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**REGULAR BOARD MEETING**  
**Monday, October 4, 2021 7:00 PM**  
**Hickman County High School Library**

- I. Call To Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of August 2, 2021 Regular Board Meeting Minutes
- V. Approval of August 31, 2021 Special Called Board Meeting Minutes
- VI. Approval of September 9, 2021 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month
  - B. Recognition of Retiring Employees
    - 1. Regina Baker
    - 2. Gary Barnes
    - 3. Keith Boehms
    - 4. Karen Bridges
    - 5. Debbie Buchanan
    - 6. Janie Choate
    - 7. Angie Christensen
    - 8. Darin Cochran
    - 9. Brendlyn Durham
    - 10. Becky Gatewood
    - 11. Cindy Halbrooks
    - 12. Denise Hudgins
    - 13. Virgil Kelley
    - 14. Peggy McClellan
    - 15. Myra Orton
    - 16. Mike Smithson
    - 17. Nan Thomas
    - 18. Doris White
- IX. Communications to the Board
  - A. National 4-H Week
  - B. Bus Route Concern
  - C. Live! Love! Run!
  - D. Director's Report
  - E. Financial Report
- X. Items Requiring Board Action
  - A. Election of Board Officers for 2021-2022
  - B. Textbook Certification
  - C. Approval of Strategic Plan Vision, Mission, and Goals
  - D. Budget Amendments
  - E. Declaration of Surplus

- F.  
Declaration of Surplus
- G. Construction Management Selection
- H. Board Policy 3.500
- I. Revised Board Policies 4.401, 6.300 (1st Reading)
- J. Revised Board Policies 4.206, 4.212 (2nd Reading)
- K. Deletion Of Board Policy 5.3051
- L. Board Policy Review 1.2021-1.401
- XI. Announcements
- XII. Adjourn

Monday, August 2, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, August 2, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jim Hudgins, and Vance Willis. Tim Hobbs and Jane Herron were absent from the meeting.

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

The group recited the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the board meeting on July 12, 2021. Jim Hudgins seconded the motion.

Monday, July 12, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 12, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Jane Herron, and Jim Hudgins. Ron Gammons and Vance Willis were absent from the meeting.

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

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

Jane Herron made a motion to approve the minutes from the board meeting held on Monday, June 7, 2021. Tim Hobbs seconded the motion.

Monday, June 7, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 7, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, and Vance Willis. Steve Gianakos and Jim Hudgins were absent from the meeting.

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

Ron Gammons led the group in reciting the Pledge of Allegiance.

Jane Herron made a motion to approve the minutes from the board meeting held on Monday, May 3, 2021. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve the agenda for the June 7, 2021 meeting. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 7, 2021, at 7:00 p.m. in Room 203 of the Board of Education Central Office. A work session will be held at 6:00 p.m. in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of May 3, 2021 Regular Board Meeting Minutes
- V. Approval of May 10, 2021 Special Called Board Meeting Minutes
- VI. Approval of May 17, 2021 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month--Vance Willis
  - B. Employee of the Year--Steve Gianakos
  - C. Friend of Education--Ron Gammons
  - D. Lifetime Transportation Award--Jim Hudgins
- IX. Communications to the Board
  - A. Director of School Evaluation--Board Chair
  - B. Board of Education Self-Evaluation--Board Chair
  - C. Director's Report--Director of Schools
  - D. Financial Report--Business Officer
  - E. Family Resource Center End of Year Report--Family Resource Center Directors
  - F. Student Recognition-Athletes Performing at State Level in Spring Sports--Director of Schools
- X. Items Requiring Board Action
  - A. Trip Requests
    1. EHHS Football--Coach and Players
  - B. Board Meeting Schedule for 2021-2022--Director of Schools
  - C. Annual Agenda 2021-2022--Director of Schools
  - D. Budget Amendments--Business Officer
  - E. Resolution to Grant Authority to Designate Reserves--Director of Schools
  - F. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
  - G. Authorize Director of Schools to Submit Grants, Applications, Reports, Amendments, and Addenda--Director of Schools
  - H. School Paving Services for 2021-2022 Bid--Maintenance Director
  - I. Metal Equipment Storage Building Bid--Maintenance Director
  - J. Request for EHES Job Share--EHES Principal
  - K. Approval of ESSER funded positions--Director of Schools
  - L. Coaching Supplement Request--Athletic Director
  - M. 2021-2022 142 Federal Budget--Director of Schools
  - N. 2021-2022 Differentiated Pay Plan--Director of Schools
  - O. 2021-2022 Pay Scales--Director of Schools
  - P. Personnel Decisions--Director of Schools
  - Q. TSSE Membership Dues and Contribution--Director of Schools
  - R. Board Policy Deletion 6.401, 6.406, 6.407--Director of Accountability
  - S. Board Policy Review 6.600-6.709 --Director of Accountability
- XI. Announcements
- XII. Adjourn

On a voice vote, the motion was approved 5-0.

Vance Willis recognized Hope Clark as the Employee of the Month.

Ron Gammons recognized Rob Mitchell as the Friend of Education.

Tim Hobbs recognized Jack Loveless as the recipient of the Lifetime Transportation Award.

Jane Herron made a motion to accept the Director of Schools evaluation. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the Board of Education self-evaluation. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to accept the Director's Report. Ron Gammons seconded the motion.

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: May 26, 2021  
RE: June Director's Report

**Leave of Absence**

Professional

Support Staff

**Hiring**

Professional

Support Staff

**Resignation**

Professional

Cathy Morgan EHES teacher

Support Staff

Gary Barnes Bus Driver  
Ally Piper CES Teacher Assistant  
Jessica Whimbush CES Teacher Assistant

**Retirement**

Professional

Keith Boehms EHHS Teacher

Support Staff

**Transfers**

Professional

Crystal Litton CIS teacher to EHES teacher

Support Staff

**Appointment**

Professional

Shelda Qualls

CES Assistant Principal

Support Staff

DJ Key

HCHS Athletic Director

Matthew Dotson

HCHS Volleyball Coach

Christie Carter

HCMS Volleyball Coach

Mollie Chessor

HCMS Cheerleading Coach

Madelyn Owens

HCMS Cheerleading Coach

Lacey Carter

HCMS Volunteer Volleyball Assistant Coach

Zach Bentley

HCMS Boys Basketball Coach

**Open Positions**

1 Secondary Personal Finance/ Economics Position

2 Secondary Math Positions

2 Special Education Positions

1 Speech Language Position

1 Alternative Learning Environment Position

2 Assistant Principal

Bus Drivers

EHMS Softball Head Coach

HCMS Girls Basketball Assistant Coach

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

On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the Financial Report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to accept the Family Resource Center End-of-Year reports. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

The Board of Education recognized track and field athletes from HCHS for performance at the Spring Fling State Tournament for TSSAA.

Ron Gammons made a motion to approve the overnight trip request for EHHS Football Camp to be held at EHHS from July 18-22, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the 2021-2022 board meeting schedule. Jane Herron seconded the motion.

Hickman County Board of Education

Board Meeting Dates

2021-2022

July 12, 2021

August 2, 2021

September 9, 2021\* working session only

October 4, 2021

November 1, 2021

December 6, 2021

January 3, 2022

February 7, 2022

March 7, 2022

April 4, 2022

May 2, 2022

June 6, 2022

On a voice vote, the motion was approved 5-0.

Jane Herron made a motion to approve the annual agenda. Ron Gammons seconded the motion.

Hickman County Board of Education

Annual Agenda 2021-2022

July 2021

Work Session	Board Meeting
Evaluation tool completed for the Director of Schools for the 2021-2022 school year	Student Discipline Hearing Authority Designation
	Approval of School Fees
Board Policy Review	Board Policy Review

August 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2021

Work Session	Board Meeting
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Strategic Plan and Goals	
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October 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Election of Officers of the Board
	Compliance Report
	Textbook Certification
	Approval of School Calendar
	Honor Retirees

November 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Approval of Supplement Splitting

December 2021

Work Session	Board Meeting
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January 2022

Work Session	Board Meeting
Set Date(s) for Board Retreat	
Board Policy Review	Board Policy Review

February 2022

Work Session	Board Meeting
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Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	2022-2023 Budget Calendar

March 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	Set Attendance Zones
Evaluation Distribution	

April 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	Textbook Adoption Approval

May 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Tuition Rate Approval for Out of County Students
	Teacher Tenure
2022-2023 Budget	2022-2023 Budget (141, 142, 143)
	Authorize Superintendent to Submit Grants, Applications, Reports, Amendments, and Addenda
	Recognize Teachers of the Year

June 2022

Work Session	Board Meeting
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Board Policy Review	Board Policy Review
	Personnel Decisions and Placement
Annual Agenda	Annual Agenda
Meeting Schedule 2022-2023	Adopt Board Meeting Schedule 2022-2023
	Annual Budget 2022-2023 (if needed)
	Grant Executive Committee authority to close out fiscal year
Director of Schools Evaluation	Director of Schools Evaluation
	Recognize Employee of the Year and Friend of Education

On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve budget amendments 23-24. Jane Herron seconded the motion.

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

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Ron Gammons made a motion to approve Resolution 21-28. Amy Bryant seconded the motion.

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

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Vance Willis made a motion to grant the executive committee the authority to close out the financial books with the finance office, including budget amendments. Tim Hobbs seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Ron Gammons made a motion to authorize the Director of Schools to submit grants, applications, reports, amendments, and addenda in closing the 2020-2021 school year and opening the 2021-2022 school year. Amy Bryant seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the bid for school paving in 2021-2022 to 4-Star and the painting and stiping to Sessions. Amy Bryant seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Vance Willis made a motion to approve the construction bid of a metal storage equipment building for \$85,000.00. Jane Herron seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve the job share requested for 2nd grade at East Hickman Elementary School. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to approve the additional positions funded through ESSER funding. Amy Bryant seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Vance Willis made a motion to approve the high school volleyball coaching supplement at 10% and an assistant coach position at %5 for both EHHS and HCHS. Tim Hobbs seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve 142 budget placeholders for the 2021-2022 school year. Jane Herron seconded the motion.

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

Vance Willis  
On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve the 2021-2022 differentiated pay plan. Tim Hobbs seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve the salary schedules for the 2021-2022 school year. Vance Willis seconded the motion. Vance Willis, Jane Herron, and Tim Hobbs declared a conflict of interest but would vote in the interest of their constituents.

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

On a roll call vote, the motion was approved 5-0-2.

Ron Gammons made a motion to approve the professional personnel decisions for the 2021-2022 school year. Tim Hobbs seconded the motion. Vance Willis, Jane Herron, and Tim Hobbs declared a conflict of interest but would vote in the interest of their constituents. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve TSSE Membership at \$3,486.00. Tim Hobbs seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to delete board policies 6.401, 6.406, 6.407 and add to the administrative procedures. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve the review of board policies 6.600-6.709. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 8:14 p.m.

On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the agenda for the meeting on July 12, 2021. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, July 12, 2021, at 7:00 p.m. in Room 203 of the Board of Education Central Office. A work session will be held at 6:00 p.m. in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of June 7, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month--Jim Hudgins
  - B. Employee of the Year--Steve Gianakos
  - C. Student Recognition of EHHS Track and Field--Tim Hobbs
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
- VIII. Items Requiring Board Action
  - A. Trip Request
    1. HCHS JROTC Raider National Championship--Instructor and Cadets
  - B. Event Requests
    1. HCHS Executive Student Council Homecoming Dance--Sponsor and Students
    2. HCHS JROTC Raider Competition--Instructor and Cadets
  - C. Budget Amendments--Business Officer
  - D. Close Out Budget Amendments--Business Officer
  - E. CES/CIS Paving Project--Maintenance Director
  - F. 2021-2022 Centerville Municipal Golf Course MOU--Director of Schools
  - G. Approval of ESSER 3.0 Application--Director of Schools
  - H. 2021-2022 Student Discipline Hearing Authority--Director of Schools
  - I. 142 Budget Literacy Grant--Business Officer
  - J. 2021-2022 Food Service Salary Schedules--Business Officer
  - K. 2021-2022 School Fees--Director of Schools
  - L. 2021-2022 Out of County Tuition Rate--Director of Schools
  - M. Revised Board Policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, 6.402 (1st Reading) --Director of Accountability
  - N. Board Policy 6.318--Director of Accountability
- IX. Announcements
- X. Adjourn

On a voice vote, the motion was approved 5-0.

Zach Bentley was recognized as the July Employee of the Month.

Kara Hobbs was recognized as the 2021-2022 Employee of the Year.

EHHS Track and Field teams were recognized for their accomplishment of performing at the spring state tournament.

Tim Hobbs made a motion to accept the Director's Report. Jane Herron seconded the motion.

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: June 24, 2021  
RE: July Director's Report

**Leave of Absence**

Professional

Shelby Owens  
Angie Petty

September 13, 2021-January 3, 2022  
2021-2022 School Year

**Hiring**

Professional

Scotty Hannah  
Gavin Gordon  
Emma Orton  
Stephanie Hastings  
Lori Isbell  
Hannah Stevens  
Stacey LaRue  
Madelyn Owens  
Scott Brown  
Jay Bennett  
Rachel Hudgins  
Alayna Duffel

Alternative School Teacher  
EHHS Physical Education  
EHES Teacher  
EHIS Teacher  
EHIS Teacher  
EHIS Teacher  
CIS/CES Physical Education  
CIS Teacher  
HCHS Sp Ed Teacher  
EHHS Personal Finance/Economics  
EHES/EHIS Physical Education  
EHES Teacher

Support Staff

Jenny Weber  
Brian Buttrey

HCHS Guidance Secretary  
HCHS ISS

**Resignation**

Professional

Katrina Davis  
Kevin Eady  
Jill Bosarge  
Kassi Holloway  
Jim Stone  
Jessica O'Daniel  
Cortnie Fitts  
Hayley Sawyer

Federal Programs Director  
HCHS Principal  
HCHS Biology  
HCMS English Language Arts  
EHES Assistant Principal  
EHES Teacher  
EHMS Math Teacher  
EHMS Math Teacher

Support Staff

**Retirement**

Professional

Support Staff

## Transfers

### Professional

Robert Phillips

EHMS Teacher to EHHS Teacher

Emily Mobley

CIS Teacher to CES Teacher

Julia Thomasson

Special Programs to Federal Programs Director

Elizabeth Grover

EIS Speech to EHES Speech

### Support Staff

Tina Truett

EHES Bookkeeper to CES Assistant

Chelsea Anglin

CIS Sp Ed Assistant to CES/CIS Behavior Assistant

Sarah Eisenhuth

CES Assistant to HCMS Assistant

## Appointment

### Professional

Rachel Hudgins

HCHS Assistant Volleyball Coach

### Support Staff

Jack Harlow

EHHS Girls Basketball Coach

## Open Positions

1 Secondary Personal Finance/ Economics Position

2 Secondary Math Positions

1 Secondary Science Positions

2 Special Education Positions

1 Speech Language Position

2 Assistant Principal Positions

HCHS Principal

Bus Drivers

EHMS Softball Head Coach

HCMS Girls Basketball Assistant Coach

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

.On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to accept the Financial Report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the overnight trip request for HCHS JROTC to attend Raider National Competition on November 4-6, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the request from HCHS Student Council to host a homecoming dance on September 5, 2021, from 7:00 p.m.-10:00 p.m. at the cost of approximately \$25.00 per person. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the request to host a JROTC Raider Competition at Hickman County High School on September 4, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve close out budget amendments #25-29. Jim Hudgins seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Jane Herron made a motion to approve the CES/CIS Paving project based on the bid from the previous board meeting. Steve Gianakos seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Steve Gianakos made a motion to approve the Memorandum of Understanding with the Town of Centerville for the use of the Centerville Golf Course. Jane Herron seconded the motion. Amy Bryant declared a conflict of interest since her son plays golf.

