
REGULAR BOARD MEETING
Monday, December 6, 2021 7:00 PM
Room 203 Central Office

- I. Call To Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of November 1, 2021 Regular Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month
- VII. Communications to the Board
 - A. Youth Leadership Hickman
 - B. Director's Report
 - C. Financial Report
 - D. Family Resource Center Mid-Year Reports
- VIII. Items Requiring Board Action
 - A. Budget Amendments
 - B. Construction Management Fee Agreement
 - C. Budget Request to Assess EHHS Track
 - D. Additional Position Request
 - E. Career Center Cubicle Bid
 - F. Leave a Legacy Program
 - G. Revised Board Policies 6.319 (1st Reading)
 - H. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (2nd Reading)
 - I. Board Policy Review 1.700-1.901
- IX. Announcements
 - A. Graduation Dates 2022: May 13, 2022, HCHS at 10:00 a.m. and EHHS at 2:00 p.m.
- X. Adjourn

Monday, November 1, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 1, 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, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis.

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

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

Tim Hobbs made a motion to approve the minutes from the board meeting held on October 4, 2021. Ron Gammons seconded the motion.

Monday, October 4, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, October 4, 2021, at 7:00 p.m. in the library of Hickman County High School. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, and Jim Hudgins. Vance Willis was absent from the meeting.

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

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

Steve Gianakos made a motion to approve the minutes from the board meeting held on August 2, 2021. Jane Herron seconded the motion.

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. 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
Chastity Lampley
Samuel Shewbart
Bailey Ingram
Suzanne Lewis
Edward Holeman
Dray Mercer

EHHS Assistant Principal
HCMS Teacher
EHES Teacher
EHES Teacher
CIS Teacher
CIS Teacher
HCHS Teacher

Support Staff

Stephanie Bodine
Lindsey Deal
Megan Holloway
Carol Bateman
Brittney Kniss
Amber Malloy
Ally Piper

EHES P/T Sp Ed Assistant
EHIS P/T Sp Ed Assistant
CIS Sp Ed Assistant
CES Sp Ed Pre-K Assistant
EHES/EHIS Assistant
EHES Physical Education Assistant/Teacher Assistant
CES P/T Sp Ed Assistant

Resignation

Professional

_____ Damien Clayton
Adam Fleming

HCHS History/Football
HCHS Teacher

Support Staff

Ashley Welker

CES Assistant

Retirement

Professional

Support Staff

Transfers

Professional

_____ Rose Korte
Craig Shelton
Gavin Gordon
Amber Warren
Crystal Litton
Eric Cannon

CES Physical Education to CIS Principal
HCHS Guidance to HCHS Principal
EHES/EHIS Teacher to EHHS Teacher
EHMS Guidance to HCHS Guidance
CIS Teacher to EHES Teacher
CIS Principal to Special Programs Director

Support Staff

Tanya Williams
Twyla Tucker

EHMS Bookkeeper to Maint/Trans Secretary
EHMS DBA to System Wide DBA

Appointment

Professional

_____ Chris Dawson

HCHS Golf Coach

Support Staff

Raygan Adkins
Hannah Pendergrass-Thomason
Leah Russell

EHMS Softball Coach
EHMS Asst. Girls Basketball Coach
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>
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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.

On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the minutes from the special called meeting held on August 31, 2021. Jane Herron seconded the motion.

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>
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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>
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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.

On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the minutes from the special called board meeting held on September 9, 2021. Tim Hobbs seconded the motion.

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			
Steve Gianakos			Ron Gammons
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>
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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.

On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to amend the agenda for the October 4, 2021, board meeting to add a trip request for the HCMS boys basketball team under Item B. in the Items Requiring Board Action section. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the amended agenda for the October 4, 2021, board meeting. Jim Hudgins seconded the motion.

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. Trip Request--HCMS Boys Basketball Coach and Players
 - C. Textbook Certification--Deputy Superintendent
 - D. Approval of Strategic Plan Vision, Mission, and Goals--Director of Schools
 - E. Budget Amendments--Business Officer
 - F. Declaration of Surplus--Maintenance Director
 - G. Declaration of Surplus--Transportation Director
 - H. Construction Management Selection--Maintenance Director
 - I. Board Policy 3.500--Director of Schools
 - J. Revised Board Policies 4.401, 6.300 (1st Reading)
 - K. Revised Board Policies 4.206, 4.212 (2nd Reading)--Director of Accountability
 - L. Deletion of Board Policy 5.3051--Director of Accountability
 - M. Board Policy Review 1.2021-1.401-Director of Accountability
- XI. Announcements
- XII. Adjourn

On a voice vote, the motion was approved 6-0.

Steven George and Steve Anglin were recognized as Employees of the Month by Jane Herron.

The following employees were recognized by the Board of Education as retirees for their years of service to Hickman County: Regina Baker, Gary Barnes, Keith Boehms, Karen Bridges, Debbie Buchanan, Janie Choate, Angie Christensen, Darin Cochran, Brendlyn Durham, Becky Gatewood, Cindy Halbrooks, Denise Hudgins, Virgil Kelley, Peggy McClellan, Myra Orton, Mike Smithson, Nan Thomas, and Doris White.

Lake Bates presented information to the members of the Board of Education about National 4-H week including projects such as Miss Hickman County, the chick chain, and 4-H Round-Up and Congress.

Michael Beem, Jana Acy, and Kara Hobbs presented information to the members of the Board of Education about the Live! Love! Run! Event that was held on September 25, 2021, at Hideaway Farm for Suicide Prevention and Awareness. The event hosted over 300 participants in the first year and is scheduled for the last Saturday in September in 2022.

Steve Gianakos made a motion to accept the Director's Report. Jim Hudgins seconded the motion.

Memorandum

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

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.

On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept the financial report as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to nominate Amy Bryant as Chair of the Hickman County Board of Education for the 2021-2022 school year. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to nominate Tim Hobbs as the Vice-Chair of the Hickman County Board of Education for the 2021-2022 school year. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to nominate Steve Gianakos as the Chairman Pro-Tem of the Hickman County Board of Education for the 2021-2022 school year. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the overnight trip request for 8th grade boys with HCMS basketball to Cedar Crest Camp on October 15-16, 2021. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to nominate Tim Hobbs as the TN Legislative Network Representative for the Hickman County Board of Education for the 2021-2022 school year. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the textbook certification for the 2021-2022 school year. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the Hickman County Board of Education strategic plan, including vision, mission, and goals. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve budget amendments 12-13. Ron Gammons seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0-1.

Ron Gammons made a motion to approve the maintenance department declaration of surplus and auction of items. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the transportation department declaration of surplus and auction items. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept and enter into negotiation with Codell for construction management services. Steve Gianakos seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0-1.

Amy Bryant made a motion to continue to follow the current board policy 3.500 for school nutrition. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve revised board policies 4.401 and 6.300 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve revised board policies 4.206 and 4.212 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the deletion of board policy 5.3051. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the review and update of board policies 1.202-1.401. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made an announcement stating the TSBA Leadership Conference does fulfill yearly board member training requirements.

The meeting was adjourned at 8:18 p.m.

On a voice vote, the motion was approved 6-0-1. Vance Willis passed on the motion.

Ron Gammons made a motion to approve the meeting agenda for Monday, November 1, 2021. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, November 1, 2021, at 7:00 p.m. in room 203 of the Central Office Building. A work session will be held at 6:00 p.m. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of October 4, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Jane Herron
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Quarterly Financial Statement--Board Chair
- VIII. Items Requiring Board Action
 - A. Trip Requests
 1. HCMS Junior Beta Club--Club Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. Supplement Split Request--Director of Schools
 - D. 2022-2023 School Calendar Recommendation--Calendar Committee Chair
 - E. 2021 Compliance Report--Director of Accountability

Transfers

Professional

Craig Shelton

HCHS Principal to CES/CIS Behavior Position

Support Staff

Appointment

Professional

Support Staff

Mark Bentley

HCMS Assistant Boys Basketball Coach

Ryan Harrison

HCHS Softball Coach

Jennifer Chilton

HCMS Softball Coach

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary English Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

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

Vance Willis made a motion to accept the financial report as presented. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to accept the OPEB Quarterly Financial Statement as presented. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve an overnight trip request for the HCMS Junior Beta Club to attend a convention at Opryland Hotel from November 21-23, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve budget amendment 14. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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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.

Ron Gammons made a motion to approve the request to split supplements as submitted by the schools. Tim Hobbs seconded the motion.

