



MAINTENANCE CONTRACT

The current maintenance contract for the Obion County Board of Education policy manual expires September 30, 2010.

If you wish to renew this contract, please sign and date the enclosed contracts and return **one** copy with payment to us in the enclosed self-addressed stamped envelope. Keep the other copy for your files.

Please note that the contract is for three calendar years.

Thanks!!!

Please let us know how you would like to be notified of upcoming policy revisions/changes:

- Email: _____
- Fax: _____
- U.S. Mail: Attn: _____

TSBA District Policy Manual Updating and On-line Service Agreement

This Services Agreement("Agreement") is made and entered into, as of September 30, 2010 by and between **Obion County Board of Education**, hereinafter called "School District," and the **Tennessee School Boards Association**, Nashville, Tennessee, hereinafter called "TSBA," provides as follows:

I. PURPOSE

TSBA agrees to perform the services enumerated in Article II-B of this Agreement for the purpose of assisting School District to maintain its District Policy manual in current condition and to provide the District Policy Manual on TSBA's web site.

In consideration for TSBA's services, School District agrees to perform the duties enumerated in Article II-A and make payment according to Article III.

Prerequisite: School District shall have completed a Customized Policy Project with TSBA and currently subscribe to TSBA's maintenance service.

Term: The term of this Agreement shall be for three (3) years from effective date. (September 30, 2010)

II. SERVICES

A. School District shall:

1. Designate a member of the administrative staff to serve as liaison with TSBA for the duration of this Agreement, and so advise TSBA.
2. Provide TSBA with any desired revisions or additions to policy manual in a timely manner.

B. TSBA shall:

1. Monitor changes in state and federal law and customize applicable district policies to incorporate changes.
2. Review and edit district-originated policy revisions and additions, and provide legal review when needed.
3. Provide School District with sample policies upon request.
4. Advise School District on policy manual topics and organization.

5. Provide School District with yearly record of all policies revised and adopted during the calendar year.
6. Conduct periodic policy manual audits to ensure that all policies are in compliance with current laws.
7. Maintain an up-to-date copy of the School District's policy manual and School District's on-line policy manual on a continuous basis.
8. TSBA will make available hardcopies (paper) of school district's policies. However, the electronic formatting of policies is the intellectual property of TSBA.

III. Fees/Fee Payment Schedule

In consideration of the services set forth in Section II-B of this agreement, School District shall pay to TSBA the fee of \$7,500.00 for a three-year subscription to the Policy Maintenance/On-line Service. Payment of the three year subscription shall be as follows:

1/3 due upon expiration of current maintenance contract (10/01/10)	<u>\$ 2,500.00</u>
1/3 due upon first anniversary of expiration date (10/01/11)	<u>\$ 2,500.00</u>
1/3 due upon second anniversary of expiration date (10/01/12)	<u>\$ 2,500.00</u>

Thirty days before the expiration date (10/01/13), TSBA will send a notice of renewal to the district including any price increase or other changes in such service.

For the
Tennessee School Boards Association

For the
School District



Director of Policy Services

Director of Schools

9-3-2010

Date

Board Chairman

Date

Please sign both copies of this Agreement. One copy is to be retained by the district and one copy is to be returned to TSBA Policy Services.



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

Phone (615) 815-3900 Fax (615) 815-3911

Invoice

Date	Invoice #
9/1/2010	16676

Bill To
Obion County Board of Education Attn: Finance 316 S. 3rd Street Union City, TN 38261-3724

Description	Amount						
On-Line Maintenance	2,500.00						
We appreciate your prompt payment.	<table border="1"> <tr> <td>Total</td> <td>\$2,500.00</td> </tr> <tr> <td>Payments/Credits</td> <td>\$0.00</td> </tr> <tr> <td>Balance Due</td> <td>\$2,500.00</td> </tr> </table>	Total	\$2,500.00	Payments/Credits	\$0.00	Balance Due	\$2,500.00
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Payments/Credits	\$0.00						
Balance Due	\$2,500.00						

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