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

On a roll call vote, the motion was approved 4-0-1-2.

Amy Bryant made a motion to approve the ESSER 3.0 spending plan and health plan. Tim Hobbs seconded the motion.

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

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Tim Hobbs made a motion to approve the appointment of the student discipline hearing authority for the 2021-2022 school year. Steve Gianakos seconded the motion.

Student Discipline Hearing Authority

2021-2022

Beth Robinson--EHHS

Cynthia Hughes--EHIS

Bryan Anglin--EHMS

Tarrah Lawson--CIS

Clay Chessor--HCHS

Eric Cannon--Special Programs

Don Qualls--Chair

On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the 142 budget literacy grant. Jim Hudgins seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Steve Gianakos made a motion to approve the Food Service Salary Schedules, proposal 2. Tim Hobbs seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve the school fees for the 2021-2022 school year. Tim Hobbs seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Steve Gianakos made a motion to approve the out of county tuition rate at \$1,000.00 for the 2021-2022 school year. Tim Hobbs seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Amy Bryant made a motion to approve board policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, and 6.402 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to delete board policy 6.318. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 7:43 p.m.

On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve the agenda for the meeting on August 2, 2021. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, August 2, 2021, at 7:00 p.m. in Room 203 of the Board of Education Central Office. A work session will be held at 6:00 p.m. in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of July 12, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition

- A. Employee of the Month--Jane Herron
- B. Student Recognition of HCHS JROTC--Amy Bryant
- C. School Nutrition Team--Vance Willis
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. OPEB Trust Quarterly Statement--Board Chair
- VIII. Items Requiring Board Action
  - A. Budget Amendments--Business Officer
  - B. Tennis Expansion Pilot--Director of Schools
  - C. JUUL Lawsuit Participation--Director of Schools
  - D. 2021-2022 Audit Contract--Director of Schools
  - E. Revised Board Policies 4.206, 4.212 (1st Reading)--Director of Accountability
  - F. Revised Board Policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.2013, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, 6.402 (2nd Reading) --Director of Accountability
  - G. Board Policy Review 1.100--1.202--Director of Accountability
- IX. Announcements
- X. Adjourn

On a voice vote, the motion was approved 5-0.

Ron Gammons recognized Debbie Gross as Hickman County Schools Employee of the Month for August.

Vance Willis recognized Sharon Burns and the Hickman County Schools Nutrition team as Heroes from the No Kid Hungry program.

Ron Gammons made a motion to accept the Director's Report as presented. Steve Gianakos seconded the motion.

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: July 23, 2021  
 RE: August Director's Report

**Leave of Absence**

Professional

Support Staff

Misty Willis

July 26, 2021 - January 3, 2022

**Hiring**

Professional

Kimberly Williams

EHHS Principal

Ronnie Brewer

EHHS Assistant Principal

Chastity Lampley

HCMS Teacher

Samuel Shewbart

EHES Teacher

Bailey Ingram

EHES Teacher

Suzanne Lewis

CIS Teacher

Edward Holeman

CIS Teacher

Dray Mercer

HCHS Teacher

Support Staff

Stephanie Bodine	EHES P/T Sp Ed Assistant
Lindsey Deal	EHIS P/T Sp Ed Assistant
Megan Holloway	CIS Sp Ed Assistant
Carol Bateman	CES Sp Ed Pre-K Assistant
Brittney Kniss	EHES/EHIS Assistant
Amber Malloy	EHES Physical Education Assistant/Teacher Assistant
Ally Piper	CES P/T Sp Ed Assistant

**Resignation**

Professional

Damien Clayton	HCHS History/Football
Adam Fleming	HCHS Teacher

Support Staff

Ashley Welker	CES Assistant
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**Retirement**

Professional

Support Staff

**Transfers**

Professional

Rose Korte	CES Physical Education to CIS Principal
Craig Shelton	HCHS Guidance to HCHS Principal
Gavin Gordon	EHES/EHIS Teacher to EHHS Teacher
Amber Warren	EHMS Guidance to HCHS Guidance
Crystal Litton	CIS Teacher to EHES Teacher
Eric Cannon	CIS Principal to Special Programs Director

Support Staff

Tanya Williams	EHMS Bookkeeper to Maint/Trans Secretary
Twyla Tucker	EHMS DBA to System Wide DBA

**Appointment**

Professional

Chris Dawson	HCHS Golf Coach
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Support Staff

Raygan Adkins	EHMS Softball Coach
Hannah Pendergrass-Thomason	EHMS Asst. Girls Basketball Coach
Leah Russell	EHMS Cheer Coach

**Open Positions**

- 1 Secondary Personal Finance/ Economics Position
- 2 Secondary Math Positions
- 2 Secondary Science Positions
- 1 Spanish Position
- 1 Special Education Position
- 1 Speech Language Position
- Bus Drivers
- HCMS Girls Basketball Assistant Coach

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



On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to accept the Financial Report as presented. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the OPEB Quarterly Statement as presented. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve budget amendments 1-4. Vance Willis seconded the motion.

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

Jim Hudgins  
Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Steve Gianakos made a motion to approve a pilot tennis expansion to the middle school with a 2% supplement. Amy Bryant seconded the motion.

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

Jim Hudgins  
Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Vance Willis made a motion to approve participation in the JUUL Lawsuit and for an opinion letter to be on file. Steve Gianakos seconded the motion.

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

Jim Hudgins  
Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Ron Gammons made a motion to enter into an audit contract with Greg Lemon for audit services, for \$27,500.00. Vance Willis seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

Vance Willis made a motion to approve board policies 4.206 and 4.212 on first reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve board policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, and 6.402 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve the review of board policies 1.100-1.202. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 7:30 p.m.

Tuesday, August 31, 2021  
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special called session on Tuesday, August 31, 2021, at 6:00 p.m. in the library of Hickman County High School. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Steve Gianakos, Jane Herron, Jim Hudgins, and Vance Willis. Ron Gammons and Amy Bryant attended the meeting remotely.

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

The group recited the Pledge of Allegiance.

Chair Amy Bryant asked Tim Hobbs to chair the meeting discussion since he was attending in person.

Jane Herron made a motion to approve the agenda for the special called meeting. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in special session on Tuesday, August 31, 2021, at 6:00 p.m. in the library of Hickman County High School.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items for Board Action
  - A. Health and Safety Policies
  - B. Employee Leave for COVID-19
- VI. Announcements
- VII. Adjourn

On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to support the Director of Schools in the measures needed including but not limited to contact tracing, applying for remote learning and closing schools as needed for COVID-19. Jim Hudgins seconded the motion.

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

Steve Gianakos  
Jane Herron

Tim Hobbs  
Jim Hudgins

Vance Willis

On a roll call vote, the motion failed 3-4.

Vance Willis made a motion to suspend board policy and hear public comment. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs asked public members who wanted to speak to raise their hands and each person was given three minutes to speak. Michelle Gilbert was the timekeeper. The following citizens requested time to speak:

Mitzi Wolcott, Matthew Dotson, Leanna McCaleb, Sara True, Marla Beard, Brett Stone, Gail Sloan, Joey Hunt, Kim Young, Angela Kistler, and Joe Bowman.

Each speaker was provided three minutes to speak to the board without asking questions.

Vance Willis made a motion that COVID protocols for contacting families and excusing students from school be left to the Health Department. Ron Gammons seconded the motion.

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

Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins  
Vance Willis

On a roll call vote, the motion was approved 5-2.

Amy Bryant made a motion to suspend board policy and approve board policy 5.3052 regarding COVID-19 leave retroactive from the start of the school year. Steve Gianakos seconded the motion.

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

Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs  
Jim Hudgins  
Vance Willis

On a roll call vote, the motion was approved 7-0.

The meeting was adjourned at 8:02 p.m.

Thursday, September 9, 2021  
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special called session on Thursday, September 9, 2021, at 6:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Jane Herron, and Vance Willis. Ron Gammons and Jim Hudgins were absent from the meeting. Vance Willis entered the meeting during the budget amendment vote.

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

The group recited the Pledge of Allegiance.

Tim Hobbs made a motion to approve the agenda for the special called meeting. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in special session on Thursday, September 9, 2021, at 6:00 p.m. in Room 203 of the Central Office Building.

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Items for Board Action
  - A. Budget Amendments
  - B. ESSER 3.0 Documents
- V. Adjourn to Work Session

On a voice vote, the motion was approved 4-0.

Steve Gianakos made a motion to approve budget amendments 5-11 as presented. Jane Herron seconded the motion.

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

On a roll call vote, the motion was approved 4-0-1-2.

Vance Willis entered the meeting during the budget amendment vote.

Tim Hobbs made a motion to approve the ESSER 3.0 plan documents as presented. Jane Herron seconded the motion.

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

On a roll call vote, the motion was approved 5-0-2.

The meeting was adjourned at 6:08 p.m.



**AMY BRYANT**  
9589 S. Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**TIM HOBBS**  
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

**JIM HUDGINS**  
1297 E. Grinders Switch Rd., Centerville, TN 37033

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

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

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

The Hickman County Board of Education will meet in regular session on Monday, October 4, 2021, at 7:00 p.m. in the library of Hickman County High School. A work session will be held at 6:00 p.m. in the library at Hickman County High School. A reception honoring the recent retirees from the Hickman County School System will be held at 6:30 p.m. in the cafeteria of Hickman County High School.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of August 2, 2021 Regular Board Meeting Minutes
- V. Approval of August 31, 2021 Special Called Board Meeting Minutes
- VI. Approval of September 9, 2021 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month--Jane Herron
  - B. Recognition of Retiring Employees
    1. Regina Baker--Amy Bryant
    2. Gary Barnes--Tim Hobbs
    3. Keith Boehms--Steve Gianakos
    4. Karen Bridges--Ron Gammons
    5. Debbie Buchanan--Jane Herron
    6. Janie Choate--Jim Hudgins
    7. Angie Christensen--Amy Bryant
    8. Darin Cochran--Tim Hobbs
    9. Brendlyn Durham--Steve Gianakos
    10. Becky Gatewood--Ron Gammons
    11. Cindy Halbrooks--Jane Herron
    12. Denise Hudgins--Jim Hudgins
    13. Virgil Kelley--Amy Bryant
    14. Peggy McClellan--Tim Hobbs
    15. Myra Orton--Steve Gianakos
    16. Mike Smithson--Ron Gammons
    17. Nan Thomas--Jane Herron
    18. Doris White--Jim Hudgins

- IX. Communications to the Board
  - A. National 4-H Week--Lake Bates and Donna Bradley
  - B. Bus Route Concern--Parent
  - C. Live! Love! Run!--Student Support Team
  - D. Director's Report--Director of Schools
  - E. Financial Report--Business Officer
  
- X. Items Requiring Board Action
  - A. Election of Board Officers for 2021-2022--Board Chair
  - B. Textbook Certification--Deputy Superintendent
  - C. Approval of Strategic Plan Vision, Mission, and Goals--Director of Schools
  - D. Budget Amendments--Business Officer
  - E. Declaration of Surplus--Maintenance Director
  - F. Declaration of Surplus--Transportation Director
  - G. Construction Management Selection--Maintenance Director
  - H. Board Policy 3.500--Director of Schools
  - I. Revised Board Policies 4.401, 6.300 (1st Reading)
  - J. Revised Board Policies 4.206, 4.212 (2nd Reading)--Director of Accountability
  - K. Deletion of Board Policy 5.3051--Director of Accountability
  - L. Board Policy Review 1.2021-1.401--Director of Accountability
  
- XI. Announcements
  
- XII. Adjourn



Isabella Armstrong	Substitute Teacher
Ben Bentley	Substitute Teacher
Malinda Bogle	Substitute Teacher
Cameron Bowdoin	Substitute Teacher
Hailey Carter	Substitute Teacher
Lacey Carter	Substitute Teacher
Connie Chumley	Substitute Teacher
Shawn Deree	Substitute Teacher
Teresa Harrington	Substitute Teacher
Pamela Hunnicutt	Substitute Teacher
Joy Mangrum	Substitute Teacher
Ashabahen Patel	Substitute Teacher
Shelly Patterson	Substitute Teacher
Sandra Poole	Substitute Teacher
Holly Poth	Substitute Teacher
Janice Reyome	Substitute Teacher
Melody Hutchinson	Substitute Teacher
Sydni Kihneman	Substitute Teacher
Kyle Majnaric	Substitute Teacher
Elizabeth Hope Myers	Substitute Teacher
Noah Nicholson	Substitute Teacher
Mary Phillips	Substitute Teacher
Patricia Primm	Substitute Teacher
Kimberly Rocker	Substitute Teacher
Georgetta Street	Substitute Teacher
Halbrooke Warden	Substitute Teacher
Rebecca Watson	Substitute Teacher
Zoe Weatherspoon	Substitute Teacher
Savannah Wesbrooks	Substitute Teacher
Chiquita Wright	Substitute Teacher
Gary Wright	Substitute Teacher
Kayla Downey	Substitute Teacher
Amy Dunn	Substitute Teacher
Alexys Harrington	Substitute Teacher
Keisi Sikora	Substitute Teacher
Jackson Thigpen*	Substitute Teacher
William Thigpen*	Substitute Teacher
Rebecca Carreiro	Substitute Teacher
Savannah Crabtree	Substitute Teacher
Mollie Clark	Substitute Teacher
Kayla Dansby	Substitute Teacher
Theresa Drew	Substitute Teacher
Desiree Dezaiffe	Substitute Teacher
Katie Edwards	Substitute Teacher
Charlee Fowlkes	Substitute Teacher
Sidney Hudgins*	Substitute Teacher
Jenna Hudson	Substitute Teacher
Preston Reyhome	Substitute Teacher
Stephen Sain	Substitute Teacher
Hannah Simmons	Substitute Teacher

Tanya Sims	Substitute Teacher
Anna Spears	Substitute Teacher
Molli Staggs	Substitute Teacher
Helen St. Germain	Substitute Teacher
Stacey Talton	Substitute Teacher
Linda Tidwell	Substitute Teacher
Ann Webster	Substitute Teacher

**Resignation**

Professional

Tonda Gainey	EHES Teacher
Matt Selewsky	EHHS Teacher

Support Staff

Nancy Castenholtz	Food Service
Amanda Sullivan	Food Service
Elizabeth Hope Myers	Food Service
Patty Edwards	Food Service
Janice Burton	Food Service
Ashton Mayberry	Food Service

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Julie Rice	HCHS Assistant Principal to HCHS Interim Principal
Brandy Warren	EHES Teacher to EHMS Teacher

Support Staff

**Appointment**

Professional

Julie Rice	HCHS Interim Principal
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Support Staff