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

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of November 1, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Tim Hobbs
- VII. Communications to the Board
 - A. Youth Leadership Hickman--Donna Bradley and Students
 - B. Director's Report--Director of Schools
 - C. Financial Report--Business Officer
 - D. Family Resource Center Mid-Year Reports--Family Resource Center Directors
- VIII. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Construction Management Fee Agreement--Director of Schools
 - C. Budget Request to Assess EHHS Track--Maintenance Director
 - D. Additional Position Request--Director of Schools
 - E. Career Center Cubicle Bid--Career Technical Education Director
 - F. Leave a Legacy Program--Director of Schools
 - G. Revised Board Policy 6.319 (1st Reading)--Director of Schools
 - H. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (2nd Reading)--Director of Accountability
 - I. Board Policy Review 1.700 - 1.901--Director of Accountability
- XI. Announcements
 - A. Graduation Dates 2022: May 13, 2022, HCHS at 10:00 a.m. and EHHS at 2:00 p.m.
- XII. Adjourn

Memorandum

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

Leave of Absence

Professional

Support Staff

John West

Misty Willis

FMLA November 29, 2021-January 31, 2022

FMLA January 3, 2022-May 20, 2022

Hiring

Professional

Gabby Poston

EHES/EHIS Behavior Support Position

Support Staff

Michelle Tuten

Cafeteria

Resignation

Professional

Support Staff

Breana Arnold

Madison Newhouse

Sandra Johnson

Cafeteria

Cafeteria

EHES Educational Assistant

Retirement

Professional

Mike Kelley

School Counselor

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary English Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		% of Avg
			Actual	% of Budget		Actual	% of Avg	
141	General Purpose School							
Revenues								
40110	Current Property Tax	2,953,439.00	(588,502.49)	19.93 %	246,119.92	(271,572.30)	110.34 %	
40120	Trustee's Collections - Prior Year	80,000.00	(32,872.72)	41.09 %	6,666.67	(7,780.68)	116.71 %	
40125	Trustee's Collections - Bankruptcy	0.00	(801.72)	0.00 %	0.00	(192.15)	0.00 %	
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(18,924.87)	42.06 %	3,750.00	(7,878.69)	210.10 %	
40140	Interest And Penalty	21,000.00	(4,009.72)	19.09 %	1,750.00	(1,040.36)	59.45 %	
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,389.29)	34.73 %	333.33	(274.38)	82.31 %	
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	(846,046.58)	40.29 %	175,000.00	(211,707.65)	120.98 %	
40270	Business Tax	30,000.00	(8,300.69)	27.67 %	2,500.00	(1,247.34)	49.89 %	
41110	Marriage Licenses	1,300.00	(522.50)	40.19 %	108.33	(218.50)	201.69 %	
43517	Tuition - Other	2,000.00	(2,300.00)	115.00 %	166.67	(100.00)	60.00 %	
43570	Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	0.00	0.00 %	
43582	Community Service Fees - Adults	200.00	(35.00)	17.50 %	16.67	0.00	0.00 %	
44120	Lease/Rentals	1,000.00	(8,374.16)	837.42 %	83.33	(325.00)	390.00 %	
44170	Miscellaneous Refunds	30,000.00	(323.75)	1.08 %	2,500.00	0.00	0.00 %	
44530	Sale Of Equipment	10,000.00	(11,729.10)	117.29 %	833.33	(11,729.10)	1,407.49 %	
44560	Damages Recovered From Individuals	3,000.00	(650.00)	21.67 %	250.00	0.00	0.00 %	
44570	Contributions & Gifts	15,000.00	(6,843.34)	45.62 %	1,250.00	(4,370.00)	349.60 %	
46511	Basic Education Program	22,770,000.00	(9,204,351.36)	40.42 %	1,897,500.00	(2,301,087.84)	121.27 %	
46515	Early Childhood Education	417,796.00	(70,698.64)	16.92 %	34,816.33	(41,709.03)	119.80 %	
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	(14,805.83)	25.00 %	4,935.25	0.00	0.00 %	
46610	Career Ladder Program	50,000.00	(26,538.64)	53.08 %	4,166.67	(26,538.64)	636.93 %	
46851	State Revenue Sharing - T.V.A.	240,000.00	(50,404.89)	21.00 %	20,000.00	(50,404.89)	252.02 %	
46981	Safe Schools	86,560.00	(0.30)	0.00 %	7,213.33	0.00	0.00 %	
46990	Other State Revenues	15,000.00	(5,046.06)	33.64 %	1,250.00	0.00	0.00 %	
47640	Rotc Reimbursement	70,000.00	(21,258.24)	30.37 %	5,833.33	(7,167.35)	122.87 %	
48990	Other	50,000.00	(2,000.00)	4.00 %	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 %	
Total Revenues		29,487,518.00	(10,929,398.50)	37.06 %	2,457,293.17	(2,945,343.90)	119.86 %	
Expenditures								
71100	Regular Instruction Program	(14,599,004.00)	5,164,037.00	35.37 %	(1,216,583.67)	1,523,153.87	125.20 %	
71150	Alternative Instruction Program	(180,671.00)	51,660.10	28.59 %	(15,055.92)	12,470.79	82.83 %	

Account	Description	Budget Estimate	Year-To-Date		% of Budget	Estimate		Month-To-Date		% of Avg
			Actual	% of Budget		Avg/Mth	Actual	% of Avg		
141	General Purpose School									
71200	Special Education Program	(3,194,103.00)	836,795.09	26.20 %	(266,175.25)	218,496.08	82.09 %			
71300	Career and Technical Education	(1,260,256.00)	294,209.15	23.35 %	(105,021.33)	73,755.44	70.23 %			
72110	Attendance	(175,970.00)	44,714.67	25.41 %	(14,664.17)	3,455.06	23.56 %			
72120	Health Services	(386,008.00)	129,670.93	33.59 %	(32,167.33)	29,102.68	90.47 %			
72130	Other Student Support	(1,020,144.00)	306,098.68	30.01 %	(85,012.00)	66,212.47	77.89 %			
72210	Regular Instruction Program	(1,347,034.00)	353,538.87	26.25 %	(112,252.83)	83,948.20	74.78 %			
72220	Special Education Program	(121,505.00)	36,708.26	30.21 %	(10,125.42)	7,344.95	72.54 %			
72230	Career and Technical Education	(112,411.00)	46,632.39	41.48 %	(9,367.58)	8,599.24	91.80 %			
72250	Technology	(339,567.00)	213,410.67	62.85 %	(28,297.25)	16,268.37	57.49 %			
72290	Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %			
72310	Board Of Education	(669,913.00)	309,643.01	46.22 %	(55,826.08)	22,629.47	40.54 %			
72320	Director Of Schools	(292,764.00)	121,871.90	41.63 %	(24,397.00)	18,476.19	75.73 %			
72410	Office Of The Principal	(1,853,785.00)	563,220.91	30.38 %	(154,482.08)	102,134.26	66.11 %			
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)	890,913.34	37.43 %	(198,375.00)	135,054.47	68.08 %			
72620	Maintenance Of Plant	(1,185,022.00)	538,142.23	45.41 %	(98,751.83)	107,948.66	109.31 %			
72710	Transportation	(2,372,457.00)	572,890.57	24.15 %	(197,704.75)	106,517.11	53.88 %			
72810	Central And Other	(257,500.00)	24,940.04	9.69 %	(21,458.33)	6,554.25	30.54 %			
73100	Food Service	(35,604.00)	0.00	0.00 %	(2,967.00)	0.00	0.00 %			
73300	Community Services	(132,316.00)	36,738.10	27.77 %	(11,026.33)	8,775.23	79.58 %			
73400	Early Childhood Education	(473,041.00)	106,771.14	22.57 %	(39,420.08)	21,499.40	54.54 %			
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 %			
Total	Total Expenditures	(33,084,575.00)	10,891,898.05	32.92 %	(2,757,047.92)	2,572,396.19	93.30 %			
141	General Purpose School	(3,597,057.00)	(37,500.45)	-1.04 %	(299,754.75)	(372,947.71)	-124.42			

Account	Description	Budget Estimate	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		
			Actual				Actual	% of Avg	
142	School Federal Projects								
Revenues									
44170	Miscellaneous Refunds	0.00	0.00		0.00 %	0.00	0.00	0.00 %	
47131	Vocational Educ - Basic Grants To	109,612.01	(28,448.60)		25.95 %	9,134.33	0.00	0.00 %	
47141	Title 1 Grants To Local Educ Agencies	1,186,253.19	(318,190.08)		26.82 %	98,854.43	(78,683.95)	79.60 %	
47143	Special Education - Grants To States	1,038,457.86	(206,717.07)		19.91 %	86,538.16	(49,786.71)	57.53 %	
47145	Special Education Preschool Grants	38,311.92	0.00		0.00 %	3,192.66	0.00	0.00 %	
47146	English Language Acquisition Grants	163,325.97	0.00		0.00 %	13,610.50	0.00	0.00 %	
47148	Rural Education	136,635.33	0.00		0.00 %	11,386.28	0.00	0.00 %	
47189	Eisenhower Prof Development State	189,897.40	(43,720.11)		23.02 %	15,824.78	(10,929.68)	69.07 %	
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 %	
47404	American Rescue Plan Act Grant #4	36,654.70	0.00		0.00 %	3,054.56	0.00	0.00 %	
47590	Other Federal Through State	333,914.58	0.00		0.00 %	27,826.22	0.00	0.00 %	
Total	Revenues	14,518,921.76	(597,075.86)		4.11 %	1,209,910.15	(139,400.34)	11.52 %	
Expenditures									
71100	Regular Instruction Program	(5,248,381.65)	422,859.72		8.06 %	(437,365.14)	73,971.90	16.91 %	
71150	Alternative Instruction Program	(75,000.00)	0.00		0.00 %	(6,250.00)	0.00	0.00 %	
71200	Special Education Program	(1,037,110.70)	145,798.43		14.06 %	(86,425.89)	38,217.69	44.22 %	
71300	Career and Technical Education	(85,956.81)	34,841.81		40.53 %	(7,163.07)	6,537.20	91.26 %	
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	(542,574.86)	134,870.62		24.86 %	(45,214.57)	25,863.44	57.20 %	
72210	Regular Instruction Program	(1,447,393.13)	149,719.54		10.34 %	(120,616.09)	47,916.69	39.73 %	
72220	Special Education Program	(571,012.65)	100,165.19		17.54 %	(47,584.39)	25,826.85	54.28 %	
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 %	
Total	Expenditures	(14,518,921.76)	988,255.31		6.81 %	(1,209,910.15)	218,333.77	18.05 %	
Total	142	School Federal Projects	0.00	391,179.45	100.00 %	0.00	78,933.43	0.00 %	

