. Rather, you will vote on whether the charges, if true, would justify dismissal.*** If you vote to certify, it means that you believe that charges such as these constitute sufficient reason to dismiss a teacher.
2. If you certify the charges, a letter will be sent to the teacher stating that the Board has certified the charges of dismissal and providing information concerning the teacher's rights under the law. The teacher has thirty days from the time the letter is received to request a hearing.
3. If the teacher requests a hearing, the Board will engage an impartial hearing officer and a dismissal hearing will be scheduled. At the hearing, both the administration and the teacher will present evidence that the teacher should or should not be dismissed. The ruling of the impartial hearing officer may be appealed to the Board.
4. If appealed to the Board, the Board hears the appeal on the record with no new evidence permitted. The employee may appear in person or through counsel. The Board, by majority vote, may (1) sustain the decision; (2) send the record back for additional evidence; (3) revise the penalty; or (4) reverse the decision.
5. Either party may appeal the decision of the Board to Chancery Court.

Thank you for your cooperation and your discretion in this matter.



Clint A. Satterfield, Ed.D  
Director of Schools