Eric Gilbert*	HCMS Assistant Boys Basketball Coach
Lacey Carter	HCMS Asst. Girls Basketball Coach
Brad Gilbert	HCHS Assistant Golf Coach
Anita Long	HCMS Tennis
Drae Mercer	HCMS Assistant Football Coach
Ben Green	HCMS Assistant Football Coach

**Open Positions**

1 Secondary Personal Finance/ Economics Position  
 2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Alternate Learning Environment

Bus Drivers

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

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Budget	% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>Revenues</b>									
40110		Current Property Tax	2,953,439.00	(382.26)	0.01 %	246,119.92	0.00	0.00 %	
40120		Trustee's Collections - Prior Year	80,000.00	(19,156.73)	23.95 %	6,666.67	248.25	-3.72 %	
40125		Trustee's Collections - Bankruptcy	0.00	(600.49)	0.00 %	0.00	(185.35)	0.00 %	
40130		Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(9,341.90)	20.76 %	3,750.00	(8,074.25)	215.31 %	
40140		Interest And Penalty	21,000.00	(1,635.38)	7.79 %	1,750.00	(648.57)	37.06 %	
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(840.53)	21.01 %	333.33	(274.39)	82.32 %	
40162		Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %	
40210		Local Option Sales Tax	2,100,000.00	(429,833.84)	20.47 %	175,000.00	(8,109.83)	4.63 %	
40270		Business Tax	30,000.00	(5,963.38)	19.88 %	2,500.00	(1,760.02)	70.40 %	
41110		Marriage Licenses	1,300.00	(180.50)	13.88 %	108.33	(133.00)	122.77 %	
43517		Tuition - Other	2,000.00	(2,200.00)	110.00 %	166.67	(400.00)	240.00 %	
43570		Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	(2,668.61)	106.74 %	
43582		Community Service Fees - Adults	200.00	(35.00)	17.50 %	16.67	(35.00)	210.00 %	
44120		Lease/Rentals	1,000.00	(8,049.16)	804.92 %	83.33	(350.00)	420.00 %	
44170		Miscellaneous Refunds	30,000.00	(323.75)	1.08 %	2,500.00	(22.56)	0.90 %	
44530		Sale Of Equipment	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
44560		Damages Recovered From Individuals	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %	
44570		Contributions & Gifts	15,000.00	(2,252.34)	15.02 %	1,250.00	(1,252.34)	100.19 %	
46511		Basic Education Program	22,770,000.00	(4,602,175.68)	20.21 %	1,897,500.00	(2,301,087.84)	121.27 %	
46515		Early Childhood Education	417,796.00	(28,989.61)	6.94 %	34,816.33	(28,989.61)	83.26 %	
46520		School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %	
46550		Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
46590		Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %	
46591		Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %	
46594		Family Resource Centers	59,223.00	0.00	0.00 %	4,935.25	0.00	0.00 %	
46610		Career Ladder Program	50,000.00	0.00	0.00 %	4,166.67	0.00	0.00 %	
46851		State Revenue Sharing -T.V.A.	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %	
46981		Safe Schools	86,560.00	(0.30)	0.00 %	7,213.33	86,385.59	-1,197.58 %	
46990		Other State Revenues	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %	
47640		Rotc Reimbursement	70,000.00	(6,926.03)	9.89 %	5,833.33	(6,926.03)	118.73 %	
48990		Other	50,000.00	0.00	0.00 %	4,166.67	0.00	0.00 %	
49700		Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
49800		Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %	
<b>Total Revenues</b>			<b>29,487,518.00</b>	<b>(5,121,555.49)</b>	<b>17.37 %</b>	<b>2,457,293.17</b>	<b>(2,274,283.56)</b>	<b>92.55 %</b>	
<b>Expenditures</b>									
71100		Regular Instruction Program	(14,599,004.00)	2,351,393.43	16.11 %	(1,216,583.67)	1,305,659.72	107.32 %	
71150		Alternative Instruction Program	(180,671.00)	27,077.02	14.99 %	(15,055.92)	12,047.26	80.02 %	

Account	Description	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
141	General Purpose School						
71200	Special Education Program	(3,194,103.00)	407,225.98	12.75 %	(266,175.25)	212,764.62	79.93 %
71300	Career and Technical Education	(1,260,256.00)	154,486.40	12.26 %	(105,021.33)	66,672.15	63.48 %
72110	Attendance	(175,970.00)	38,261.15	21.74 %	(14,664.17)	18,818.95	128.33 %
72120	Health Services	(386,008.00)	71,335.11	18.48 %	(32,167.33)	27,913.85	86.78 %
72130	Other Student Support	(1,020,144.00)	173,875.80	17.04 %	(85,012.00)	66,112.17	77.77 %
72210	Regular Instruction Program	(1,347,034.00)	188,140.03	13.97 %	(112,252.83)	84,802.46	75.55 %
72220	Special Education Program	(121,505.00)	22,196.36	18.27 %	(10,125.42)	7,504.77	74.12 %
72230	Career and Technical Education	(112,411.00)	30,758.75	27.36 %	(9,367.58)	7,287.89	77.80 %
72250	Technology	(339,567.00)	184,751.48	54.41 %	(28,297.25)	105,317.13	372.18 %
72290	Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(669,913.00)	265,748.99	39.67 %	(55,826.08)	14,635.73	26.22 %
72320	Director Of Schools	(292,764.00)	75,566.11	25.81 %	(24,397.00)	19,380.84	79.44 %
72410	Office Of The Principal	(1,853,785.00)	334,082.37	18.02 %	(154,482.08)	98,281.73	63.62 %
72510	Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,380,500.00)	603,290.64	25.34 %	(198,375.00)	161,649.49	81.49 %
72620	Maintenance Of Plant	(1,185,022.00)	373,181.74	31.49 %	(98,751.83)	98,609.68	99.86 %
72710	Transportation	(2,372,457.00)	312,691.51	13.18 %	(197,704.75)	110,162.70	55.72 %
72810	Central And Other	(257,500.00)	18,200.22	7.07 %	(21,458.33)	2,233.57	10.41 %
73100	Food Service	(35,604.00)	0.00	0.00 %	(2,967.00)	0.00	0.00 %
73300	Community Services	(132,316.00)	19,753.82	14.93 %	(11,026.33)	8,459.06	76.72 %
73400	Early Childhood Education	(473,041.00)	60,092.55	12.70 %	(39,420.08)	23,727.57	60.19 %
76100	Regular Capital Outlay	(450,000.00)	249,291.00	55.40 %	(37,500.00)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(33,084,575.00)</b>	<b>5,961,400.46</b>	<b>18.02 %</b>	<b>(2,757,047.92)</b>	<b>2,452,041.34</b>	<b>88.94 %</b>
<b>Total 141</b>	General Purpose School	<b>(3,597,057.00)</b>	<b>839,844.97</b>	<b>23.35 %</b>	<b>(299,754.75)</b>	<b>177,757.78</b>	<b>59.30 %</b>

142	School Federal Projects	Account	Description	Year-To-Date		Month-To-Date		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>Revenues</b>									
44170		Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00 %	0.00 %	
47131		Vocational Educ - Basic Grants To	109,612.01	0.00	0.00 %	9,134.33	0.00 %	0.00 %	
47141		Title 1 Grants To Local Educ Agencies	1,194,330.19	(166,622.25)	13.95 %	99,527.52	15,973.29	-16.05 %	
47143		Special Education - Grants To States	1,029,395.86	(105,206.45)	10.22 %	85,782.99	34,887.54	-40.67 %	
47145		Special Education Preschool Grants	37,974.92	0.00	0.00 %	3,164.58	7,602.57	-240.24 %	
47146		English Language Acquisition Grants	163,870.94	0.00	0.00 %	13,655.91	2,595.11	-19.00 %	
47148		Rural Education	140,559.42	0.00	0.00 %	11,713.29	32,301.65	-275.77 %	
47189		Eisenhower Prof Development State	189,824.40	(21,862.22)	11.52 %	15,818.70	7,567.77	-47.84 %	
47301		COVID-19 Grant #1	256,012.87	0.00	0.00 %	21,334.41	0.00	0.00 %	
47307		COVID-19 Grant B	2,601,712.86	0.00	0.00 %	216,809.41	0.00	0.00 %	
47309		COVID-19 Grant D	208,000.00	0.00	0.00 %	17,333.33	0.00	0.00 %	
47401		American Rescue Plan Act Grant #1	8,004,126.08	0.00	0.00 %	667,010.51	0.00	0.00 %	
47402		American Rescue Plan Act Grant #2	202,505.77	0.00	0.00 %	16,875.48	0.00	0.00 %	
47403		American Rescue Plan Act Grant #3	13,501.22	0.00	0.00 %	1,125.10	0.00	0.00 %	
47590		Other Federal Through State	333,914.58	(9,972.70)	2.99 %	27,826.22	(9,972.70)	35.84 %	
<b>Total Revenues</b>				<b>14,485,341.12</b>	<b>(303,663.62)</b>	<b>2.10 %</b>	<b>1,207,111.76</b>	<b>90,955.23</b>	<b>-7.53 %</b>
<b>Expenditures</b>									
71100		Regular Instruction Program	(5,257,382.74)	271,496.95	5.16 %	(438,115.23)	72,906.35	16.64 %	
71150		Alternative Instruction Program	(75,000.00)	0.00	0.00 %	(6,250.00)	0.00	0.00 %	
71200		Special Education Program	(1,027,911.70)	71,958.20	7.00 %	(85,659.31)	35,826.85	41.82 %	
71300		Career and Technical Education	(85,956.81)	24,167.40	28.12 %	(7,163.07)	6,430.20	89.77 %	
72110		Attendance	(100,000.00)	0.00	0.00 %	(8,333.33)	0.00	0.00 %	
72120		Health Services	(52,500.00)	0.00	0.00 %	(4,375.00)	0.00	0.00 %	
72130		Other Student Support	(508,920.16)	81,432.39	16.00 %	(42,410.01)	38,554.83	90.91 %	
72210		Regular Instruction Program	(1,447,865.10)	70,461.67	4.87 %	(120,655.43)	22,289.32	18.47 %	
72220		Special Education Program	(570,812.65)	52,889.39	9.27 %	(47,567.72)	21,510.06	45.22 %	
72230		Career and Technical Education	(2,527.20)	0.00	0.00 %	(210.60)	0.00	0.00 %	
72250		Technology	(255,000.00)	0.00	0.00 %	(21,250.00)	0.00	0.00 %	
72610		Operation Of Plant	(2,050,548.17)	0.00	0.00 %	(170,879.01)	0.00	0.00 %	
72710		Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00	0.00 %	
73100		Food Service	(219,416.80)	0.00	0.00 %	(18,284.73)	0.00	0.00 %	
76100		Regular Capital Outlay	(2,818,003.58)	0.00	0.00 %	(234,833.63)	0.00	0.00 %	
99100		Transfers Out	(10,496.21)	0.00	0.00 %	(874.68)	0.00	0.00 %	
<b>Total Expenditures</b>				<b>(14,485,341.12)</b>	<b>572,406.00</b>	<b>3.95 %</b>	<b>(1,207,111.76)</b>	<b>197,517.61</b>	<b>16.36 %</b>
<b>Total</b>	<b>142</b>	School Federal Projects	<b>0.00</b>	<b>268,742.38</b>	<b>100.00 %</b>	<b>0.00</b>	<b>288,472.84</b>	<b>0.00 %</b>	

Account	Description	Year-To-Date		Month-To-Date	
		Budget Estimate	Actual	Estimate Avg/Mth	Actual
<b>143</b>	Central Cafeteria				
<b>Revenues</b>					
43521	Lunch Payments - Children	0.00	365.19	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	(3,559.48)	6,250.00	0.00 %
43523	Income From Breakfast	10,000.00	84.80	833.33	0.00 %
43525	A La Carte Sales	175,000.00	(16,546.13)	14,583.33	-0.59 %
43570	Receipts From Individual Schools	0.00	(16,000.00)	0.00	0.00 %
44110	Investment Income	200.00	(28.76)	16.67	50.88 %
47111	USDA School Lunch Program	1,340,000.00	(329,528.87)	111,666.67	147.55 %
47113	Breakfast	560,000.00	(106,045.10)	46,666.67	113.62 %
47114	USDA - Other	15,000.00	(21,837.26)	1,250.00	27.36 %
	<b>Total Revenues</b>	<b>2,175,200.00</b>	<b>(493,095.61)</b>	<b>181,266.67</b>	<b>129.12 %</b>
<b>Expenditures</b>					
73100	Food Service	(2,175,200.00)	685,107.99	(181,266.67)	127.52 %
	<b>Total Expenditures</b>	<b>(2,175,200.00)</b>	<b>685,107.99</b>	<b>(181,266.67)</b>	<b>127.52 %</b>
<b>Total 143</b>	Central Cafeteria	<b>0.00</b>	<b>192,012.38</b>	<b>0.00</b>	<b>0.00 %</b>

**Certification of Compliance with Tennessee Code Annotated  
Section 49-3-310(1)(A)**

“The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In conformity with TCA 49-3-310(4)(A) we, the undersigned, hereby certify that all the children attending the schools of Hickman County school system have, or will be given, access to all textbooks and instructional materials.

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*Chairman, Board of Education*

---

*Superintendent/Director of Schools*

---

10/4/21  
*Date*

**RETURN ELECTRONICALLY BY OCTOBER 15 TO:**

Alison Gower, Director of Content  
[Alison.Gower@tn.gov](mailto:Alison.Gower@tn.gov)  
State Department of Education  
12<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0379



Hickman County Schools

Vision, Mission, and Core Values

**Our Mission: The Hickman County School System exists to engage and develop the mind, body and character of every student so that each is prepared for success in education, work and life.**

**Our Vision: We engage and inspire our students from start to finish by setting high expectations for both students and adults. Every student is valued by teachers, leaders and support staff who provide each one access to quality instruction and support.**

**Our Core Values:**

- 1. Our schools must be safe, welcoming and positive for students, parents and teachers.**
- 2. Each student can learn, can be successful and deserves our high expectations. We encourage and support growth without limitations for all.**
- 3. We engage and inspire our students from start to finish.**
- 4. We expect to develop our students into well-rounded citizens who continue to learn throughout life.**
- 5. We strive to develop citizens who can apply knowledge ethically and with integrity in our community and world.**

**Goals**

- 1. Caring educators will create a positive environment and culture of high expectations and empower students to establish and pursue their future aspirations and goals.**
- 2. High quality instruction and a rigorous and engaging curriculum will positively impact student learning and improve achievement.**
- 3. Identify, grow, and support future teachers and leaders to sustain an educational system of excellence.**
- 4. Nurture partnerships between schools and stakeholders to serve the community and its citizens by sharing resources to create learning opportunities.**



Hickman County Schools  
Vision, Mission, and Core Values

Strategic Planning Priorities for 2021-2022:

**Culture**

1. Build and promote a positive environment and caring culture in all schools.
2. Hold high expectations for students at all levels of learning.
3. Expose students to the world of college and career at all levels and provide opportunities early for students to experience success at the postsecondary level.

**Instruction**

1. Increase literacy achievement and TVAAS growth across all grades.
2. Increase numeracy achievement and TVAAS growth across all grades.
3. Emphasize course offerings for early postsecondary and ACT success.

**Effective Personnel**

1. Recruit, hire, and retain high quality personnel.
2. Promote the education profession to current students.
3. Provide opportunities to develop teacher leaders.
4. Develop a local leadership pipeline.