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
			Actual	% of Budget		Actual	% of Avg	
143	Central Cafeteria							
Revenues								
43521	Lunch Payments - Children	0.00	1,036.98	0.00 %	0.00	0.00	0.00 %	
43522	Lunch Payments - Adults	75,000.00	(9,422.04)	12.56 %	6,250.00	0.00	0.00 %	
43523	Income From Breakfast	10,000.00	(49.20)	0.49 %	833.33	0.00	0.00 %	
43525	A La Carte Sales	175,000.00	(49,148.37)	28.08 %	14,583.33	143.05	-0.98 %	
43570	Receipts From Individual Schools	0.00	(20,000.00)	0.00 %	0.00	(20,000.00)	0.00 %	
44110	Investment Income	200.00	(43.79)	21.90 %	16.67	(6.39)	38.34 %	
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
47111	USDA School Lunch Program	1,340,000.00	(507,919.32)	37.90 %	111,666.67	0.00	0.00 %	
47113	Breakfast	560,000.00	(170,944.28)	30.53 %	46,666.67	0.00	0.00 %	
47114	USDA - Other	15,000.00	(26,069.26)	173.80 %	1,250.00	(3,063.00)	245.04 %	
Total	Revenues	2,175,200.00	(782,559.28)	35.98 %	181,266.67	(22,926.34)	12.65 %	
Expenditures								
73100	Food Service	(2,175,200.00)	1,070,777.91	49.23 %	(181,266.67)	185,181.28	102.16 %	
Total	Expenditures	(2,175,200.00)	1,070,777.91	49.23 %	(181,266.67)	185,181.28	102.16 %	
Total	143		Central Cafeteria	0.00	288,218.63	100.00 %	0.00	0.00 %

Mid-Year Report Priority 1: Families

Family Resource Centers develop an interconnected and consistent approach to the mental health and wellbeing needs of students and families.

	Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
Objective 1: Family Support	<p>By May 2022, East Hickman Family Resource will increase the number of students/families served by the targeted referral pathway by 40% as compared to previous year data.</p>	<p>By August 2021, EFRC will meet with teachers, counselors and principals to explain the Friday Friends program and how to refer students to Friday Friends using the Family Resource referral form. Referral forms can be turned into the EFRC directly or emailed to the Director. Any other needs the student may have can also be referred to EFRC. By October 2021, EFRC will send home forms to parents about the Operation Santa Claus program with both need help and would like to help form.</p> <p>By May 2022, EFRC survey students participating in Friday Friends to see likes and dislikes and if they need help with summer food.</p>	<p>East Hickman Family Resource director met with faculty and staff at the beginning of the school year and informed them of the FRC programs and ways for teachers to refer students to the FRC.</p> <p>September 27th, Operation Santa Claus forms were sent home with students. As of November 17th, there has been 241 students from 94 families requesting help with Christmas. 90+ people have signed up to help provide gifts to children.</p> <p>Beginning August 9th, teachers began referring students to our Friday Friends Program. As of November 17th, 90 students from 40 families are receiving food for the weekend through our Friday Friends program.</p>		
Objective 2: Family Wellbeing	<p>By May of 2022, EFRC will collaborate with the AWARE program to offer free parenting classes to any parent who has a student enrolled in the system as a family outreach for social and emotional wellbeing giving parents ideas on three ways to approach raising children, identifying sources of behavior, helping build self-esteem and communicating effectively.</p>	<p>To collaborate with principals, counselors and truant officer to assess the need of parenting classes for any parent who has students in the system and needs encouragement and ideas of how to improve their family social and emotional wellbeing.</p> <p>In August 2021, EFRC will advertise on social media and pamphlet handouts information about the classes for any parent seeking help with ways and ideas to improve student and family wellbeing.</p> <p>To offer a one time 2, 4, or 6 hour class monthly, alternating between Centerville Family Resource Center and East Hickman Family Resource Center to parents in need of help. A pre and post test/survey will be given at each class.</p>	<p>As of November 1st we have not started classes. The AWARE team will provide us with fliers and pamphlets to highlight on our website and social media page when they are cleared to begin classes</p>	<p>The AWARE team has not completed certification to teach class but hopes to complete that within the next month.</p>	
Objective 3: Family Sustainability					

Mid-Year Report
Priority 2: Readiness

Family Resource Centers develop an integrated approach that ensures a pathway to prosperity for every student and family.

Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
<p>By May 2022, East Hickman Family Resource Center will work with East Hickman Elementary school to decrease by 45% the number of chronically out of school students/families qualifying for bi-weekly check-ins, compared to the previous school year data.</p>	<p>By May 2022, EFRC coordinate with truancy officer weekly to identify chronically out of school students, track in google doc and communicate with the parents to assess the root cause of the issue.</p> <p>By May 2022, EFRC will make contact with parents by phone call or text message within 48 hours of the student's absence. Each time a student is absent, the parents will receive a text message. Parents of students who have improved attendance will receive a award.</p> <p>By May 2022, EFRC will compare data from previous year to see if improvement has been made.</p>	<p>The EFRC director met with the principal and truancy officer at East Hickman Elementary in August to discuss ways to help improve attendance. EFRC will offer incentives each time they see a list of students who miss less than 2 days per month. Students who miss less than 2 days will be entered into a drawing for a prize on the last day of the month. Parents of these students will also receive a prize for getting their students to school. Example prize was "Movie Night", students received a movie and parents received a popcorn/candy/popecorn container prize.</p> <p>Both parents and students seem very excited by this monthly drawing.</p> <p>Pictures are posted to the Center's Facebook page to highlight these students and parents who are improving attendance.</p> <p>The classroom with the best attendance also receives an award at the end of the month with ice cream, popcorn, etc. parties for their classroom.</p> <p>Phone calls are made to parents when their students becomes chronically absent.</p>	<p style="background-color: yellow;"></p>	
<p>Objective 1: Chronically Out of School</p>			<p style="background-color: orange;"></p>	
<p>Objective 2: Literacy</p>			<p style="background-color: red;"></p>	
<p>Objective 3: Academic, College- & Career Supports</p>	<p>In August 2021, EFRC will hand out flyers at Open Houses, post flyers at the East Hickman County Public Library, East Hickman Elementary, and Hickman County Health Department and the EFRC Facebook page encouraging parents to sign their children up for this FREE weekly program.</p> <p>In September 2021, EFRC will have Toddler Time (ages 18 months - 2 years) on Tuesday mornings at 9:30. Story hour will be an hour and packets will be given to children.</p> <p>Preschool in a Bag (3-5 years) will be on Thursday mornings at 9:30. Story hour will be an hour of themed interactive play, songs, books, shapers, numbers and arts and crafts.</p> <p>Packets of educational worksheets to work on at home with parents will be given to the children in September. Information will be given to parents on what information they should know.</p> <p>In January, the test will be given again to determine if progress is being made. Final test will be given in April to determine if students have made an improvement of 85% from the beginning of the program.</p> <p>By April 2022, EFRC will hand out parent evaluation form for the program in order to assess and improve the program for the next school year.</p>	<p>In August, flyers were distributed and parents signed up for classes.</p> <p>Classes began September 7th and are offered each Tuesday and Thursday.</p> <p>As of November 17th there are 12 children signed up for Preschool In A Bag and Toddler Time.</p> <p>Pictures are posted on the Center's Facebook page showing what students are learning in class and all fun things they get to do.</p>	<p style="background-color: blue;"></p>	

Mid-Year Report
Priority 3: Communities

Family Resource Centers develop programs and partnerships targeted to unlock the potential of students, families, and schools.

	Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
<p>Objective 1: Student & Family Engagement</p>	<p>By August 2021, EFRC will achieve 65% participation for all of students and parents attending 3rd, 6th, and 9th grade orientations at East Hickman Intermediate, East Hickman Middle and East Hickman High School led by the East Hickman Family Resource Center. Survey of orientation will be done to parents and parents will be invited to participate in presentation Q and A session and overview presentation. The outcome of this survey will help make improvements to the content offered during these orientations the following year.</p>	<p>By July 2021, EFRC will have principals make calls to parents of children enrolling in 3,6 and 9th grades with the Alert Now telephone system, place ad in local newspaper and post on Facebook page.</p> <p>By July 2021, EFRC will coordinate with each school's principal with set up and production. East Hickman Family Resource Center director will greet each family, sign them in, hand out educational materials and award door prizes at the end of the presentation.</p> <p>Surveys will be given to families to determine if the presentation, Q & A session and tour of school was sufficient for their family.</p>	<p>Orientation dates and times were published in the local newspaper and parents received an all call inviting them to attend their child's orientation.</p> <p>On July 27th, orientations were held at East Hickman Intermediate and East Hickman Middle for 3rd and 6th grade students. A total of 67 students and 113 guest attended the East Hickman Intermediate School orientation.</p> <p>A total of 57 students and 98 guest attended the East Hickman Middle School orientation.</p> <p>On July 29th, orientation was held at East Hickman High School. A total of 107 students and 149 guest attended the East Hickman High School orientation.</p> <p>66% of students attended orientations.</p> <p>Students were entered for a drawing for a free backpack at the Intermediate and Middle Schools.</p> <p>A total of 2,003 flyers and pamphlets were given to parents with information regarding their</p>		
<p>Objective 2: Resilient School Community</p>					
<p>Objective 3: Community Partnerships</p>	<p>By October 2021, the EFRC will serve 100% of teachers at the East Hickman Elementary school and East Hickman Intermediate School through the Adopt-A-Class program. Community leaders and civic organizations will be active in encouraging students to be the best they can be and to show students that their local community leaders are supportive and are willing to help them succeed. Sponsors will encourage good attendance and academics.</p>	<p>In August 2021, EFRC will visit or make calls to businesses, civic groups, and individuals of local businesses to ask for participation in the Adopt A Class program.</p> <p>By October 2021, EFRC will host an Adopt A Class ceremony at East Hickman Elementary and Intermediate Schools for sponsors to meet their teachers and classrooms.</p> <p>By April 2022, EFRC will survey teachers and sponsors to receive feedback as to what did or did not work in order to help improve the program.</p>	<p>In August, EFRC contacted local businesses, civic organizations and individuals about the Adopt A Class program.</p> <p>All classes in grades K-5 have a sponsor that has agreed to present programs to their class at least four times per year.</p> <p>On August 27th, an Adopt A Class reception was held for East Hickman Elementary School classes. Sponsors were greeted by their class representatives and presented with a certificate of adoption and then escorted to their classroom to meet everyone.</p> <p>On September 10th, an Adopt A class reception was held for East Hickman Intermediate School classes. Sponsors were greeted by their class representatives and presented with a certificate of adoption and then escorted to their classroom to meet everyone.</p> <p>Pictures of sponsors were posted on the Center's Facebook page and published in the local newspaper.</p>	<p>One barrier to this program is finding enough sponsors since we have very few resources in our county. Businesses are also short staffed and struggle to get someone to cover their business so that they can make visits to their classrooms.</p>	

Mid-Year Report Priority 1: Families

Family Resource Centers develop an interconnected and consistent approach to the mental health and wellbeing needs of students and families.

	Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
<p>Objective 1: Family Support</p>	<p>By May 2022, Centerville Family Resource will increase the number of students/families served by the targeted referral pathway by 40% as compared to previous year data.</p>	<p>By August 2021, CFRC will meet with principals/teachers during faculty meetings about "what is" and "how can I" refer students to Friday Friends using the Family Resource referral form. They will be able to turn the form in to the school office or email the CFRC director. Any other needs the student may have can also be referred to the CFRC. By October 2021, CFRC will send home forms to parents about the Operation Santa Claus program with a need help/would like to help form. By May 2022, CFRC will survey students participating in Friday Friends to see likes and dislikes and if they need help with summer food.</p>	<p>CFRC director met with faculty and staff at the beginning of the school year on inservice days and informed them of the roles and ways to refer students to the CFRC programs. In September 2021, Operation Santa Claus forms were sent home. As of November 1, 2021, there have been 185 students from 77 families turn in request for help with Christmas. 70+ people have signed up to help with gifts. As of November 1, 2021, there are 61 students receiving food through the Friday Friends program. That is a total of 26 families.</p>		
<p>Objective 2: Family Wellbeing</p>	<p>By May of 2022, to collaborate with the Aware program to offer free parenting classes as a family outreach for social and emotional wellbeing giving parents ideas on three ways to approach raising children, identifying sources of behavior, helping develop self-esteem and communicating effectively. We are going to measure this with a pre and post test/survey on the day of the class.</p>	<p>To collaborate with principals and counselors to identify the parents in need of parenting classes. In August 2021, CFRC will advertise on social media and pamphlet handouts about information on these classes to any parent seeking help with ways and ideas to improve student and family wellbeing. To offer a one time 2, 4 or 6 hour class monthly, alternating between CFRC and EFRC. The classes will be a one time class. A pre and post test/survey will be given at each class.</p>	<p>As of November 1, 2021, we have not started the classes. CFRC director has mentioned to principals about the classes. No pamphlet or flyers have been handed out.</p>	<p>Aware personnel is working on certification.</p>	
<p>Objective 3: Family Sustainability</p>					

Mid-Year Report Priority 2: Readiness

Family Resource Centers develop an integrated approach that ensures a pathway to prosperity for every student and family.

	Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
<p>Objective 1: Chronically Out of School</p>	<p>To work with Hickman County Middle School to decrease by 45% the number of chronically out of school students/families qualifying for bi-weekly checkins, compared to the previous semester.</p>	<p>By May 2022, CFRC will coordinate with truancy officer weekly to identify chronically out of school students, track in google doc and communicate with the parents to assess the root cause of absences. Students that improve weekly/monthly basis on their need, will be given a prize. At the end of each semester, reward students that have improved their chronic out of school with a 'big' prize drawing. Assess data reports from previous semester</p>	<p>The CFRC director has made phone calls to parents that have students that have been identified as chronically out of school. The 6th grade won a popcorn party for having the best attendance. The first monthly prize parent basket was awarded. Monthly boy/girl prize winners are selected with the most improved attendance.</p>	<p>Covid was a barrier in the beginning due to so many students being quarantined. Communication has also been a barrier.</p>	
<p>Objective 2: Literacy</p>					
<p>Objective 3: Academic, College, & Career Supports</p>	<p>By May 2022, 70% of children enrolled in the Smart From the Start program will show an improvement rate of 95% compared to the quarterly data.</p>	<p>In August 2021, the CFRC will take flyers and enrollment forms to Hickman Public Library, Centerville Elementary School, and the Hickman County Health Department. Beginning in September 2021, CFRC will have Toddler Time (ages 18 months-2 years) on Wednesday mornings at 9:30am and Preschool in a Bag on Friday mornings at 9:30am. Story hour will be an hour of themed interactive play, songs, books, shapes, numbers, and arts and crafts. Packets of educational worksheets will be given out at the end of every class for parents to work on at home with their child/children. In September, students will be given a pre test to see what information they know. In January the test will be given again to determine if progress is being made. Final test will be given in April to determine if students have made an improvement of 95% from the beginning of the program. By April 2022, CFRC will hand out parent evaluation form for the program in order to assess and improve the program for the next school year.</p>	<p>Flyers were distributed and parents signed up for the classes. As of November 1, 2021, there are 11 children receiving services at Toddler Time. There are 11 children receiving services at Preschool in a Bag. This number is already up from last year.</p>		

Mid-Year Report Priority 3: Communities

Family Resource Centers develop programs and partnerships targeted to unlock the potential of students, families, and schools.

	Goals	Key Action Steps	Mid-Year Report Progress	Mid-Year Report Barriers	Mid-Year Report DOE Feedback
<p>Objective 1: Student & Family Engagement</p>	<p>By August 2021, achieve 65% participation in orientations for students/parents that will transition schools in 3rd, 6th, and 9th grades. This is to prepare student entering a new school and to get familiar with teachers and new procedures.</p>	<p>In July 2021, have principals make calls to parents of children enrolling in 3rd, 6th, and 9th grades with the Alert Now telephone system. In July 2021 (before school begins), host orientations at Centerville Intermediate School, Hickman Middle School, and Hickman High School. We will hand out school maps and other helpful educational materials and supplies to students. At the orientations, we will have the students/parents fill out a survey for feedback on how helpful the orientation was.</p>	<p>Orientation at Centerville Intermediate for the 3rd grade class was held on July 27, 2021. There were 46 students in attendance and 73 guests. Orientation at Hickman Middle School for the 6th grade class was held on July 29, 2021. There were 61 students in attendance and 113 guests. Orientation at Hickman High School was also on July 29, 2021. There were 79 students in attendance and 142 guests. Educational materials were handed out to all students. Surveys were handed out and feedback was collected.</p>		
<p>Objective 2: Resilient School Community</p>					
<p>Objective 3: Community Partnerships</p>	<p>By October 2021, the CFRC will serve 100% of teachers at Centerville Elementary and Centerville Intermediate through the Adopt A Class Program. Community leaders, civic organizations and individuals will be active in encouraging students to be the best they can be and to show students that their local community leaders are supportive and are willing to help them succeed. Sponsors will encourage good attendance and academics.</p>	<p>In August 2021, the CFRC will visit or make calls to businesses, civic groups, and individuals of local businesses to ask for participation in the Adopt A Class program. By October 2021, CFRC will host an Adopt A Class ceremony at Centerville Elementary and Intermediate Schools for sponsors to meet their teachers and classrooms. By April 2022, survey sponsors and teachers to receive feedback as to what did and did not work in order to help improve this program.</p>	<p>The CFRC director reached out to businesses, civic groups, and individuals to ask for participation in the Adopt A Class program. By September 1, 2021, there were 36 sponsors for 35 classrooms. Receptions were held at Centerville Elementary and Centerville Intermediate on September 2 and 3, 2021. Students and sponsors got to meet for the first time on those dates. A picture was posted on the Centerville Family Resource Center Facebook page.</p>		

Hickman County Board of Education
Budget Amendment No. 15
General Purpose (Fund 141)
December 6, 2021

Account	Description	Debit	Credit	Justification
72620 - 418 -	Equipment & Machinery	2,000.00		Top properly code motor vehicle purchase with tool bed
72620 - 717 -	Maintenance Equip	38,000.00		
72620 - 718 -	Motor Vehicles		40,000.00	
72710 - 720 -	Plant Operation Equip	40,000.00		Top properly code motor vehicle purchase with tool bed
72710 - 718 -	Motor Vehicles		40,000.00	
TOTALS		\$ 80,000.00	\$ 80,000.00	

Approved:

Attest:

Amy Brvant

Michelle Gilbert

Hickman County Board of Education
Budget Amendment No. 16
General Purpose (Fund 141)
December 6, 2021

Account	Description	Debit	Credit	Justification
48990 - - 71100 - 429 -	Other Revenue Instructional Supplies	2,000.00	2,000.00	To budget receipt and distribution of MLEC Grant
TOTALS		\$ 2,000.00	\$ 2,000.00	

Approved:

Attest:

Amy Brvant

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment No. 17
 Federal Programs (Fund 142)
 December 6, 2021

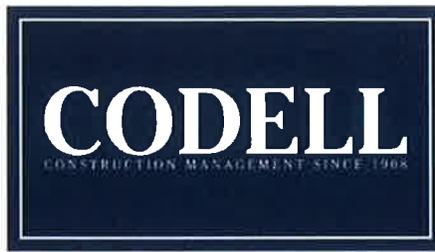
Account	Description	Debit	Credit	Justification
71100 - 116 - 101	Teachers	675,350.00		To bring into Line-Item agrement with ePlan
71100 - 189 - 101	Other Salaries & Wages		675,350.00	
71100 - 429 - 601	Educational Supplies		924.09	Adjustment to Title V
71100 - 722 - 601	Instruction Equipment	924.09		
72210 - 201 - 601	Social Security	175.75		
72210 - 204 - 601	State Retirement		175.75	
72220 399 909	Other Contracted Services	15,000.00		To move funds from Other Contracted Services to Stipends for personnel working with behavior students
71100 189 909	Other Salaries & Wages		12,500.00	
71100 201 909	Social Security		775.00	
71100 204 909	State Retirement		1,287.50	
71100 212 909	Employer Medicare		181.25	
71100 499 909	Other Supp & Materials		256.25	
TOTALS		\$ 691,449.84	\$ 691,449.84	

Approved:

Attest:

Amy Brvant

Michelle Gilbert



November 2, 2021

Michelle Gilbert
Director of Schools
Hickman County Schools
114 North Central Ave, Suite 203
Centerville, TN 37033

RE: Construction Management Service Fee for Hickman County Schools

Dear Ms. Gilbert,

Codell Construction Company is pleased to submit a revised fee proposal for Construction Management Services for the Hickman County Schools projects. Our initial fee proposal was broken down into a base fee plus a monthly on-site service rate. In accordance with the request of Hickman County Schools, we have established a comprehensive percentage rate based upon the \$4,000,000.00 construction budget. Codell Construction Company's revised fee percentage is 8% of the Construction Budget.

CM Fee 8% :

- Pre-Construction Phase Services
- Construction Phase Services (Based upon expected 9-month duration)
- On-Site Supervision (Based upon expected 9-month duration)
 - Costs included: Single Project Superintendent (salary, payroll taxes, fringe benefits, expenses, vehicle etc.)
 - Office Supplies
 - Telephone, Fax, Computer, and Internet
 - Main office support: Project Executive, Project Manager, Project Estimator, Project Accountant, Contract Administrator, Clerical
- Please note that in accordance with the email from Mike Plunkett, Maintenance Director, dated Oct. 4, 2021, Codell has reduced its fee to exclude the cost of an Office Trailer.

If you have any questions or concerns regarding the fee proposal, please contact me at (859) 619-6234.

Sincerely,

James C. Codell, IV
President

Alternative Learning Teacher

Provide classroom instruction to students enrolled in an alternative education setting. Reinforce instruction to individual students and small groups in a variety of academic subjects and other learning activities, including implementing personal education plans, behavior plans and classroom accommodations.

10 month contract

Teacher Salary

Essential Responsibilities:

- Provides supervision of students in educational settings.
- Provides small group instruction to students enrolled in an alternative school setting.
- Provides support to students that transition to alternative school.
- Administer student assessments to ascertain academic needs of students enrolled in an alternative setting.
- Works collaboratively with school staff, district supervisors, parents, and related service providers in the development, implementation and revision of individual education service plan for students;
- Maintains student records and files in a confidential manner.
- Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
- Keeps daily student attendance.
- Communicates with parents, teachers, administrators, and related service providers on an as needed basis.
- Seek out opportunities for professional development to enhance content knowledge and pedagogical skill.

Essential Requirements:

- Teaching license
- Successful education experience is preferred.
- Experience and expertise in student behavior management and collaborative problem solving.
- Excellent interpersonal skills to consult effectively with teachers, administrators, and parents
- Knowledge of age appropriate teaching methods, state curriculum framework, education and special education law and appropriate instructional subjects

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage instructional time.
- Ability to manage student behavior.

- Ability to consult with parents, teachers and the community to enhance the learning of students.
- Ability to monitor student performance.
- Ability to interact within the educational environment.
- Ability to perform non-instructional duties as assigned.
- Ability to be an active listener, problem solver, and effective communicator.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

The Hickman County Finance Office will be accepting sealed bids for School Cubicle Office Systems at the High Schools Career Technical Centers for 2021-2022 . All bidders must attach a TN business license, certificates of 1 million liability insurance, and workers compensation insurance, and adhere to all local, State, and Federal requirements (TAC 49-5-406) for working on any Schools properties. More information and specifications may be found online at www.hickmank12.org/request-for-proposal or by calling 931-729-3391 ext. 3.

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

All bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033 and clearly marked on the outside of the mailing envelope "Schools Cubicle Office Systems". Bids will be opened in the Finance Office on Tuesday, November 23, 2021 at 10:00 a.m.

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

Present Penny Mayberry
Misty Weems

Commercial Glass + Mirror, Inc.

HCHS 13,198.53

E HCHS 12,422.24



**Commercial
Glass & Mirror, Inc.**

2317 Campbell Park Drive
Columbia, TN 38401

Phone 931-388-3886
Fax 931-388-5558

BID SHEET

From: Cole Kasmarcik Date: 11/23/2021
Company: Hickman County Government
Attn: Estimating Phone: 931-729-3391 Fax:
Address: 114 North Central Ave. Suite 203
Columbia, TN 38401
Project: Schools Cubical Office System

Provide and install:

- Kawneer Tri-Fab 450-CG 1-3/4"x 4-1/2" Center Glaze Aluminum Framing System, Clear Anodized Finish. (Fast Hickman High School)
- Kawneer Tri-Fab 450-CG 1-3/4"x 4-1/2" Center Glaze Aluminum Framing System, Black Anodized Finish. Hickman High School)
- (4) Kawneer 190 Series 3'x 7' Narrow Stile Doors, 10" Bottom Rails, Offset Pivots, Surface Mount Closers, Standard Push/Pull, Standard Locking. (2 @ Each Location)
- 1/4" Clear Glazing
- 1/4" Wood Fiberboard (Bottom Panels)
- New Sitting Blocks as Needed

- **TOTAL BID HICKMAN COUNTY HIGH SCHOOL: \$ 13,198.53**
- **TOTAL BID EAST HICKMAN COUNTY HIGH SCHOOL: \$ 12,422.24**
- **NOTES: Price Good For 60 Days**

Sections Bid: No Specs

Addendums: None

Exclusions: Final Cleaning, Protection After Install, Demo By Others, Fire Caulking, Curtain Wall Insulation, Framed Mirrors, Wood Blocking, Embeds, Receptors, Strap Anchors, Flashing and Trim Unless Noted, Liquidated Damages, Interior Caulking, Glass in Case Work, Mock Ups, PE Stamp, Engineering Calculations unless noted, Automatic Openers, Security Hardware, Electric Hardware Field Testing unless noted, HM/Wood Doors/Frames, Break Metal unless noted, Electric Hardware, Special Warranties, Anything Not Mentioned Above

Thank you for the opportunity to bid this important project with your company.
Sincerely,
Cole

Hickman County Government

Conflict of Interest Disclosure Form

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

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

Date: 11/17/2021 Name: Cole Allen Kasmarcik

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

I have no conflict of interest to report.

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

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

Date: 11/17/2021 Signature: Cole Kasmarcik

JOE H. ALLEN, MAURY COUNTY CLERK

**LICENSE
0099193**

STANDARD BUSINESS TAX LICENSE

wk03 Drawer: 3 Site: 1
Work Date: 06/24/2021

DETACH THIS PORTION FOR CONFIDENTIAL FILE

**JOE H. ALLEN
MAURY COUNTY CLERK**
HUNTER MATTHEWS BUILDING
#10 PUBLIC SQUARE
COLUMBIA, TN 38401

**LICENSE
0099193**

STANDARD BUSINESS TAX LICENSE

Mailing

Location

15097 COMMERCIAL GLASS & MIRROR INC

COMMERCIAL GLASS & MIRROR INC

2317 CAMPBELL PARK DRIVE
COLUMBIA, TN 38401

2317 CAMPBELL PARK DRIVE
COLUMBIA, TN 38401

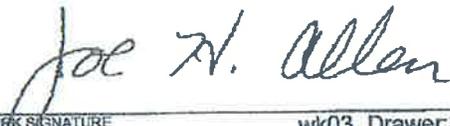
LOCAL ACCOUNT NUMBER 15097
STATE ACCOUNT NUMBER 1000499224
TRANSACTION NUMBER _____
CLASS 04
SALES TAX NUMBER _____

ISSUE DATE 06/24/21
TAX PERIOD 1/1/2020 - 12/31/2020
PAYMENT DUE BY 4/15/2022
EXPIRATION DATE 05/15/2022

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

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

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



CLERK SIGNATURE

wk03 Drawer:3 Site:1

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Heather Bertsch	
J. Barnes & Company		PHONE (A/C, No, Ext): (615) 859-5016	FAX (A/C, No): (615) 859-5017
1000 Northchase Drive		E-MAIL ADDRESS: heather@jbarnesins.com	
Suite 117		INSURER(S) AFFORDING COVERAGE	
Goodlettsville TN 37072		INSURER A: Erie Insurance Group	NAIC # 26271
INSURED		INSURER B: Flagship City Insurance Company	35585
Commercial Glass & Mirror, Inc.		INSURER C:	
2317 Campbell Drive		INSURER D:	
Columbia TN 38401-4567		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 2020-2021**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			Q48-1551476	12/15/2020	12/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			Q12-1540085	12/15/2020	12/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q36-1570481	12/15/2020	12/15/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Q96-6500264	12/15/2020	12/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Commercial Glass & Mirror, Inc.
2317 Campbell Park Drive

Columbia

TN 38401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



Leave a Legacy Program Program Description

The purpose of the Hickman County “Leave a Legacy” Program is to honor extraordinary employees that worked for the Hickman County School System and made a significant difference in the lives of the students and communities in Hickman County. This recognition program honors the school system’s most outstanding employees. The Leave a Legacy Program will begin in 2021, with the first class being recognized in the summer of 2022.