**Community Engagement**

1. Promote the school system initiatives in the community and celebrate success.
2. Communicate effectively with stakeholders.
3. Promote and expand partnership opportunities with local businesses and employers.

## **Culture**

### **Action Steps for 2021-2022:**

Increase post-secondary opportunities at the high school level academically and through the CTE department by offering early dual enrollment opportunities and industry certifications in every CTE program.

College and career days at each of our schools in Hickman County.

Implement YouScience in grades 8 and 11 for students to analyze aptitude and interest for students.

Partner with emergency services to provide assistance in drills and safety planning.

Additional school nurse to prepare for situations where a nurse must be absent.

Utilize AWARE program for student mental health awareness: small group learning, student advisory groups, and mental health check-ins.

Graduation Walk for EHHS and HCHS through lower grade schools

STOPit app for anonymous reporting for bullying and harassment

Utilize building level social emotional leaders to train teachers on the use of Restorative Practices.

Implement Work Ethic Distinction Program for high school seniors

Establish career centers at each high school.

Collaborative planning between school nutrition department and coordinated school health for menu planning alternatives

Contract for professional learning for school nutrition staff on menu planning and preparation

### **Future Action Steps:**

Implement SWPBS at the high school level for positive school environment including the development of school-wide expectations and a matrix for behavior and consequences.

Potential alternative school location in the East Hickman zone.

Alumnae reach out program—share our own success and build upon it.

Training for RTI2B for culture, bullying, and positive behavior.

## **Instruction**

### **Action Steps for 2021-2022:**

PLC Meetings for content/grade level bands for planning towards the rigor and expectations of the curriculum standards.

Leadership teams meeting in every school to prioritize needs based on data analysis.

Utilize technology ambassadors to work with all teachers on the integration and utilization of technology, in particular the Google Education Suite

Provide mentoring for new teachers with highly effective teachers in content areas, outside of school-based if needed.

Provide training for counselors on CTE offerings and programs of study for consistent scheduling.

Walkthrough feedback for all new teachers and teachers identified through TEAM data and by the building principal as needing assistance.

Expansion of virtual school in Hickman County

Implement and establish high dosage tutoring program

School-based work based learning opportunities

### **Future Action Steps:**

Implement a district-wide PLC for singleton teachers to allow collaboration and planning.

Increase offerings in STEM, Music, and Arts. Re-establish music and art in lower grades.

New curriculum materials in mathematics

Expand school-based work-based learning opportunities

## **Effective Personnel**

### **Action Steps for 2021-2022:**

Provide mentoring for new teachers with highly effective teachers in content areas, outside of school-based if needed.

New teacher PLC (school based/ Angie Manor)

Three-year induction plan for new teachers

Participate with other districts in the Grow Your Own Initiative through NSCC and APSU.

Institute local leadership pipeline to identify and recruit teacher leaders.

Provide signing and/or bonus for teachers and leaders in areas that are considered hard to fill.

Utilize task force groups to recommend action steps for strategic planning for each goal.

Utilize student advisory council to meet with district leaders regarding student experiences and concerns, as well as extended learning.

### **Future Action Steps:**

Further develop and collaborative team for strategic planning and goal setting to include specific objectives and timelines for each group. Provide stipend for each group leader.

Provide local job shadowing as a part of the leadership pipeline experience.

Explore childcare facility for school employees

Explore medical services for school employees and family members

## **Community Engagement**

### **2021-2022 Action Steps:**

Community mental health awareness events: walk, festival, speaker

Read 20 initiative expansion to include restaurant placemats in partnership with Chamber of Commerce

School system presence at community events to provide information and free books

Work Ethic Distinction partnership with Hickman County Economic Development, Chamber of Commerce, and Business Education Council

Individualized high school planning for all students yearly

Joint meeting with county commission regarding budgeting and facilities

Recognition of businesses during basketball games

“Hometown Heroes” Part II video highlighting success stories from Hickman County

Establish Win-Win program for clubs and athletic programs

Leave a Legacy program establishment

### **Future Action Steps:**

Recognize children from birth with a book and onesie from the school system

Schools open after hours from parent and student clinics for tutoring and/or assistance with content

Post-secondary classes offered for community and students on campus

Long-term facility planning

**Hickman County Board of Education  
Budget Amendment No. 12**

*Federal Programs - Fund 142*

**October 4, 2021**

<b>Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>	<b>Justification</b>
47404 - - - 709	Revenue	\$36,654.70		
72130 - 189 - - 709	Other Salaries & Wages		\$28,000.00	ARP Homeless 2.0 Funding available through FY 2024
72130 - 201 - - 709	Social Security		1,736.00	
72130 - 204 - - 709	State Retirement		2,884.00	
72130 - 212 - - 709	Medicare Expenditures		406.00	
72130 - 499 - - 709	Other Supplies & Mat		3,628.70	
	<b>Totals</b>	<b>\$ 36,654.70</b>	<b>\$ 36,654.70</b>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

Hickman County Board of Education

Budget Amendment No. 13

General Purpose - Fund 141

October 4, 2021

Account	Description	Debit	Credit	Justification
72810 - 210 -	Unemployment Comp	\$382.50		To cover social security related to Fringe Benefits (299). To move expenditures related to outside support to SS subcode
72810 - 201 -	Social Security		\$382.50	
72810 - 499 -	Other Supplies & Mat	17,000.00		
72810 - 499 - SS	Other Supplies & Mat		15,000.00	
72810 - 599 - SS	Other Charges		2,000.00	
73300 - 499 -	Other Supplies & Mat	5,000.00		To move Budgeted Family Resource expenditures into proper sub code
73300 - 499 - FRC	Other Supplies & Mat		2,500.00	
73300 - 499 - FRE	Other Supplies & Mat		2,500.00	
72310 - 506 -	Liability Insurance	5,000.00		To move budgeted funds to cover 399 line items
72310 - 399 -	Other Contracted Svc		5,000.00	
<b>TOTALS</b>		<b>\$ 27,382.50</b>	<b>\$ 27,382.50</b>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

Attachments (if necessary and appropriate):

To: Michelle Gilbert

Request to declare items Surplus for Auction. We request the below listed items be approved for disposal for Surplus Auction sale, which will be planned after fall break in late October.

Old computers

Broken desks

Broken student chairs, office chairs

Old HVAC units

Old (non working ) Yamar compact tractor

Odd and end scrap metal

Other misc. classroom items-non current

And other miscellaneous items not listed.

Thank you,

Mike Plunkett



**Steven George**  
**Director of Transportation**  
**115 Murphree Avenue**  
**Centerville, Tn 37033**

The Transportation Department would like to declare the following School Buses surplus;

School Buses

Bus 36	2003	IH	VIN	4DRBRAAN94B961734	Age of Service 18+Years
Bus 61	2002	IH	VIN	4DRBRAAN52A947882	Age of Service 18+Years
Bus 64	2002	IH	VIN	4DRBRAAN72A947883	Age of Service 18+Years

# Hickman County Board of Education

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

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

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

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

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

- 12 1. Meals/snacks must be made available to all students in attendance.
- 13
- 14 2. Free and reduced-price meals/snacks must be made available to students who are determined  
15 eligible for these benefits.

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

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

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

## 22 *Students Requesting Modified Meals*

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

## 1 CHARGE POLICY

### 2 *Collection of Unpaid Meal Charges*

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

## 9 OFFER VS. SERVICE

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

## 13 COMMUNITY USE OF SCHOOL KITCHENS

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

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

## 19 COMPETITIVE FOODS/VENDING MACHINES<sup>3</sup>

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

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

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

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

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Legal References

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

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Cross References

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



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

To: School Board Members  
From: Misty Shelton  
Date: October 2021

### **1st Reading:**

#### **4.401- Textbooks- Please add the following to lines 1-6 on page 2 of 3**

##### **CARE OF DEVICES**

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

#### **6.300-Code of Behavior and Discipline- Line 6 page 2 add **and nicotine** after the word tobacco**

After each offense, add the following wording: **when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.**

### **2nd Reading:**

#### **Policy 4.206 - Homebound Instruction**

A change to State Board of Education Regulation 0520-01-13-.01 clarifies that students receiving homebound instruction may receive instruction remotely if they are quarantining due to COVID-19. TSBA has updated their model policy to reflect this option.

#### **Policy 4.212 - Virtual Education Program**

Updated State Board of Education Regulation 0520-01-03-.05 differentiates between virtual schools and virtual education programs. While students in virtual schools utilize technology for remote instruction on an ongoing basis, students in virtual programs only receive remote instruction for a limited period of time for a particular qualifying reason. Students may utilize virtual education programs for a variety of reasons including academic remediation or enrichment, continuity of educational service for homebound students or students who are quarantined, or students enrolled in an alternative school. In order to utilize virtual programs, State Board of Education regulations require that a local board of education adopt a policy on these programs. TSBA has created this

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*misty.shelton@hickmank12.org*

fax 931-729-3834

model policy to align with that requirement and recommends that Boards revise the language to fit their particular needs.

**Up for Deletion:**

**5.3051 FFCRA leave-** The board could vote to delete this policy as the law supporting it is no longer in effect

**Up for review:**

- 1.2021 Boardmanship Code of Conduct**
- 1.203 New Member Orientation**
- 1.204 Board Member Development Opportunities**
- 1.205 Board-Director Relations**
- 1.300 Board Committees**
  - 1.301 Executive Committee**
  - 1.3011 Advisory Committees**
  - 1.302 School Attorney**
  - 1.303 Consultants**
- 1.400 School Board Meetings**
  - 1.401 Public Hearings**

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

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

# Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;"><b>Textbooks</b></p>	Descriptor Code: <p style="text-align: center;"><b>4.401</b></p>	Issued Date: <p style="text-align: center;"><b>01/04/21</b></p>
		Rescinds: <p style="text-align: center;"><b>4.401</b></p>	Issued: <p style="text-align: center;"><b>03/02/20</b></p>

1    **SELECTION <sup>1</sup>**

2    The selection of textbooks shall be completed according to the laws and policies required by the State  
 3    of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with  
 4    the local textbook selection committees subject to approval by the Board. Use of textbooks and  
 5    instructional materials not on the list approved by the State Textbook Commission is permissible if the  
 6    Board submits a waiver to the State Board of Education and such waiver is approved. The director of  
 7    schools shall establish a procedure for providing citizens of the community with an opportunity to  
 8    examine proposed textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location  
 9    at which textbooks may be examined. Once the proposed textbooks have been approved by the Board,  
 10   the director of schools shall post the list of all approved textbooks and instructional materials adopted  
 11   for use across the school system on the school system’s website and send a copy of the list to the  
 12   commissioner of education.<sup>1</sup>

13   **COMPLAINTS & RECONSIDERATION**

14   The director of schools shall develop forms and procedures to enable citizens to file complaints  
 15   regarding the selection or content of approved textbooks. Following the conclusion of this  
 16   administrative process, a complainant may appeal an outcome to the Board.

17   **DISTRIBUTION**

18   The director of schools shall designate an employee to be responsible for the purchase and distribution  
 19   of textbooks in each school. The principal shall be responsible for seeing that each student receives the  
 20   required textbooks at no cost to the student.

21   **CARE OF TEXTBOOKS<sup>3</sup>**

22   Textbooks are property of the Board and shall be returned at the end of the school year, upon  
 23   completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement  
 24   stating they shall be responsible for the textbooks received and used by their children.

25   The following reimbursement schedule shall be used as a guide for collecting fines for lost or  
 26   destroyed books:

	<b>Age of Book</b>	<b>Amount Collected</b>
27		
28	1 - 2 years	100% of replacement cost
29	3 - 4 years	75% of replacement cost
30	5 or more years	50% of replacement cost

## 1 CARE OF DEVICES

2 Electronic devices used for instruction are property of the Board and shall be returned at the end of the  
3 year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an  
4 agreement stating they will be responsible for the electronic devices received and used by their  
5 students. The signed agreement will include a reimbursement schedule for damages to electronic  
6 devices up to 100% replacement cost.

7 The Board shall approve and periodically review a schedule of fines for damaged books. In cases  
8 where the book is damaged to the extent it is no longer useable, the amount collected shall conform to  
9 the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or  
10 parent damages, loses or defaces the textbook either through willful intent or neglect.<sup>4</sup>

11 Following an interview with parties and an investigation, if needed, the principal may assess the  
12 appropriate fine and notify the parents in writing.

13 The principal may include with the notice a provision stating that failure to pay the fine imposed  
14 within a reasonable time may result in the imposition of one of the following sanctions:<sup>3</sup>

- 15 1. Refusal to issue any additional textbooks until restitution is made;
- 16 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution  
17 is made;
- 18 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the  
19 course for which the textbook is prescribed until restitution is made; or
- 20 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter  
21 grade or ten (10) percentage points until restitution is made.

22 The principal may waive the assessment of fines when in his/her judgment the student is the victim of  
23 uncontrollable circumstances and not responsible for the damages.

## 24 INSPECTION

25 A list textbooks used by the schools shall be revised annually by building administrators under the  
26 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians  
27 upon request, and the director of schools shall develop procedures for the inspection of materials and  
28 distribute these procedures to each principal.<sup>2</sup>

---

### Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d);  
TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)

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### Cross References

- Surplus Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709



# Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Code of Behavior and Discipline</h2>	Descriptor Code: <h3 style="text-align: center;">6.300</h3>	Issued Date: <h3 style="text-align: center;">02/01/21</h3>
		Rescinds: <h3 style="text-align: center;">6.300</h3>	Issued: <h3 style="text-align: center;">02/03/20</h3>

1 The following list of offenses and consequences is not intended to be an all-inclusive list. It is an attempt  
 2 to bring some consistency in the handling of student misconduct throughout the school system.

3 These school rules will apply:

- 4 1. On all school grounds and in school buses during, before or after school hours.
- 5 2. En route to and from school, including, but not limited to, on school buses.
- 6 3. At a school activity, function or event on or off campus.
- 7 4. Off campus if the conduct is potentially or actually disruptive to the school environment or its  
 8 educational purposes or constitutes a threat to the health, safety or welfare of either students or school  
 9 officials.

10 <b>OFFENSES</b>		10 <b>PUNISHMENT</b>
--------------------	--	----------------------

11 **ZERO TOLERANCE OFFENSES**

12 **Drugs:** Unlawfully possessing, acquiring, attempting  
 13 to acquire, using, being under the influence of, selling  
 14 or attempting to sell, distributing or transmitting any  
 15 narcotic, stimulant drug, prescription drug, barbitol or  
 16 legend drug, inhalants, or any other controlled  
 17 substance.

**Mandatory 1 year expulsion**

18 **Weapons:** Bringing a firearm to school or being in  
 19 possession of a firearm at school or knowingly  
 20 possessing, handling, transmitting, or using a weapon,  
 21 or knowingly possessing an object with the intent of  
 22 going armed, or use of any object in a threatening  
 23 or assaultive manner. Weapons include, but are not  
 24 limited to, firearms, BB guns, pellet guns, ammunition,  
 25 explosives, knives with blades of 2 1/2 inches or more

**Mandatory 1 year expulsion**

1 in length, switchblades, razor blades, box cutters,  
2 bowie knife, hawk bill knife, or other like instruments  
3 utilizing a razor blade and ice picks, daggers, slingshots,  
4 leaded canes, blackjacks and knuckles.

5 **Assault:** Committing an assault which causes serious  
6 bodily injury to another student or others. Acting in  
7 lawful self-defense is not a violation of this rule.

**Principal Discretion**

8 **OTHER OFFENSES**

9 **Harassment (Intimidation/Bullying):** Conduct by a  
10 student that has the purpose or effect of unreasonably  
11 interfering with another student's academic development  
12 or that creates an intimidating, hostile or offensive  
13 learning environment.

**Up to and including a 1 year  
expulsion**

14 **Harassment (Discrimination):** Any conduct that:  
15 1. Unreasonable interferes with student work or  
16 educational opportunities; or  
17 2. Creates an intimidating, hostile or offensive  
18 learning environment, where such conduct is  
19 based on a person's sex, race, ethnicity or religion.

**Up to and including a 1 year  
expulsion**

20 **Drug Look-A-Likes or Drug Paraphernalia:** Drug  
21 look-alikes or paraphernalia shall include pills, powder  
22 or any substance which gives the appearance of  
23 prohibited drugs. Drug paraphernalia shall include  
24 roach clips, rolling papers, pot pipes, pagers or any  
25 other device or materials used with illegal substances.

**5 day suspension**

26 **Representation of any Substance as an Illegal Drug**  
27 **or Controlled Substance. Other Drugs:** Possessing,  
28 acquiring, attempting to acquire, using (whether by inhala-  
29 tion, ingestion or injection), being under the influence of,  
30 selling or attempting to sell, distributing or transmitting  
31 any designer, synthetic or counterfeit drug, any illegal per-  
32 formance enhancing drug, any substance that causes impair-  
33 ment, any substance which is inappropriately used to alter

**30 day suspension**

1 the mind, mood or behavior, or any other substance used as  
2 a drug. This Disciplinary Offense covers anything used as  
3 a drug not covered in the Drugs section of the Zero  
4 Tolerance Offenses.

5 **Smoking:** Smoking of any substance, including but not  
6 limited to tobacco is prohibited. Both use (whether  
7 smoking or otherwise) and possession of tobacco is  
8 prohibited.

***Punishment for Tobacco Use or Possession:***

**First Offense:** 2 days in-school suspension

**Second Offense:** 3 days in-school suspension

**Third Offense:** 5 days in-school suspension

**Fourth or More Offense:** Suspension in addition to the foregoing, when a student is found to be in possession of tobacco, a court petition must be filed.

***Punishment for non-tobacco smoking:***

10 days suspension

**30 days suspension or alternative school placement**

**First Offense:** 5 day suspension or alternative school placement.

**Second Offense:** 10 day suspension or alternative school placement

**Principal Discretion**

19 **Alcohol:** Possessing, acquiring, attempting to acquire,  
23 consuming, being under the influence of, selling or  
24 attempting to sell, distributing or transmitting alcoholic  
25 beverages.

26 **Other Weapon Offenses:** A student shall not knowingly  
27 possess, handle, or transmit oleoresin capsicum (pepper  
28 spray), a knife with blade less than 2 1/2 inches in length  
29 or a weapon replica. An exception applies to weapon  
30 replicas when school authorities specifically authorize the  
31 use of weapon replicas in instances such as the color guard,  
32 a prop in a school play, and the like.

33 **Threats:** A threat communicated verbally or demonstra-  
34 tively to inflict physical or other harm on any school

1 employee, any other person acting in an official capacity  
2 on behalf of the school, or any other student. To be a  
3 violation of this rule, the threat must be one which would  
4 cause a person to reasonably fear imminent bodily injury.

5 **Dress Code Violations**

**First Offense:** 1 day in-school  
suspension or school-issued  
uniform

8 **Second or More Offenses:** 1 day  
9 in-school suspension or school-  
10 issued uniform and parents  
11 contacted.

12 **Cell Phone Violations**

**Principal Discretion**

13 **Damage to Property or Persons** including vandalism or  
14 or damage resulting of misuse or destruction of school  
15 property.

**Principal Discretion plus restitu-  
tion**

16  
17 **Fighting**

**Principal Discretion**

18 **Lying or Cheating**

**Principal Discretion**

19 **Failure to Obey Staff**

**Principal Discretion**

20 **Disruption of School**

**Principal Discretion**

21 **Hazing:** Any intentional or reckless act, on or off  
22 school property, by a student, that endangers the mental  
23 or physical health or safety of that student, or that induces  
24 or coerces a student to endanger such student's mental or  
25 physical health or safety.

**Principal Discretion**

26 **Disrespect for School Employees or Other Students**

**Principal Discretion**

27 **Disruptive Behavior**

**Principal Discretion**

28 **Gambling**

**Principal Discretion**

- 
- 1 **Attendance:** Skipping any amount of school or **Principal Discretion**  
2 leaving school without permission
- 3 **Inappropriate Language** **Principal Discretion**
- 4 **Forgery:** Forging an official note to/from school **Principal Discretion**
- 5 **Littering** **Principal Discretion**
- 6 **Off-Campus Criminal Behavior:** Off-campus criminal **Principal Discretion**  
7 behavior which results in the student's being charged with  
8 a felony when the student's continued presence in school  
9 poses a danger to persons or property or disrupts the  
10 educational process.
- 11 **Other Off-Campus Behavior:** A violation of any school **Principal Discretion**  
12 rule off-campus when the conduct is potentially or actually  
13 disruptive to the school environment, its educational  
14 purpose, or constitutes a threat to the health, safety, or  
15 welfare of a student or students and/or school personnel.
- 16 **Other Inappropriate Behavior** **Principal Discretion**
- 17 **Offenses that are also Crimes:** Any of the above offenses that constitute a criminal offense will be  
18 reported to local law enforcement officials.
- 19 **Special Education Procedure:** The discipline of special education students is governed by federal and  
20 state laws. If an offense is committed by a special education student, the federal laws may or may not  
21 permit punishment as set forth above. In addition, special and different procedures must be followed  
22 when an offense is committed by a special education student.
- 23 **Director's Right to Modify:** The director of schools has the right to modify disciplinary sanctions.  
24 Such modification may only be done on a case-by-case basis considering the specific circumstances  
25 surrounding the disciplinary sanction.

1 **Safe Harbor Provision:**

- 2 1. A student may approach a school official and voluntarily surrender an object, the possession of which  
3 is prohibited by these rules, provided the object is one that the student could lawfully possess off  
4 school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing  
5 in the school. If a student approaches a school official and voluntarily surrenders such an object,  
6 then the student will not be subject to discipline under these rules. The principal will make  
7 arrangements to return the object to the student's parents or legal guardian.
- 8 2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco,  
9 alcohol) on school property, including on a school bus, the student may approach a school official  
10 and report the discovery. A student shall not be violation of the rules solely by making such a report.  
11 School officials shall use discretion in determining whether the circumstances surrounding the report  
12 warrant further investigation of the reporting student.



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

To: School Board Members  
From: Misty Shelton  
Date: October 2021

### **1st Reading:**

#### **4.401- Textbooks- Please add the following to lines 1-6 on page 2 of 3**

##### **CARE OF DEVICES**

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

#### **6.300-Code of Behavior and Discipline- Line 6 page 2 add **and nicotine** after the word tobacco**

After each offense, add the following wording: **when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.**

### **2nd Reading:**

#### **Policy 4.206 - Homebound Instruction**

A change to State Board of Education Regulation 0520-01-13-.01 clarifies that students receiving homebound instruction may receive instruction remotely if they are quarantining due to COVID-19. TSBA has updated their model policy to reflect this option.

#### **Policy 4.212 - Virtual Education Program**

Updated State Board of Education Regulation 0520-01-03-.05 differentiates between virtual schools and virtual education programs. While students in virtual schools utilize technology for remote instruction on an ongoing basis, students in virtual programs only receive remote instruction for a limited period of time for a particular qualifying reason. Students may utilize virtual education programs for a variety of reasons including academic remediation or enrichment, continuity of educational service for homebound students or students who are quarantined, or students enrolled in an alternative school. In order to utilize virtual programs, State Board of Education regulations require that a local board of education adopt a policy on these programs. TSBA has created this

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model policy to align with that requirement and recommends that Boards revise the language to fit their particular needs.

**Up for Deletion:**

**5.3051 FFCRA leave-** The board could vote to delete this policy as the law supporting it is no longer in effect

**Up for review:**

- 1.2021 Boardmanship Code of Conduct**
- 1.203 New Member Orientation**
- 1.204 Board Member Development Opportunities**
- 1.205 Board-Director Relations**
- 1.300 Board Committees**
  - 1.301 Executive Committee**
  - 1.3011 Advisory Committees**
  - 1.302 School Attorney**
  - 1.303 Consultants**
- 1.400 School Board Meetings**
  - 1.401 Public Hearings**

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

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# Hickman County Board of Education

	Descriptor Term: <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>02/03/20</b>
		Rescinds: <b>4.206</b>	Issued: <b>11/05/18</b>

1 The homebound instruction program is for students who because of a medical condition are unable to  
2 attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3)  
3 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

4 To qualify for this program, a student shall have a medical condition that will require the student to be  
5 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)  
6 instructional days for a student who has a chronic medical condition. The student shall be certified by a  
7 physician as having a medical condition that prevents him/her from attending the regular instructional  
8 program. The services provided to the homebound student shall reflect the student's capabilities and be  
9 determined by the homebound instructor, after consultation with appropriate professional staff of the  
10 student's assigned school.

11 Recertification shall be obtained after the expiration of each period of homebound instruction if the  
12 student's physician certifies, in writing, that the student has a medical condition that prevents him/her  
13 from returning to the regular instructional program.

COVID-19 QUARANTINE2 *Add*

15 Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test  
16 result or possible exposure to COVID-19 may participate in remote instruction during the period of  
17 quarantine only.

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Legal References

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Cross References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10

Student Communicable Diseases 6.403  
Acquired Immune Deficiency Syndrome 6.404

# New Policy

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **[insert name of district]** virtual education program is a course or series of courses offered by a  
3 school district to provide students a broader range of educational opportunities through the use of  
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional  
5 program.<sup>1</sup>

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
7 state law.<sup>2</sup>

8 **[Revise the list below to align with how the district utilizes virtual education programs (i.e., this  
9 is the full list of options to utilize this program but not all of these are required).]**

10 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 11 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 12 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 13 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 14 4. Continuity of educational service for students enrolled in an alternative school.<sup>6</sup>

15 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

16 Students shall be eligible to utilize a virtual education program if participating in one of the above  
17 educational opportunities. The following factors shall also be taken into consideration when  
18 determining eligibility:

- 19 1. Attendance;
- 20 2. Grades;
- 21 3. Technology survey; and
- 22 4. **[Include any additional local requirements].**

1    **ATTENDANCE**

2    Student attendance in the virtual education program shall adhere to the general requirements of board  
3    policy 6.200 and any relevant administrative procedures.

4    Methods of confirming student attendance shall include two or more of the following:

- 5           1. Students participating in a phone call with a teacher, with parent/guardian support as  
6           appropriate for the age of the student;  
7  
8           2. Students participating in synchronous virtual instruction;  
9  
10          3. Students completing work in a learning management system;  
11  
12          4. Students submitting work via hard-copy or virtual formats; or  
13  
14          5. **[Insert any additional local methods].**

15   **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

16    A student may be removed from the virtual education program or denied future enrollment in a virtual  
17    education program based on disciplinary issues, attendance issues, or poor academic performance.

18    Before a student is removed based on poor academic performance, the following interventions shall  
19    occur:

- 20           1. Notification of parent/guardian;  
21  
22           2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
23           academic performance; and  
24  
25           3. **[Insert additional local intervention options].**

26   **ENROLLMENT AGREEMENT (if applicable)**

27    The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for  
28    students from other school districts that want access to virtual education program courses.

---

**Legal References**

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09

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**Cross References**

Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

# Hickman County Board of Education

Descriptor Term: <b>FFCRA LEAVE</b>	Descriptor Code: <b>5.3051</b>	Issued Date: <b>10/05/20</b>
	Rescinds: <b>5.3051</b>	Issued: <b>05/04/20</b>

## 1 *General*<sup>1</sup>

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April 1,  
3 2020 until December 31, 2020.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary  
5 administrative procedures. Employees should seek clarification from Human Resources if they have  
6 questions regarding the total amount of leave and pay available to them.

## 7 **PAID SICK LEAVE**

8 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework  
9 because the employee:<sup>2</sup>

- 10 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;  
11
- 12 2. has been advised by a health care provider to self-quarantine related to COVID-19;  
13
- 14 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;  
15
- 16 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The  
17 individual must be someone with a personal relationship to the employee;  
18
- 19 5. is caring for his/her son or daughter whose school or place of care is closed, or person who  
20 regularly provides child care is unavailable, for reasons related to COVID-19 and no other  
21 suitable person is available to care for the child during the requested period of leave. Son or  
22 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child  
23 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older  
24 who is incapable of self-care because of a mental or physical disability; or  
25
- 26 6. is experiencing any other substantially similar condition specified by the Secretary of Health  
27 and Human Services, in consultation with the Secretaries of Labor and Treasury.

28 This paid leave may be taken if there is work available for the employee to complete and the employee  
29 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave  
30 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to  
31 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

## 1 EXPANDED FMLA LEAVE

2 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the  
3 beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who  
4 were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)  
5 of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the  
6 district.<sup>3</sup>

7 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or  
8 telework due the need to care for his/her son or daughter because of a school or child care facility closure  
9 or because the person who regularly provides child care (i.e. this could include a family member or a  
10 neighbor) is unavailable for reasons related to COVID-19.<sup>4</sup> In these circumstances, a son or daughter is  
11 defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing  
12 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care  
13 because of a mental or physical disability.

14 Qualifying employees may take twelve (12) weeks of EFMLEA leave.<sup>5</sup> The amount of leave available  
15 may be impacted by any prior use of FMLA.<sup>6</sup>

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take  
17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds  
18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave  
19 or annual leave to cover those days or the amount is capped per federal law.<sup>7</sup>

---

### Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

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### Cross References

Sick Leave 5.302  
Family and Medical Leave 5.305

# Hickman County Board of Education

Descriptor Term:  <b>Boardsmanship Code of Conduct</b>	Descriptor Code: <b>1.2021</b>	Issued Date: <b>11/04/19</b>
	Rescinds: <b>1.1061</b>	Issued: <b>05/06/2019</b>

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a  
2 guide to its members as they provide educational leadership for the youth of our state.

## 3 **MY RELATIONS TO THE CHILDREN**

- 4 1. I will at all times think in terms of “children first,” always determining how my actions and  
5 decisions will affect the education and training of children.  
6  
7 2. I will seek to provide equal educational opportunities for all children.

## 8 **MY RELATIONS TO MY COMMUNITY**

- 9 1. I will endeavor to appraise fairly both the present and future educational needs of the  
10 community and to support improvements as finances permit.  
11  
12 2. I will represent at all times the entire school community and refuse to represent special interests  
13 or partisan politics.  
14  
15 3. I will endeavor to keep the community informed about the progress and needs of the schools.  
16  
17 4. I will represent the Board and the school district to the public in such a way as to promote both  
18 interest and support.  
19  
20 5. I will refer to other board members, staff, students, and the public with respect when using  
social media.