Nominees must have maintained exemplary standards of behavior and ethics, exhibited leadership in their position, been enthusiastic about teaching and learning, demonstrated competency in their areas of responsibility, worked well with colleagues and administrators, and consistently sought to encourage, inspire, and motivate students toward greater accomplishment. All candidates will be judged on a preponderance of the evidence as demonstrated by their qualifications and the application. While many employees serve a long and distinguished career, accomplishments must be worthy of system-wide recognition. Employees considered for the Leave a Legacy Program must include longevity combined with meaningful impact.

Nomination requirements are as follows:

- At least 25 years of service to the Hickman County School System
- Retired from the field of education or from employment with the Hickman County School System
- The official nomination form must be completed, to include:
 - Education, teaching experience, work experience, and special recognition
 - Nominee’s personal and professional statements; and
 - Letters of support or recommendation

The Director of Schools will appoint the Selection Committee, which reviews all nominations. Nominees not chosen the first year may be considered for up to five years.

Employees selected for the Hickman County Leave a Legacy Program will be recognized at a formal induction ceremony in the fall of each academic year. Photos of the recipients will hang in the location of their service, and a biography of their service will be included under their photo.

Nominations are accepted year-round. The nomination deadline for the fall ceremony is June 1 of each year.



*Hickman County Schools Leave a Legacy Program
Nomination Packet*

One copy of the nomination packet is required and must be filled out completely with all required information, personal responses, and letters.

The completed nomination packet must contain the following information:

- 1) Nomination form with the reasons why this person should be selected**
- 2) Nominator's information**
- 3) Nominee's information sheet**
- 4) Letters of Support/Recommendation (no more than 5 letters)**

For additional information, please visit our website at www.hickmank12.org, hover over the "About Us" tab and click on Leave a Legacy Program.

Nomination packets can be submitted in one of the following ways:

- Mailed to the Hickman County Board of Education Central Office at 115 Murphree Avenue, Centerville, TN 37033.
- Forms can be completed online at www.hickmank12.org under the "about us" tab and the Leave a Legacy link. Supporting letters can be emailed to leavealegacy@hickmank12.org.
- Hand delivered to the Hickman County Board of Education between the hours of 8:00 a.m.-4:00 p.m. daily.



Hickman County Leave a Legacy Program Nomination Form

I officially nominate _____ for

induction into the Hickman County Schools Leave a Legacy Program.

Describe why this nominee deserves to be inducted into the Hickman County Schools Leave a Legacy Program, focusing on **any** of the following contributions to Hickman County (less than two pages):

A. Professional Profile

Please share your beliefs on the contributions that this nominee made to the Hickman County School System, including their contributions to the students and teachers of Hickman County. Also share information regarding professional associations the nominee was a part of and any awards received.

B. In the Classroom

Please share this nominee's approach to their work. Describe how they made their work environment a positive and welcoming place for students and colleagues. How did this nominee build positive relationships with teachers and students in the school setting?

C. Outside the Classroom

Please share any information regarding the nominee's service to and involvement in the community. How did they model a desire to give back to others and lead others by example?

D. High Levels of Success

Please share any information regarding this nominee's success in their area. How was that success measured?



**HICKMAN
COUNTY SCHOOLS**

Nominator Information

Name _____

Address _____

Phone Number _____

Email Address _____

Relationship to Nominee _____



HICKMAN COUNTY SCHOOLS

Nominee Information Sheet

Name _____

Address _____

Phone Number(s) _____

Email address _____

Years of Service in Hickman County: _____ Retirement Date: _____

Area of Experience (classroom teacher, maintenance, etc.) _____

Location of Service in Hickman County (school name) _____

If deceased, year of death: _____

Letters of Support and Recommendation

The nomination must include letters of support or recommendation from individuals in each of the three (3) categories listed below. In addition, the nominee may also submit two (2) additional letters of support or reference. The total number of letters submitted should not exceed five (5). Each person must have been in a position to comment on the nominee's effectiveness as an employee, both in and out of the classroom.

Categories:

- 1) Director of Schools, Principal or Assistant Principal, or immediate supervisor
- 2) District administrator, school board member, supervisor, or former colleague.
- 3) Former student or parent of a former student.

Note: All letters of support/recommendation must be dated, personally signed, addressed to the selection committee and included with the nomination packet. Each letter must be typewritten and preferably no longer than one page. In the top of the letter, the writer should indicate their relationship to the nominee or the category above (example: principal or former student).

Hickman County Board of Education			
	Descriptor Term:	Descriptor Code:	Issued Date:
	Alternative Education	6.319	08/02/21
		Rescinds:	Issued:
		6.319	03/01/21

General

The Board shall operate an alternative school program for students in grades _-12 who have been suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students who display inappropriate behavior.¹ Attendance in alternative school programs shall be mandatory and students attending an alternative school located other than at their home school shall provide their own transportation.

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. The alternative school is located in a separate facility from the regular school program.

Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student’s home school.²

The director of schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall utilize Tennessee’s academic standards, incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide the resources necessary to foster student learning and achievement.

Annually, the director of schools/designee shall submit the following information to the Department of Education:

1. Alternative school(s) or program(s) currently in operation in the district;
2. Number and grade level of students served in an alternative education program;
3. Primary reason for student assignment to an alternative education program; and
4. Number of faculty and staff serving each alternative education program.

ASSIGNMENT³

The Director of Schools/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero tolerance offense;⁴ or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school, if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined.⁵

Prior to the assignment of the student to an alternative school program, the director of schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.⁶

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations related to special education shall be followed. The director of schools/designee shall develop procedures regarding placement of students in the program, taking in to consideration the impact of exclusionary discipline practices.⁷

Attendance in alternative school programs shall be mandatory, and students attending an alternative school located outside of the school district shall provide their own transportation.

The director of schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in an alternative education program.

REMOVAL⁸

A student may be removed from the alternative school or program if:

1. He/she violates the rules of the alternative school or program; or
2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES⁹

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

TRANSITION PLANS¹⁰

The director of schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500



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

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

2nd Reading:

Public Chapter 77 establishes guidelines for principals and teachers to follow when disciplining students as well as a process for the removal of a student from a teacher's classroom. It also includes an appeal process that a teacher can utilize if the principal denies the teacher's removal request. This new law, the Teacher Discipline Act, impacts model policies listed below that are required by state law. This law is effective January 1, 2022. Additions to the two current policies are highlighted in yellow.

6.306- Conduct (rename Interference/Disruption of School Activities)

6.313- Discipline Procedures

6.4081- Safe Relocation of Students (New policy)

5.701- Substitute Teachers- changes noted in yellow on the policy

Up for review:

1.700-School District Goals

1.701-School District Planning

1.703-School Attendance Areas

1.800-School Calendar

1.801-School Day

1.8011-Emergency Closings

1.802-Section 504 and ADA Grievance Procedures

1.803- Tobacco-Free Schools

1.804- Alcohol & Drugs in the Workplace

1.805- Use of Electronic Mail (e-mail)

1.806- Advertising and Distribution of Materials in Schools

1.808- Registered Sex Offenders

1.901- Charter School Application

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: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 02/01/21
	Rescinds: 6.306	Issued: 11/05/18

1 **Employees** are authorized to take reasonable measures to establish appropriate school behavior. Any
2 professional employee shall have the authority to control the conduct of any student while under the
3 supervision of the school system.¹ This authority shall extend to all activities of the school, including
4 all games and public performances of athletic teams and other school groups, trips, excursions and all
5 other activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain
7 order.

8 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or
9 any other conduct which causes the disruption, interference or obstruction of any school purpose while
10 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,
11 whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

12 Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.
Students shall not engage in conduct that has the effect of unreasonably interfering with another
- r student's academic development or that creates a hostile or offensive learning environment.

15 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to
16 suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.²

18 **REMOVAL OF STUDENT**³

19 If a student repeatedly or substantially interferes with the learning environment, the teacher may
20 submit a written request along with the required documentation to the principal/designee to remove the
21 student from the teacher's classroom. The student will be given notice of the rationale for the request
22 as well as the opportunity to offer an explanation.

23 The principal/designee will investigate the request and make a decision regarding the student's
24 placement. The principal will notify the teacher as to his/her decision.

25 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
26 abuse or overuse with the teacher and may require the teacher to complete additional professional
27 development to improve the teacher's classroom management skills.

29 **Appeal Process**

30 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
31 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
32 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081
Discipline procedures 6.313

Hickman County Board of Education

	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 04/05/21
		Rescinds: 6.313	Issued: 03/01/21

1 Students are expected to conform to the rules and regulations of the school system and apply
2 themselves to the learning process.

3 The Board delegates to the Director of Schools the responsibility of developing specific codes of
4 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI² and PBIS
6 framework. Exclusionary discipline shall only be used as a measure of last resort. The development of
7 each code shall involve principals and staff members of each level and shall be consistent with the
8 relevant policies as adopted by the Board.¹

9 The following levels of misbehavior and disciplinary procedures and options are standards designed to
10 protect all members of the educational community in the exercise of their rights and duties and to
11 maintain a safe learning environment where orderly learning is possible and encouraged.² These
12 misbehaviors apply to student conduct on school buses, on school property, and while students are on
school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
manner that:³

- 15 1. Balances accountability with an understanding of traumatic behavior;
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
17 allowed at school;
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
19 behavioral intervention plans;
- 20 4. Creates consistent rules and consequences; and
- 21 5. Models respectful, non-violent relationships.

22 In order to ensure that these goals are accomplished, the school district shall utilize the following
23 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
24 behavior intervention plans, ACES.

25 **MISBEHAVIORS: Level I**

26 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes
27 with the orderly operation of the school, but which can usually be handled by an individual staff
28 member.