## 21 **MY RELATIONS TO TEACHERS AND PERSONNEL**

- 22 1. I will support the employment of those best qualified to serve as employees and insist on a  
23 regular and impartial evaluation of all staff.  
24  
25 2. I will support and protect personnel in performance of their duties.  
26  
27 3. I will not criticize employees publicly but will express any relevant concerns to the Director of  
28 Schools for investigation and action if necessary.

## 29 **MY RELATIONS WITH OTHER BOARD MEMBERS**

- 1 1. I will understand that the Board makes decisions as a team and that individual board members  
2 may not commit the Board to any action.
- 3 2. I will accept the will of the majority vote in all cases and give support to the resulting action.
- 4 3. I will work harmoniously with other board members without trying to dominate the Board or  
5 neglect my share of the work.
- 6
- 7 4. I will refuse to make promises as to how I will vote on a matter that will come before the  
8 Board.
- 9
- 10 5. I will make decisions only after a complete discussion of items at a board meeting.
- 11

## 12 **MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

- 13 1. I will support the full administrative authority as well as responsibility for the Director of  
14 Schools to properly discharge all professional duties.
- 15
- 16 2. I will hold the Director of Schools accountable for working with staff and requiring them to  
17 work within the framework of policies set up by the Board.
- 18
- 19 3. I will understand that the Board sets the standards for the school district through policy and that  
20 board members do not manage the district on a day-to-day basis.
- 21
- 22 4. I will refer all complaints and concerns to the Director of Schools and abstain from individual  
23 counsel and action in regard to staff members.

## 24 **MY RELATIONS TO MYSELF**

- 25 1. I will uphold the integrity and independence of the position.
- 26
- 27 2. I will become familiar with federal and state education laws and school board policies.
- 28
- 29 3. I will educate myself about my duties and responsibilities and current educational issues by  
30 individual study and through participation in programs providing needed information.
- 31
- 32 4. I will continually advocate for the goals of the school district.
- 33
- 34 5. I will vote and act impartially for the good of the school district.
- 35
- 36 6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for  
37 personal or partisan gain.
- 38
- 39 7. I will attend all board meetings and become informed concerning the issues to be considered at  
40 those meetings.

- 1 8. I will model civility to students, employees, and all elements of the community by encouraging
- 2 the free expression of opinion by all board members and engaging in respectful dialogue with
- 3 fellow board members on matters being considered by the Board.

# Hickman County Board of Education

	Descriptor Term: <b>New Member Orientation</b>	Descriptor Code: <b>1.203</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.203</b>	Issued: <b>04/03/17</b>

1 The Board considers board member development to be an ongoing process for all board members and  
2 a vital responsibility for effective board membership. The Board will assist each new member to  
3 understand the Board's functions, policies and procedures.

4 It shall be the responsibility of the director of schools to provide to each new board member upon  
5 election:

- 6 1. A copy of the Board's Policy Manual;
- 7
- 8 2. A copy of the State Board of Education Rules, Regulations, and Minimum Standards;
- 9
- 10 3. A transcript of the applicable portions of the Tennessee Code Annotated outlining the duties  
11 and responsibilities of the Board and the director of schools;
- 12
- 13 4. Minutes of the Board meeting for the previous year;
- 14
- 15 5. Information on the powers and duties of boards; and
- 16
- 17 6. Other appropriate materials which will acquaint the new member with the operation of the  
18 school system and Board service. New members shall attend the orientation workshop for new  
19 board members as required or will be subject to removal from the Board.

# Hickman County Board of Education

Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>06/03/19</b>
	Rescinds: <b>1.204</b>	Issued: <b>04/03/17</b>

1 The Board shall participate in activities designed to assist board members in improving their skills as  
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board  
4 establishes these principles and procedures for its guidance:

- 5 1. A calendar of school board conferences, conventions and workshops shall be maintained by the  
6 board secretary and provided to each board member. At least annually the Board will identify  
7 which meetings should be attended and the benefits which would be derived from participation  
8 in such meetings; <sup>1</sup>  
9
- 10 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a  
11 whole shall retain the authority to approve or disapprove the participation of members in  
12 planned activities;  
13
- 14 3. Reimbursement to board members for their travel expenses shall be in accord with the travel  
15 expense policy for staff members;<sup>2</sup>  
16
- 17 4. When a conference, convention or workshop is not attended by the full Board, those  
18 participating will be requested to share information, recommendations and materials acquired at  
19 the meeting; and  
20
- 21 5. The public shall be kept informed through the news media about the Board's continuing  
22 inservice education and about the programs anticipated for short- and long-range benefits to the  
23 schools.

24 The Board regards the following as the kinds of activities and services appropriate for implementing  
25 this policy:

- 26 1. Participation in school board conferences, workshops and conventions held by the State and  
27 National School Boards Associations;<sup>1</sup>  
28
- 29 2. Local and district-sponsored training sessions for board members; and  
30
- 31 3. Subscriptions to publications addressing the concerns of board members.

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Legal References

1. TCA 49-2-202(a)(6)
2. TCA 49-2-2001(c)

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Cross References

Board Evaluation 1.103  
Memberships 1.104  
School Board Legislative Involvement 1.105  
School District Goals 1.700  
School Calendar 1.800  
Expenses and Reimbursements 2.804

# Hickman County Board of Education

	Descriptor Term: <b>Board-Director Relations</b>	Descriptor Code: <b>1.205</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.205</b>	Issued: <b>04/03/17</b>

1 The Board shall be responsible for specifying its requirements and expectations of the director of  
2 schools and then holding the director accountable by evaluating how well those requirements and  
3 expectations have been met. In turn, the director shall be responsible for specifying requirements and  
4 expectations for all administrators who report to him/her and then holding each accountable by  
5 evaluating how well requirements and expectations have been met.

6 The Board will authorize all expenditures, employ and dismiss all tenured teachers,<sup>1</sup> approve the  
7 annual budget,<sup>2</sup> and determine policy.<sup>3</sup> The decisions of the Board concerning these matters will guide  
8 the actions of the director of schools and his/her staff.

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#### Legal References

1. TCA 49-2-203(a)(1)
2. TCA 49-2-203(a)(10)(A)(i)
3. TCA 49-2-207

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#### Cross References

- Role of the Board of Education 1.101  
Evaluation of the Director of Schools 5.803

# Hickman County Board of Education

	Descriptor Term: <b>Board Committees</b>	Descriptor Code: <b>1.300</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.300</b>	Issued: <b>04/03/17</b>

1 The Board shall operate without standing committees, except for the Executive Committee; however,  
2 special committees composed of board members may be appointed by the chairman at the direction of  
3 the Board and as the needs of the Board shall require.<sup>1</sup> Such committees shall be discharged when the  
4 work is finished or earlier by a majority vote of the entire Board. All reports by special committees  
5 shall be made on a quarterly basis directly to the Board.

- 6 1. A special committee serving in an advisory capacity shall ordinarily consist of less than a  
7 quorum of board members;
- 8 2. The committee will be advisory only;
- 9 3. The committee will not hold hearings without Board approval;
- 10 4. The committee will look forward to the long-range effect of actions and recommend  
11 implementation calendars;
- 12 5. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 13 6. A committee shall serve no longer than the annual organization meeting of the Board unless  
14 reappointed to finish a designated task; and
- 15 7. Committee meetings shall be held in accordance with the Open Meetings law.<sup>2</sup>

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#### Legal References

1. TCA 49-2-205(2)
2. TCA 8-44-102

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#### Cross References

- Duties of Officers 1.201
- School Board Meetings 1.400
- Public Hearings 1.401

# Hickman County Board of Education

	Descriptor Term: <b>Executive Committee</b>	Descriptor Code: <b>1.301</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.301</b>	Issued: <b>04/03/17</b>

1 The chairman of the Board and the director of schools shall constitute the executive committee of the  
2 Board, with the chairman of the Board serving as the chairman of the executive committee.<sup>1</sup> The duties  
3 shall be:

- 4 1. To prepare an agenda for each meeting of the Board;
- 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be  
6 submitted to the Board for its approval;<sup>2</sup>
- 7 3. To meet at the office of the director of schools as often as necessary to perform the duties  
8 required;
- 9 4. To advertise for bids and let contracts authorized by the Board;
- 10 5. To serve as the purchasing agent for the Board;
- 11 6. To examine all accounts authorized by the Board and ensure that the approved budget is not  
12 exceeded;
- 13 7. To submit for approval at each regular meeting of the Board a full report of all business  
14 transacted since the last regular meeting;
- 15 8. To transact any other business assigned to the committee by the Board; and<sup>1</sup>
- 16 9. To transfer funds from 141 to 142 and/or 143 to meet cash flow needs that arise in the  
17 District.

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#### Legal References

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(10)(A)(i)

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#### Cross References

- Duties of Officers 1.201
- Annual Operating Budget 2.200
- Purchasing 2.805
- Bids and Quotations 2.806
- Qualifications/Duties of the Director of Schools 5.802

# Hickman County Board of Education

	Descriptor Term:  <b>Advisory Committees</b>	Descriptor Code: <b>1.3011</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.3011</b>	Issued: <b>04/03/17</b>

1 In order to ensure maximum benefits from advisory committees, the purpose, composition,  
2 responsibilities, and operation procedures shall be clearly defined for each committee.

3 *Citizens Advisory Committees* - Members shall be broadly representative of the community at  
4 large and shall be chosen from persons who have shown an interest in the advancement of  
5 public education.

6 *Staff Advisory Committees* - The committees appointed shall be broadly representative of the  
7 entire staff or selected from particular areas of competence, as in the case of textbook  
8 committees.

9 *Student Advisory Committees* - Student concerns in policy areas may be conveyed to the Board  
10 through a Student Advisory Committee authorized by the Board.

11 In creating advisory committees, the Board shall:

- 12 1. Approve the appointment of persons from names submitted and such others as deemed  
13 appropriate by the Board;
- 14 2. Appoint an administrator to serve as liaison between committee and Board;
- 15 3. Define the committee assignments in writing in terms of topics for study or well-defined areas  
16 of activity; and
- 17 4. Set a date for a preliminary and/or final report.

21 Recommendations of advisory committees shall not reduce the responsibility of the Board to accept or  
22 reject the recommendations as it deems best for the system as a whole.

23 The director of schools shall draft procedures for instructing committees as to the length of time each  
24 member is being asked to serve, the service the Board wishes it to render, the resources the Board  
25 intends to provide and the approximate date on which the Board wishes to dissolve the committee.

## 26 **GUIDELINES FOR ADVISORY COMMITTEES**

27 The establishment and functioning of advisory committees shall be subject to the following  
28 requirements:

- 1 1. All committees will be temporary. They will be created to serve only until completion of their  
2 assignment;
- 3  
4 2. Committee members will be appointed by the Board. Vacancies will be filled by the Board  
5 upon the advice of the committee, or otherwise. At the discretion of the Board, one of its  
6 members may be appointed to serve the committee in an advisory capacity;  
7  
8
- 9 3. The Board may appoint the chairman, or it may appoint a committee member to serve as  
10 chairman until the committee selects a chairman from its membership. The committee will  
11 appoint a member as secretary;  
12
- 13 4. Meetings will be announced to all committee members and board members through the office  
14 of the superintendent. Members of the Board and the director of schools or his designee may  
15 attend committee meetings;  
16
- 17 5. Minutes of meetings will be distributed to committee members, board members, and the  
18 director of schools;  
19
- 20 6. Joint meetings of the Board and the committee may be held at the request of the Board or of the  
21 chairman of the committee;  
22
- 23 7. The chairman of the committee will maintain liaison with the Board through the director of  
24 schools office; and  
25
- 26 8. At the conclusion of its assignment, the committee will submit a written report to the Board.

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Cross References

Board Committees 1.300  
Staff Meetings 5.603

# Hickman County Board of Education

	Descriptor Term: <b>School Attorney</b>	Descriptor Code: <b>1.302</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.302</b>	Issued: <b>04/03/17</b>

- 1 The Board shall employ an attorney to advise or represent the Board in legal matters which arise
- 2 concerning the school system.<sup>1</sup>

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## Legal References

1. TCA 49-2-203(b)(5)

# Hickman County Board of Education

	Descriptor Term: <b>Consultants</b>	Descriptor Code: <b>1.303</b>	Issued Date: <b>06/03/19</b>
		Rescinds: <b>1.303</b>	Issued: <b>04/03/17</b>

1 The Board may occasionally engage the services of qualified professional consultants. The kinds of  
2 assistance sought from consultants may include, but will not necessarily be limited to:

- 3 1. Conducting fact-finding studies, surveys and research;
- 4
- 5 2. Providing counsel or services requiring special expertise; and
- 6
- 7 3. Assisting the Board in developing policy and program recommendations.

8 Before engaging any consultant, the Board will require submission of a written proposal which can be  
9 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will  
10 detail:

- 11 1. The specific objectives to be accomplished by the consultant;
- 12
- 13 2. The specific tasks to be performed;
- 14
- 15 3. The procedures to be used in carrying out the tasks;
- 16
- 17 4. The target dates for the completion of tasks; and
- 18
- 19 5. The method to be used to report results to the Board and/or to deliver any “product” to the  
20 Board

21 The director of schools will establish procedures necessary to develop an efficient working relationship  
22 between the consultant and the Board and/or staff members.

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#### Cross References

Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>School Board Meetings</b>	<b>1.400</b>	<b>07/01/19</b>
		Rescinds:	Issued:
		<b>1.400</b>	<b>01/07/19</b>

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.<sup>1</sup>  
3 Open meetings will be physically accessible to all students, employees, and interested citizens.<sup>3</sup>

4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The  
5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board  
6 business by motion and majority vote.

## 7 **REGULAR MEETINGS**

8 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 7:00 p.m.

9 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
10 by the chairman.

## 11 **SPECIAL MEETINGS**

12 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
13 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools  
14 require it, or when requested to do so by a majority of the Board.<sup>2</sup>

15 Special meetings may be called for either of the following purposes:

16 1. To enable the Board to concentrate and take action on a single problem or set of problems;  
17 or

18  
19 2. To enable the Board to take emergency action between regular meetings.

20 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
21 or transacted by the Board at a special meeting.

## 22 **ELECTRONIC ATTENDANCE<sup>5</sup>**

23 Absent board members may attend a regular or special meeting by electronic means if the member is  
24 absent because of work, a family emergency, or the member's military service. If a board member is  
25 absent due to military service, he/she may participate electronically as often as he/she is able to do so.  
26 However, a board member may not participate electronically more than two (2) times per year for  
27 absences due to work and/or family emergencies.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the  
3 member's absence:

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to  
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology that allows the  
7 chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.  
9 No more than three (3) attempts to connect shall be made unless the Board chooses to make  
10 additional attempts.

11 *Work-Related Absence*

12 The following requirements apply to electronic attendance due to a work-related absence:

- 13 1. The Board member must be absent from the county due to work.
- 14 2. The member wishing to participate must give the chair and Director of Schools at least five (5)  
15 days' notice prior to the meeting of the member's desire to participate electronically.

16 *Family Emergency*

17 The following requirement applies to electronic attendance due to a family emergency:

- 18 1. The member must be absent due to the hospitalization of the member or the death or  
19 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-  
20 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or  
21 sister-in-law.