29 *Examples* (not an exclusive listing):

Classroom disturbances

- 1 Classroom tardiness
- 2 Cheating and lying
- 3 Abusive language
- 4 Nondefiant failure to do assignments or carry out directions
- 5 Wearing while on the grounds of a public school during the regular school day, clothing that
- 6 exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- 7 Harassment (Sexual, Racial, Ethnic, Religious)

8 *Disciplinary Procedures:*

- 9 Immediate intervention by the staff member.
- 10 Determine what offense was committed and its severity.
- 11 Determine offender and that he/she understands the nature of the offense.
- 12 Employ appropriate disciplinary options.
- 13 Record of the offense and disciplinary action maintained by staff member.

14 *Disciplinary Options:*

- 15 Verbal reprimand
- 16 Special Assignment
- 17 Restricting activities
- 18 Assigning work details
- 19 Counseling
- 20 Withdrawal of privileges
- 21 Issuance of demerits which might affect citizenship or department grades
- 22 Strict supervised study
- 23 Detention
- 24 Corporal punishment
- 25 In-school suspension
- 26 Out-of-school suspension
- 27 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
- 28 supports, behavior intervention plans, ACES

29 **MISBEHAVIORS: Level II**

- 30 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.
- 31 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of
- 32 others but whose educational consequences are serious enough to require corrective action on the part
- 33 of administrative personnel.

34 *Examples (not an exclusive listing):*

- 35 Continuation of unmodified Level I behaviors
- 36 School or class tardiness
- 37 Use of tobacco, vaping, or e-cigarettes
- 38 Using forged notes or excuses
- 39 Disruptive classroom behavior
- 40 Harassment (Sexual, Racial, Ethnic, Religious)

1 *Disciplinary Procedures:*

- 2 Student is referred to principal for appropriate disciplinary action.
 3 Principal meets with student and teacher.
 4 Principal hears accusation made by teacher, permits student the opportunity of explaining
 5 his/her conduct, denying it or explaining any mitigating circumstances.
 6 Principal takes appropriate disciplinary action and notifies teacher of action.
 7 Record of offense and disciplinary action maintained by principal.

8 *Disciplinary Options:*

- 9 Teacher/schedule change
 10 Modified probation
 11 Behavior modification
 12 Social probation
 13 Peer counseling
 14 Referral to outside agency
 15 In-school suspension
 16 Transfer
 17 Detention
 18 Suspension from school-sponsored activities or from riding school bus
 19 Corporal punishment
 20 Restricting school related honors student is otherwise due
 21 Out-of-school suspension not to exceed ten (10) days.
 22 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 23 supports, behavior intervention plans, ACES

24 **MISBEHAVIORS: Level III**

- 25 Acts directly against persons or property but whose consequences *do not seriously endanger* the health
 26 or safety of others in the school.

27 *Examples* (not an exclusive listing):

- 28 Continuation of unmodified Level I and II behaviors
 29 Fighting (simple)
 30 Vandalism (minor)
 31 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes drugs, and/or
 32 alcohol
 33 Stealing
 34 Threats to others
 35 Harassment (Sexual, Racial, Ethnic, Religious)

36 *Disciplinary Procedures:*

- 37 Student is referred to principal for appropriate disciplinary action.
 38 Principal meets with student and teacher.

1 Principal hears accusation by accusing party and permits offender the opportunity of explaining
2 conduct.

3 Principal takes appropriate disciplinary action.

4 Principal may refer incident to director of schools and make recommendations for
5 consequences.

6 If student's program is to be changed, adequate notice shall be given to the student and his/her
7 parents of the charges against him, his/her right to appear at a hearing and to be represented by
8 a person of his/her choosing.

9 Any change in school assignment is appealable to the Board.

10 Record of offense and disciplinary action maintained by principal or director of schools.

11 *Disciplinary Options:*

12 In-school suspension

13 Detention

14 Corporal punishment

15 Restitution from loss, damage or stolen property

16 Out-of-school suspension not to exceed ten (10) days

17 Social adjustment classes

18 Transfer

19 Expulsion

20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
21 supports, behavior intervention plans, ACES

22 **MISBEHAVIORS: Level IV**

23 Acts which result in violence to another's person or property or which *pose a threat* to the safety of
24 others in the school. These acts are so serious that they usually require administrative actions which
25 result in the immediate removal of the student from the school, the intervention of law enforcement
26 authorities and action by the Board.

27 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
28 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
29 death to another person.⁵

30 *Examples (not an exclusive listing):*

31 Unmodified Level I, II and III behaviors

32 Death threat (hit list)

33 Bomb threat

34 Extortion

35 Possession/use/transfer of dangerous weapons *

36 Assault that results in bodily injury upon any teacher, principal, administrator, any other
37 employee of the school, or a school resource officer*

38 Aggravated assault*

39 Vandalism

40 Theft/possession/sale of stolen property

- 1 Arson
 2 Possession of unauthorized substances *
 3 Use/transfer of unauthorized substances
 4 Harassment (Sexual, Racial, Ethnic, Religious)

5 *Disciplinary Procedures:*

- 6 Principal confers with appropriate staff members and with the student.
 7 Principal hears accusation by accusing party and permits offender opportunity of explaining
 8 conduct.
 9 Parents are notified.
 10 Law enforcement officials are contacted.
 11 Incident is reported and recommendations made to the director of schools.
 12 Complete and accurate reports are submitted to the director of schools.
 13 Student is given hearing before disciplinary hearing authority.

14 *Disciplinary Options*

- 15 Expulsion
 16 Alternative schools
 17 Other hearing authority or Board action which results in appropriate placement
 18 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
 19 by the director of schools on a case-by-case basis.
 20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 supports, behavior intervention plans, ACES

22 **ADDITIONAL GUIDELINES:**

- 23 1. A student shall not be suspended solely because charges are pending against him/her in
 24 juvenile or other court.
- 25 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
 26 (10) days for the same offense.²
- 27 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
 28 grade because of discipline problems except in deportment or citizenship.
- 29 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
 30 of failure to:
- 31 a. pay any activity fee;
 32 b. pay a library or other school fine; or
 33 c. make restitution for lost or damaged school property.

34 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA §§ 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081

New Policy

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Teachers who are directly responsible for a student's education or other employees who interact with
2 students on a professional basis may relocate a student from the student's present location to another
3 location when such relocation is necessary for the student's safety or the safety of others.¹ If relocation
4 is necessary, the process will comply with all special education laws. Such employees may also
5 intervene in a physical altercation between two (2) or more students or between a student and a district
6 employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict
7 if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of
8 reasonable or justifiable force, the student shall be allowed to remain in place until local law
9 enforcement officers or school resource officers can be summoned to relocate the student or take the
10 student into custody until a parent/guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief
12 report of the incident with the principal. If the student's behavior constitutes a violation of the Board's
13 zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report
14 shall be kept in the student's discipline record and not become a part of that student's permanent record.
15 The principal/designee shall notify the employee involved of the actions taken to address the behavior
16 of the relocated student.¹

17 The Director of Schools shall develop administrative procedures regarding the safe relocation of
18 students consistent with state law. Each principal shall fully support the employees' authority to
19 relocate a student and ensure appropriate implementation and reporting.

Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500

Hickman County Board of Education

	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/06/18
		Rescinds: 5.701	Issued: 08/07/17

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the board of education or by a third party
3 public or private employer through an agreement between such third party employer and the board of
4 education. Substitute teachers employed by third party entities shall be subject to the same
5 unemployment benefit eligibility conditions as substitute teachers employed directly by the board of
6 education.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be: (1) a high school diploma or GED; (2) attendance at an
12 orientation session.

13 A list of substitute teachers will be prepared by the director of schools who will maintain files which
14 may include transcripts, credentials, recommendations and other pertinent information.

15 COMPENSATION

16 If employed directly by the board of education, the compensation of substitute teachers shall be
17 determined annually by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the
19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who
20 retired after July 1, 2011 through July 1, 2016.⁵

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
24 taught.⁵ When substituting for a teacher without sick leave, the substitute shall be certified and paid
25 according to the state salary schedule.¹

26 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
27 benefits¹ and may substitute for additional days if the director of schools certifies in writing to the
28 Division of Retirement that no other qualified personnel are available to substitute teach.⁷

1 **EMERGENCY NEEDS**

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency
3 situations. Emergency use shall be defined as less than a full day due to the regular or substitute
4 teacher being unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive
7 pay for both positions at the same time.

8 **TRAINING AND ORIENTATION**

9 The director of schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
13 limited to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the director of schools, with input from the principals, shall determine which
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
' acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for
19 notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

Hickman County Board of Education

	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 04/05/21
		Rescinds: 1.700	Issued: 08/05/19

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
2 goals of the school system. In discharging that responsibility, the Board has addressed four primary
3 areas: education, teachers and administrators, school environment, and operations.

4 It is the commitment of the Board to develop policies to implement the goals within each area. It is
5 further the commitment of the Board to review annually and restate as necessary the goals within each
6 area so that our programs will at all times speak directly to the stated goals.

7 INSTRUCTION GOALS

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,
9 listening, speaking, mathematical operations and problem solving;
- 10 2. To assure that each student's interest, capacities and objectives are considered in his learning
11 program;
- 12 3. To promote a plan for the organized improvement of school curriculum, including the
13 articulation between elementary and secondary schools;
- 14 4. To structure the overall instructional program to provide sufficient alternatives to meet the
15 variety of individual needs, capacities and aspirations, particularly including: individualized
16 offerings and offering that extend the learning environment into the community;
- 17 5. To provide offerings which explore a wide range of career and service opportunities;
- 18 6. To provide an integration of academic, physical, social and emotional growth experiences for
19 each student;
- 20 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 21 8. To develop a comprehensive and articulated program for handicapped students involving
22 maximum inclusion in regular school programs;
- 23 9. To help student's gain understanding of themselves, as well as skills and techniques in living
24 and working with others;
- 25 10. To promote a relevant and challenging secondary school curriculum which will adequately
26 prepare the student for his vocational goals or post-secondary education;
- 27
- 28
- 29
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- 33
- 34
- 35
- 36

- 1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);
- 2
- 3 12. To provide an appropriate standard of achievement for graduating seniors;
- 4
- 5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and
- 6
- 7 14. To provide opportunities that help students form attitudes and acquire habits needed for
- 8 responsible citizenship.