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Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

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Cross References

School Board Legal Status and Authority 1.100  
Board Committees 1.300  
Notification of Meetings 1.402  
Section 504 and ADA Grievance Procedures 1.802

# Hickman County Board of Education

	Descriptor Term:  <h2 style="text-align: center;">Public Hearings</h2>	Descriptor Code: <b>1.401</b>	Issued Date: <b>07/01/19</b>
		Rescinds: <b>1.401</b>	Issued: <b>05/01/17</b>

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period. Any licensed employee
- 3 of the Board is entitled to a hearing, upon written request, and shall be advised of the same
- 4 in the event of a dismissal;<sup>1</sup>
- 5
- 6 2. When a student has been suspended and the resolution has not been satisfactory;<sup>2</sup>
- 7
- 8 3. When a parent or legal guardian shall contest the school assignment of their child;<sup>3</sup> and/or
- 9
- 10 4. When the Board deems it to be in the public interest.

11 Any individual(s) requesting a hearing before the Board will make such request in writing stating the  
 12 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the  
 13 specific reasons for requesting the transfer. All requests for hearings must be received by the Board or  
 14 director of schools within the time limit prescribed by law for that category of hearing.

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Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301 (GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

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Cross References

Appeals To and Appearances Before the Board 1.404  
 Suspension/Dismissal of Nontenured Teachers 5.200  
 Suspension/Dismissal of Tenured Teachers 5.201

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name General Fund

Proposed fundraising activities: School shirt sale  
to promote school spirit

Purposed Uses of funds raised to supply ~~over~~ clothing  
for students who have accidents at  
School

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

Method by which school will receive profit parents will pay  
School ~~directly~~ directly cash or check

Requested by Jennifer Hudgins Date 8/12/21  
Name/Title Principal

Approved by Jennifer Hudgins Date 8/12/21  
Principal

Approved by Michelle Hewitt Date 8/16/21  
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 CES Library

Proposed fundraising activities: Fall Book Fair

Purposed Uses of funds raised  
Library books and supplies

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Schoolwide

Method by which school will receive profit Scholastic <sup>Completed + Submitted by Ms. Cochran</sup>  
Financial form at completion of  
book fair reflects amt. to remit and profit amt. remaining

Requested by Lori Cochran / Librarian Date 8/3/21  
Name/Title

Approved by Jennifer Hudson Date 8/3/21  
Principal

Approved by Michelle Hevert Date 8/4/21  
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 CIS Fundraiser

Proposed fundraising activities: Walk the Dawg Sept 24<sup>th</sup>

Purposed Uses of funds raised  
rewards / materials

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

Method by which school will receive profit Students earn money by gaining pledges for completed laps.

Requested by Rose Korte Rose K Date 9/8/21  
Name/Title

Approved by Rose K Date 9/8/21  
Principal

Approved by Michelle Bevert Date 9/10/21  
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 CIS Fundraiser

Proposed fundraising activities: Boo Bash - Oct 29th

Purposed Uses of funds raised

PBIS/rewards/materials

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

\* School-wide

Method by which school will receive profit Sale of concessions

Requested by Rose  
Name/Title

Date 9/8/21

Approved by Rose  
Principal

Date 9/8/21

Approved by Michelle Silver  
Director of Schools\*

Date 9/10/21

\* 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 CIS Library

Proposed fundraising activities: Fall Bookfair Oct 22 -  
Nov. 1

Purposed Uses of funds raised Update Non-Fiction  
texts and 3<sup>rd</sup> grade level chapter books

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

Method by which school will receive profit Scholastic Dollars

Requested by Bethany Powers/librarian Date 8/19/21  
Name/Title

Approved by Rosa F Date 8/20/21  
Principal

Approved by Michelle Stewart Date 8/23/21  
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 Library

Proposed fundraising activities: Scholastic Book Fair

9-27 to 10-6

Purposed Uses of funds raised Library books and

Supplies

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

School - wide

Method by which school will receive profit Cash deposits or

Scholastic Dollars

Requested by Kathy Brown  
Name/Title

Date 9-1-21

Approved by Ina S. Shegjer  
Principal

Date 9-3-21

Approved by Michelle Hewert  
Director of Schools\*

Date 9/7/21

\* 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 Girls Soccer - HCMS

Proposed fundraising activities: selling t-shirts

Purposed Uses of funds raised  
field maintenance, new balls,  
soccer equipment, offset uniform costs

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
school-wide & family members

Method by which school will receive profit Goal Post in Dickson will  
make shirts, soccer girls will sell, money deposited in soccer account.  
Shirts cost \$20 to make - Sell for \$30

Requested by Jennifer Brewer / soccer coach Date 8/27/21  
Name/Title

Approved by Jana S. Shojan Date 8/27/21  
Principal

Approved by Michelle Hivent Date 9/1/21  
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 Gold

Proposed fundraising activities: Golf skills Day

Purposed Uses of funds raised

Uniforms, gear, equipment

Expected student involvement (school-wide or specific school organization) Intermediate school participants. Typically about 60 kids

Method by which school will receive profit \$10 participation fee from CIS students

Requested by Zach Bentley / Coach Date 8-26-21  
Name/Title

Approved by Jina S. Lujan Date 8-26-21  
Principal

Approved by Michelle Thivent Date 8/30/21  
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 Rewards

Proposed fundraising activities: Concessions on WIN Days  
(reward days for positive behavior)

Purposed Uses of funds raised Purchase rewards for students and teachers.

Expected student involvement (school-wide or specific school organization) School-wide (those that wish to participate)

Method by which school will receive profit Currency

Requested by Zach Bentley Date 8-27-21  
Name/Title

Approved by Anna S. Hughes Date 8-27-21  
Principal

Approved by Michelle Hivert Date 8/30/31  
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 Golf

Proposed fundraising activities: Golf Scramble at DGC Sep. 18<sup>th</sup>

Purposed Uses of funds raised

Purchase uniforms, equipment, & team fees

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

Team

Method by which school will receive profit People will pay to  
participate in scramble

Requested by Zach Bentley / Golf Coach Date 8-17-21  
Name/Title

Approved by Ana S. Higgins Date 8-17-21  
Principal

Approved by Michelle Helbert Date 8/17/21  
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 Rewards

Proposed fundraising activities: Sell bottled water out of the office

Purposed Uses of funds raised Rewards for Students & Teachers

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

School-wide – anyone who forgets their water bottle may purchase a bottle for 25¢

Method by which school will receive profit Currency

Requested by Beth McColey Date 8/4/21  
Name/Title

Approved by Ina S. Hugie Date 8/4/21  
Principal

Approved by Michelle Stewart Date 8/10/21  
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 baseball

Proposed fundraising activities: Fall Mum Sale

Purposed Uses of funds raised

For baseball programs expenses, etc: baseball, field mainence, pay umpires/coaches.

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

baseball organization.

Method by which school will receive profit checks & cash

Requested by Tony Roder / HCMS baseball coach Date 7/29/21  
Name/Title

Approved by Ima S. Shepherd Date 7/30/21  
Principal

Approved by Michelle Gilbert Date 7/30/21  
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 Operations & Maintenance

Proposed fundraising activities: "Spike Hike" - Sept. 24<sup>th</sup>

- Healthy School Team Event

Purposed Uses of funds raised

Raise money for picnic tables to be

placed outside of 7<sup>th</sup>/8<sup>th</sup> gr. backyard

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

School-wide - those that wish to participate

Method by which school will receive profit Currency

Requested by *Beth Coplin* Date 9/9/21  
Name/Title

Approved by *Jina S. Shipper* Date 9-9-21  
Principal

Approved by *Michelle Hebert* Date 9/16/21  
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 869 JLOT

Proposed fundraising activities: Meatstick Contactless Fundraiser

Purposed Uses of funds raised To pay for Military Ball cost.

Expected student involvement (school-wide or specific school organization) JLOT  
to sell or give link/QR to meatstick fundraiser.

Method by which school will receive profit check from Country Meats

Requested by Mary Scott Ly ISG, USA Date 8/30/2021  
Name Title

Approved by [Signature] Date 8/30/2021  
Principal

Approved by Michelle Hivent Date 9/1/21  
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 Girls Basketball

Proposed fundraising activities: Girls Basketball Play Day  
(Basketball Scrimmages) (Nov. 13<sup>th</sup>)

Purposed Uses of funds raised (Girls Basketball Needs / Hudl)

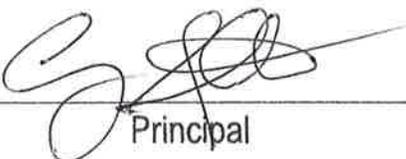
Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Girls Basketball Team

Method by which school will receive profit Gate/Door Concession Stand

Requested by Coach Thomas Stanley  
Name/Title

Date 8/17/21

Approved by   
Principal

Date 8/17/21

Approved by Michelle Hebert  
Director of Schools\*

Date 8/19/21

\* 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.

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

RONALD GAMMONS  
8419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS  
1287 E Grinders Switch Rd., Centerville, TN 37033



Michelle Gilbert  
Director of Schools  
115 BURPHREE AVENUE  
CENTERVILLE, TN 37033

JANE HERRON  
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS  
8782 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS  
2888 Hwy 48 N., Nunnally, TN 37197

**School Support Organization  
Request For Fundraising Activities**

Organization HCTTS Quarterback Club

Proposed Fundraising Activity Spirit Wear + Gear

Date(s) All season

Location(s) @ games + on Facebook page  
*advertised*

Requested By *Day Koh* 8/17/21  
President/Chair of Organization Date

Recommended By *[Signature]* 8-17-21  
Principal Date

Approved *Michelle Gilbert* 8/17/21  
Director of Schools or Designee Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee Date

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



**AMY BRYANT**  
8589 S. Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**TIM HOBBS**  
8220 Old Bon Aqua Rd., Bon Aqua, TN 37025

**JIM HUGGINS**  
1287 E. Grinders Switch Rd., Centerville, TN 37033

**Michelle Gilbert**  
Director of Schools  
116 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
8782 Dogwood Dr., Bon Aqua, TN 37025

**VANCE WILLIS**  
2888 Hwy 45 N., Nunnely, TN 37137

**School Support Organization  
Request For Fundraising Activities**

Organization HCHS Quarterback Club

Proposed Fundraising Activity Program Ads, Banners + Parking Spots.

Date(s) All season

Location(s) Business + Parents/Supporters

Requested By *Dry Miller*  
President/Chair of Organization

8/17/21  
Date

Recommended By *[Signature]*  
Principal

8-17-21  
Date

Approved *Michelle Gilbert*  
Director of Schools or Designee

8/17/21  
Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee

\_\_\_\_\_  
Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ELC 806

Proposed fundraising activities: Bulldog Bakery. Transition training

Purposed Uses of funds raised Transition program supplies, allow Bulldog Bakery to remain functioning

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

Method by which school will receive profit purchase of prepared items

Requested by Levi Griego, ELC Date 7.30.21  
Name/Title

Approved by [Signature] Date 8-2-21  
Principal

Approved by Michelle Hewitt Date 8/5/21  
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 ELC 806

Proposed fundraising activities: Dazz Cycle, collecting used ink cartridges

Purposed Uses of funds raised Classroom supplies

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

ELC Students collecting, organizing, packaging cartridges

Method by which school will receive profit ~~EB~~

Requested by Levi Griego ELC Date 7.30.21  
Name/Title

Approved by  Date 8-2-21  
Principal

Approved by Michelle Rivert Date 8/5/21  
Director of Schools\*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Book Club # 807

Proposed fundraising activities: Sell world's Finest Chocolate

Purposed Uses of funds raised Buy books

Expected student involvement (school-wide or specific school organization) Book club members will sell to HHS

Method by which school will receive profit sell chocolate

Requested by K. Carter Date 9/16/21  
Name/Title

Approved by [Signature] Date 9/16/21  
Principal

Approved by Michelle Hivert Date 9/20/21  
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.

\* The book club has been approved by Mrs Gilbert to fund raise in the past.

Exhibit 1

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name EAST Hickman MIDDLE SCHOOL FOOTBALL

Proposed fundraising activities: CAR WASH

Purposed Uses of funds raised PURCHASING FOOTBALL EQUIPMENT

Expected student involvement (school-wide or specific school organization) MIDDLE SCHOOL FOOTBALL PLAYERS

Method by which school will receive profit CASH / CHECKS

Requested by ROBERT PHILLIPS <sup>TEACHER/</sup> COACH Date 7/29/21  
Name/Title

Approved by Bryan Anderson Date 7/15/21  
Principal

Approved by Michelle Stewart Date 8/4/21  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Cross Country

Proposed fundraising activities: Smart cards

Purposed Uses of funds raised Team uniforms

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

Country Teams at EXMO & ETHH

Method by which school will receive profit \_\_\_\_\_

Requested by Cayla Maxton Date 7.30.21  
Name/Title [Greg Matney]

Approved by Bryan Angli Date 7/30/21  
Principal

Approved by Michelle Hiebert Date 8/4/21  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Shannon Nolen - Library

Proposed fundraising activities: School supplies and small snacks

(meat sticks, taffy taffy, chips, water, ect) between classes/afternoon tim

Purposed Uses of funds raised

Library books/materials

Expected student involvement (school-wide or specific school organization) -none-

Method by which school will receive profit profit from sale

Requested by Shannon Nolen  
Name/Title

Date 9/9/2021

Approved by Bryan Angli  
Principal

Date 9/16/21

Approved by Michelle Helvert  
Director of Schools\*

Date 9/20/21

\* see note below

\* 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.

\* Board policy 3.500 needs to be followed at all <sup>A-4</sup> times. Lines 23-24 determine what is allowed. all items must meet Dept. of ag. guidelines.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name ETHHS Volleyball Account

Proposed fundraising activities: Fan Cloth

Purposed Uses of funds raised  
money will go towards paying refs and tournaments  
Also replacing old equipment such as volleyballs

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Volleyball team

Method by which school will receive profit Once the campaign is  
over a check will be sent to the school

Requested by Maya Horner / Head Coach Date 9/7/21  
Name/Title

Approved by Kimberly Weems Date 9/8/21  
Principal

Approved by Michelle Hebert Date 9/10/21  
Director of Schools\*

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Tennessee Internal School Uniform Accounting Policy Manual  
Applicable Laws and Exhibits - Appendix A

Exhibit 1

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Spanish Club (EHHS)

Proposed fundraising activities: Selling "Magdalena"

Argentine cupcakes and "Pollo en Pa"  
grilled chicken on a stick.

Purposed Uses of funds raised  
Monthly expenditures (refreshments  
at meetings) and transportation

for field trips, competitions, etc  
Expected student involvement (school-wide or specific school organization) 3<sup>rd</sup>

club members will serve EHHS pop  
~ 540 customers and

Method by which school will receive profit Our club needs  
raise funds to continue to func

We will sell \$1.50 cupcakes & \$1

Requested by Scott Angell - Teacher/ Date 9/1  
Name/Title Sponsor

Approved by Kimberly Williams Date 9/3/21  
Principal

Approved by Michelle Thivert Date 9/7/21  
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.

\* please make sure these are sold in accordance with Board Policy 3.500 for school nutrition.

Tennessee Internal School Uniform Accounting Policy Manual  
Applicable Laws and Exhibits - Appendix A

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Spanish Club (EHHS)

Proposed fundraising activities: "Animales en Globo"

Making/Selling Balloon animals at school events

Purposed Uses of funds raised  
TO RAISE money to support club's service projects (Cemetery and Elementary Outreach program)

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

35 club members will serve school and families, athletic support

Method by which school will receive profit Spanish club will receive profits to be used in 2021 year.

Requested by Scott Angell - Teacher Date 9/21  
Name/Title Sponsor

Approved by Kimberly Wilson Date 9/3/21  
Principal

Approved by Michelle Slivent Date 9/7/21  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Student Council & Classes of 2022, 2023, 2024, 2025

Proposed fundraising activities: Homecoming Glow Party - see attached sheet

Purposed Uses of funds raised  
Ticket revenue will be distributed among the classes. Any money raised from food sales will go to Student Council to cover cost of food purchase and other items purchased for the mixer.

Expected student involvement (school-wide or specific school organization) -any E.Hits Student 9-12 and may bring me guest.

Method by which school will receive profit Ticket sales - each class will receive percentage of tickets sold - ie. if 100 tickets sold and freshmen bought 30 tickets, they receive 30% of ticket sales.

Requested by Buck Robinson - Student Council Date 8-24-21  
Name/Title sponsor

Approved by Samuel Williams Date 8/25/21  
Principal

Approved by Michelle Hiver Date 8/30/21  
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.

## **Homecoming Glow Party!**

**Hello Eagles! The Student Council is excited to announce that we are planning an after school event to celebrate Homecoming. This event will be a casual after party following the Homecoming game. Details are as follows:**

**Date: September 24 from 9pm to 11pm.**

- **Tickets will be sold the week of Homecoming in Miss Robinson's room from 7:30 am to 8 am.**
- **They will cost \$10 for admittance. Tickets will also be sold at the door, but will cost \$15 if purchased at the door.**
- **Tickets will include 2 glow sticks. Additional glow sticks and other glow accessories will be sold at the party.**
- **Students must follow dress code and all other school rules to attend.**
- **Only those from 9th grade students to those age 21 can attend. EHHS students are permitted one guest only.**
- **This event is a fundraiser. Once expenses for the party are paid, the money raised will be split based on percentage between the classes. It will go to their graduation fund.**
- **The party will be held in the Grand Hall. The gym and cafeteria will not be used.**
- **Pizza will be sold at the party for \$1 a slice. A variety of cookies will be sold for \$.50 each. Drinks will be provided.**
- **We will have neon decorations and music.**
- **Games such as glow in the dark musical chairs, bucket ball, cornhole, karaoke, limbo, and a photo booth will be at the party.**
- **Once students leave the party, they may not reenter.**

**Please plan to come out and celebrate our Eagle football team!**

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Student Council

Proposed fundraising activities: Homecoming Ceremony & Skits  
ticket sales

Purposed Uses of funds raised  
Funds used to pay homecoming expenses; any remaining  
money used for student rewards/teacher appreciation

Expected student involvement (school-wide or specific school organization) Any  
student may purchase a ticket

Method by which school will receive profit Ticket sales - \$2<sup>00</sup> per ticket

Requested by Beth Peterson Date 8/24/21  
Name/Title

Approved by Kimberly Williams Date 8/25/21  
Principal

Approved by Michelle Hibert Date 8/30/21  
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 Student Council

Proposed fundraising activities: Spirit Link Sales during homelcoming week

Purposed Uses of funds raised  
Funds used to pay homelcoming expenses; any remaining money used for student rewards, teacher appreciation

Expected student involvement (school-wide or specific school organization) Any student may purchase links

Method by which school will receive profit Students purchase links @ 10¢ each or '100 to steal links' from another class

Requested by Beth Robinson Date 8-24-21  
Name/Title

Approved by Barberly Williams Date 8/25/21  
Principal

Approved by Michelle Hivert Date 8/30/21  
Director of Schools\*

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# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Sophomore Class of 2024

Account Number \_\_\_\_\_

Proposed fundraising activities: Shirts for homecoming - sale

Purposed Uses of funds raised: shirts & class funds / graduation

Expected Student involvement (school-wide or specific school organization): Class of 2024

Method by which school will receive profit: cash / check

Requested by: Sheyl Robinson  
Name/Title

8-24-21  
Date

Approved by: Kimberly Williams  
Principal

8-28-21  
Date

Approved by: Maxille Gilbert  
Director of Schools\*

8/30/21  
Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2023

Account Number 703

Proposed fundraising activities: Class T-shirt sale

Purposed Uses of funds raised: pay for graduation and other class expenses

Expected Student involvement (school-wide or specific school organization): Juniors  
purchase T-shirts

Method by which school will receive profit: Cost of T-shirt \$7-\$8

will sell for \$12

Requested by: Crystal Wilson Class of 2023  
Name/Title Sponsor

8-20-21  
Date

Approved by: Kimberly Williams  
Principal

8-20-21  
Date

Approved by: Michelle Gilbert  
Director of Schools\*

8/23/21  
Date

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AMY BRYANT  
8589 S Lick Creek Rd., Lyles, TN 37098

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

Michelle Gilbert  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

JANE HERRON  
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS  
9782 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS  
2888 Hwy 49 N., Nunnely, TN 37137

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band & Choir Boosters

Proposed Fundraising Activity Carwash

Date(s) 14 August 2021

Location(s) Ace Hardware - Lyles

Requested By *JF G* 09 AUG 2021  
President/Chair of Organization Date

Recommended By *Hamberley Williams* 9/10/21  
Principal Date

Approved *Michelle Gilbert* 8/12/21  
Director of Schools or Designee Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Freshmen

Proposed fundraising activities: Homecoming T-shirts

Purposed Uses of funds raised Graduation

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

Freshmen will buy shirts for homecoming

Method by which school will receive profit Students will pay for shirts when ordering

Requested by Cindi Morgan, Class Sponsor Date 8-13-21  
Name/Title

Approved by Kimberly Williams Date 8-17-21  
Principal

Approved by Michelle Hebert Date 8/17/21  
Director of Schools\*

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# PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Girls Soccer

Account Number \_\_\_\_\_

Proposed fundraising activities: Car Wash

Purposed Uses of funds raised: Referee Fee

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

Method by which school will receive profit: Cash

Requested by: Wendell Gordon - Head Coach  
Name/Title

8-11-21  
Date

Approved by: D. For - Asst. Principal  
Principal

8-12-21  
Date

Approved by: Michelle Hivent  
Director of Schools\*

8/16/21  
Date

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# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Girls Soccer

Account Number \_\_\_\_\_

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised: Supplies

Expected Student Involvement (school-wide or specific school organization): Team Only

Method by which school will receive profit: Cash

Requested by: Wendell Gordon - Head Coach  
Name/Title

8-11-21  
Date

Approved by: R. R. - Asst. Principal  
Principal

8-12-21  
Date

Approved by: Michelle Heint  
Director of Schools\*

8/16/21  
Date

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Bookstore 845

Proposed fundraising activities: School Bookstore

Purposed Uses of funds raised Funds are used to purchase inventory to restock.

Expected student involvement (school-wide or specific school organization) Work based learning students

Method by which school will receive profit as items are sold

Requested by Cindi Morgan Date 8-6-21  
Name/Title

Approved by Kimberly Williams Date 8-9-21  
Principal

Approved by Michelle Silver Date 8/10/21  
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 Senior class 2022

Proposed fundraising activities: class shirt sale

Purposed Uses of funds raised

Senior awards, plaques, at end of the year - any funds not used will go toward graduation, senior trip.

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

Senior class - 114 students -

Method by which school will receive profit shirts will sell for \$5<sup>00</sup> over cost to have them

Produced

Requested by Tracy Poth  
Name/Title

Date 08/09/21

Approved by Kimberly Williams  
Principal

Date 8/9/21

Approved by Michelle Gilbert  
Director of Schools\*

Date 8/10/21

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

**PROPOSED FUNDRAISING ACTIVITIES**



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

Fund/Account Name EHHS FFA

Account Number \_\_\_\_\_

Proposed fundraising activities: Annual FFA meat sale

Purposed Uses of funds raised: Money raised will be used to promote and fund FFA activities

Expected Student involvement (school-wide or specific school organization): Students will sale meats from Heritage Farms to the community in the Fall of the year.

Method by which school will receive profit: Patrons will pay cash or check at time of delivery or at time of order.

Requested by: Nyles Keogh Williams AS  
Name/Title

8/4/21  
Date

Approved by: Kimberly Williams  
Principal

8/5/21  
Date

Approved by: Michelle Hivent  
Director of Schools\*

8/9/21  
Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS FFA

Account Number \_\_\_\_\_

Proposed fundraising activities: Annual FFA Plant Sale

Purposed Uses of funds raised: Money raised will be used to promote and fund FFA activities

Expected Student involvement (school-wide or specific school organization): Students will grow and sale plants during the spring semester at a plant sale.

Method by which school will receive profit: Patrons will pay cash or check at time of plant sale

Requested by: Melba Nye Matthews Ag 8/4/21  
Name/Title Date

Approved by: Kimberly Williams 8/5/21  
Principal Date

Approved by: Michelle Stewart 8/9/21  
Director of Schools\* Date

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# PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name EHHS FFA

Account Number \_\_\_\_\_

Proposed fundraising activities: Annual FFA Fruit Sale

Purposed Uses of funds raised: Money raised will be used to promote and fund FFA activities

Expected Student involvement (school-wide or specific school organization): Students will sell Fruit from Dunn-wright to the community in the Fall of the year.

Method by which school will receive profit: Patrons will pay cash or check at time of delivery or at time of order

Requested by: Myles Keogh Williams Ag  
Name/Title

8/4/21  
Date

Approved by: Kimberly Williams  
Principal

8/5/21  
Date

Approved by: Michelle Hebert  
Director of Schools\*

8/9/21  
Date

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# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name **FACS and FCCLA**

Account Number **820/832**

Proposed fundraising activities: **Sell iced coffee on Fridays in the bookstore. Sell baked goods one day a week in the bookstore. 20 days are exempted from nutrition guidelines each semester for fundraisers.**

Purposed Uses of funds raised: **Buy lab supplies and pay for competition fees.**

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

**Students will sell the items in the bookstore to teachers and students.**

Method by which school will receive profit: **Cash and check.**

Requested by: **Charlotte Boehms**

Name/Title

**8/3/2021**

Date

Approved by:

*Kimberly Williams*

Principal

**8/4/21**

Date

Approved by:

*Michelle Stewart*

Director of Schools\*

**8/4/21**

Date

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## PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name **FACS**

Account Number **820**

Proposed fundraising activities: **Create a project and submit on DonorsChoose**

Purposed Uses of funds raised:

**Supplies including cleaning and organizational supplies will be donated to the classroom.**

Expected Student involvement (school-wide or specific school organization): **None.**

Method by which school will receive profit: **Materials will be shipped if project is funded.**

Requested by: **Charlotte Boehms**

**8/3/2021**

Name/Title

Date

Approved by: *Kimberly Williams*

Principal

Date

Approved by: *Michelle Hibert*

Director of Schools\*

**8/4/21**

Date

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

## PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name **FACS**

Account Number **820**

Proposed fundraising activities: **Participate in the National Banana Pudding Festival**

Purposed Uses of funds raised: **Will buy classroom supplies for labs.**

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

**Students will prep pudding at EHHS and scoop pudding at the NBPF in Centerville.**

Method by which school will receive profit: **Donation from the NBPF.**

Requested by: **Charlotte Boehms/FACS Teacher**

Name/Title

**8/3/2021**

Date

Approved by: *Kimberly Williams*

Principal

**8/4/2021**

Date

Approved by: *Michelle Hebert*

Director of Schools\*

**8/4/21**

Date

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## PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name **Family and Consumer Sciences**

Account Number **820**

Proposed fundraising activities: **Sell food truck orders to teachers**

Purposed Uses of funds raised: **Used to buy classroom supplies.**

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

**Students in Culinary arts 2 will prepare, sell, and deliver the food to teachers.**

Method by which school will receive profit: **Cash or check from teachers.**

Requested by: **Charlotte Boehms**

**8/3/2021**

Name/Title

Date

Approved by:

*Kimberly Williams*

**8/4/2021**

Principal

Date

Approved by:

*Michelle Stewart*

**8/4/21**

Director of Schools\*

Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cross Country (Boys & Girls)

Account Number 615/616

Proposed fundraising activities: Smart Card sale (annual event)

Purposed Uses of funds raised: Money raised will help pay for conference dues, meet fees, and uniform purchases

Expected Student involvement (school-wide or specific school organization): We will have about 20 cross country members selling them.

Method by which school will receive profit: Sales money will be deposited into the account and Innovative Funding will be cut a check for what they are owed.

Requested by: H. K. Couch  
Name/Title

7/27/21  
Date

Approved by: Kimberly Williams  
Principal

7/28/21  
Date

Approved by: Michelle Stewart  
Director of Schools\*

7/30/21  
Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2024

Account Number 702

Proposed fundraising activities: The Sale of Country Meats from August - May of the 2021-2022 school year.

Purposed Uses of funds raised: The money will be used to assist the class in school activities such as but not limited to graduation.

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

Method by which school will receive profit: Cash

Requested by: Michelle Mathis / Teacher  
Name/Title

7-28-2021  
Date

Approved by: Kimberly Williams  
Principal

7-28-2021  
Date

Approved by: Michelle Filbert  
Director of Schools\*

7/30/21  
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.

Tennessee Internal School Uniform Accounting Policy Manual  
Applicable Laws and Exhibits - Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Senior class ; 704

Proposed fundraising activities: ACT relief day. Movie after  
ACT & lunch - Walt Disney's "Jungle Cruise."

Purposed Uses of funds raised  
SR events, graduation, field day  
end of year rewards.

Expected student involvement (school-wide or specific school organization) School-wide -  
Max ticket sale will be limited to Covid guidelines  
as set forth by Oct. 10, 21.

Method by which school will receive profit Air heads will be sold for  
\$5<sup>00</sup>. Students will receive a free movie ticket  
with the purchase of candy.

Requested by Tracy Potts  
Name/Title

Date 9-15-21

Approved by Kimberly Williams  
Principal

Date 9-16-21

Approved by Michelle Hester  
Director of Schools\*

Date 9/20/21

\* 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.

\* please make sure school has site license  
to show movies under copyright.  
Michelle Hester

SEP/29/2021/WED 07:30 AM

FAX No.

P. 002



AMY BRYANT  
1589 S. Lick Creek Rd., Lyles, TN 37088

JACKIE DEITMEN  
1941 Deitmen Ln., Nunnally, TN 37137

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

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

Michelle Gilbert  
SUPERINTENDENT  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

JEWELL PRINCE  
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN  
11379 Moss Branch Rd., Bon Aqua, TN 37025

MIKE THOMASSON  
105 Hickory Trace, Lyles, TN 37088

School Support Organization  
Request For Fundraising Activities

Organization Soar and Score Booster Club

Proposed Fundraising Activity Girls and Boys Basketball Playdays

Date(s) Dec. 4th, Jan. 8th, and Jan. 22nd

Location(s) EHHS and FHMS Gyms

Requested By Roppa Taylor  
President/Chair of Organization

Date 9/27/2021

Recommended By Kimberley Williams  
Principal

Date 9/30

Approved Michelle Gilbert  
Director of Schools or Designee

Date 9/30/21

Not Approved \_\_\_\_\_  
Director of Schools or Designee

Date \_\_\_\_\_

\*\*\*A signed copy will be mailed to the organization and forwarded to the sch.