9 GOALS FOR TEACHERS AND ADMINISTRATION

- 10 1. To provide high quality system-wide performance in the teaching of reading, writing and
- 11 mathematical skills;
- 12
- 13 2. To establish minimum acceptable professional performance standards for all teachers and
- 14 administrators;
- 15
- 16 3. To provide in-service training and professional growth experience for teachers and
- 17 administrators;
- 18
- 19 4. To set goals for educator diversity that take into consideration the diversity of the student
- 20 population;¹
- 21
- 22 5. To enforce procedure that foster an orderly, positive school environment; and
- 23
- 24 6. To establish and maintain an accountability system for the improvement of the instructional
- 25 system.

26 GOALS FOR THE SCHOOL ENVIRONMENT

- 27 1. To ensure each individual a physically and emotionally safe teaching-learning environment;
- 28
- 29 2. To assure that each individual is treated with respect by all members of the school community;
- 30 and
- 31
- 32 3. To have each individual in the school community know and fulfill his responsibilities with
- 33 regard to safety and respect to others.

34 OPERATIONAL GOALS

- 35 1. To ensure every effort to secure adequate funding for the educational program in support of the
- 36 goals stated above;
- 37
- 38 2. To operate within a balanced budget during the school year;
- 39
- 40 3. To develop and maintain in each school an up-to-date inventory of the furniture and equipment
- 41 in the schools;

- 1 4. To develop and maintain plans for efficient utilization of all system personnel;
- 2
- 3 5. To have reported monthly to the Board of Education and the community, the status of school
- 4 system operations;
- 5
- 6 6. To develop long-range plans for the efficient use of school facilities; and
- 7
- 8 7. To assure immediate communication between the superintendent or his designee and the Board
- 9 of Education on critical occurrences within the school system.

10 In establishing these goals for the school system, the Board of Education does not intend to diminish
 11 the importance of other issues that may face the schools in the years ahead.

Legal References

- 1. State Board of Education Policy 5.700;
TCA 49-1-302(g)

Cross References

- Role of the Board of Education 1.101
- Board Member Development Opportunities 1.204
- Fiscal Management Goals 2.100
- Business Management Goals 3.100
- Instructional Program 4.100
- Evaluations of Instructional Programs 4.702
- Personnel Goals 5.100
- Student Goals 6.100

Hickman County Board of Education			
	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 08/05/19
		Rescinds: 1.701	Issued: 11/05/18

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹

5 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this
6 policy.

7 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

8 The Board shall develop annual plans with specific goals for improving student performance and that
9 operationalize the district’s five (5) year strategic plan.

10 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
11 of the retreat shall be to:

- 12 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 13 2. Determine which goals have been achieved and whether any new efforts are needed;
- 14 3. Review major issues that may affect the school system in the future; and
- 15 4. Create an annual plan for district improvement.

16 **SCHOOL IMPROVEMENT PLAN¹**

17 The principal of each school shall work with the Director of Schools to develop and implement a
18 school improvement plan that is student focused and in support of the board improvement plan. The
19 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

- 1. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101
- Qualifications and Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date: 08/05/19
		Rescinds: 1.703	Issued: 07/10/17

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹

3 The primary considerations governing the establishment of a school attendance area are:

- 4 1. The educational opportunity afforded students;
- 5
- 6 2. The capacity of each school; and
- 7
- 8 3. The geographic location of each school in relationship to the surrounding student population.

9 Students who use the school bus service must attend the school in the zone in which they reside.
10 Students who use transportation other than the school bus service shall be permitted to attend any
11 school which is appropriate for their level, provided there is space, and the receiving principal
12 approves.

Legal References

1. TCA 49-6-403(c)

Hickman County Board of Education			
	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 08/05/19
		Rescinds: 1.800	Issued: 07/10/17

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.

12 Extended contracts shall include twenty (20) days for each additional month employed.

13 The director of schools shall plan each year’s program accounting for a 200-day year and shall
14 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
15 opening of the school term.

16 **STUDENT ATTENDANCE DAYS**

17 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.

20 **IN-SERVICE EDUCATION**

21 Each day of in-service education included in the school calendar shall be equivalent to not less than six
22 (6) hours of planned activities.²

23 **DISCRETIONARY DAYS**

24 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
25 student attendance days, in-service days or administrative days, which may be used by administrators,
26 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
27 parent-teacher conferences and other classroom functions.¹

28 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date: 08/05/19
		Rescinds: 1.801	Issued: 07/17/17

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least eight (8) hours and such additional time as the administrative organization requires.²
- 3

Legal References

1. TRR/MS 0520-01-03-.02(1)(a)
2. TRR/MS 0520-01-03-.03(1)

Cross References

- Staff Time Schedules 5.602
Staff Meetings 5.603

Hickman County Board of Education

	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 08/02/21
		Rescinds: 1.8011	Issued: 05/04/20

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public
3 health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members, or school property.¹

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools
8 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities
9 in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not
14 exceed the number of days budgeted for each employee.

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); TCA 58-2-101; Public Acts of 2021, Chapter No. 96

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Hickman County Board of Education

	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 08/05/19
		Rescinds: 1.802	Issued: 07/10/17

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

12 **COORDINATOR**³

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any
15 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address and telephone number of the ADA/Section
19 504 coordinator.

20 Methods of initial and continuing notification may include the posting of notices, publication in
21 newspapers and student and employee handbooks and distribution of memoranda or other written
22 communications.

23 **COMPLAINT PROCEDURE**⁵

24 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
25 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
26 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator
27 will respond to all complaints within twenty (20) days with a written response as well as information
28 on further grievance procedures that may be followed if the complaining party is not satisfied with the
29 coordinator's proposed resolution.

30 **DUE PROCESS HEARING PROCEDURES**

1 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
2 parent wishes to contest any action of the school system with regard to a child's identification,
3 evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the
4 parent/guardian has the right to personally participate and to be represented at the hearing by an
5 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
6 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
7 who has or is believed to have a disability.

8 *Request for Hearing*

9 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
10 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
11 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.
12 The request shall be submitted on or reduced to writing on a form provided through the Central Office.

13 *Impartial Hearing Officer*

14 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the
15 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
16 receipt of a request for a due process hearing. The hearing officer will be hired as an independent
17 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current
18 employee of the school system and shall not be related to any member of the Board of Education. The
19 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and
20 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may
21 not be presented as an issue at the due process hearing since such an issue would not relate to the
22 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
23 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
24 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
25 Rights.

26 Office for Civil Rights
27 U.S. Department of Education
28 61 Forsyth St. S.W., Suite 19T10
29 Atlanta, GA 30303-8927
30 Telephone: 404-974-9406; TDD: 877-521-2172
31 Email: OCR.Atlanta@ed.gov

32 *Scheduling of Hearing*

33 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
34 appointment and provide this information in writing to the parent/guardian and the Section 504
35 coordinator. The hearing shall take place at a mutually agreeable time and place.

36 *Continuances*

1 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the
2 hearing date and set a new hearing date.

3 *Legal Representation at Hearing*

4 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform
5 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
6 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

7 *Pre-Hearing Conference*

8 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
9 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference
10 will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties'
11 questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in
12 person depending on the hearing officer's decision based on the convenience to both parties.

13 *Dismissals*

14 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges
15 and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504
16 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for
17 such finding.

18 *Hearing*

19 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
20 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
21 testimony and introduction of exhibits for reasons or relevance.

22 *Recording*

23 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be
24 video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
25 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
26 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing
27 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the
28 hearing to be offered to the court as an exhibit.

29 *Witnesses*

1 Witnesses will present their information in narrative form, without the traditional question and answer
2 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request
3 that the hearing officer, at his/her discretion, ask a witness a certain question.

4 *Format of Presentation*

5 Each side will have an equal amount of time to present their positions as determined by the hearing
6 officer. The parent/guardian will present his/her case first by making an opening statement outlining the
7 issues, calling witnesses, and making a closing argument. The school system will present its side next.
8 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
9 side may present personally or through their representatives.

10 *Submission of Exhibits*

11 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
12 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
13 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
14 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
15 review, as well as the number of witnesses and the length and/or scope of their presentations or
16 statements.

17 *Closing Arguments*

18 The hearing officer may allow or request written closing arguments summarizing and characterizing the
19 information presented at the hearing.

20 *Decision*

21 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
22 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
23 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim
24 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be
25 deemed to have been denied. The decision must be issued within forty-five (45) days after the date the
26 Request for a Due Process Hearing is received by the district. The hearing officer may not award
27 attorneys' fees as a part of the relief granted to a parent/guardian or the district.

28 *Review Procedure/Appeal*

29 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
30 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36

Cross References

School Board Meetings 1.400
Visitors to the Schools 1.501
Reporting Student Progress 4.601
Graduation Activities 4.606
Equal Opportunity Employment 5.104
Personnel Health Examinations/Communicable Diseases 5.400
Acquired Immune Deficiency Syndrome 5.401
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Acquired Immune Deficiency Syndrome 6.404

Hickman County Board of Education

	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 08/05/19
		Rescinds: 1.803	Issued: 04/01/19

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
3 leased, or operated by the district.¹ Smoking and vaping shall be prohibited in any public seating areas
4 including, but not limited to, bleachers used for sporting events or public restrooms.²
- 5 Employees and students in the school district will not be permitted to use these products while they are
6 participants in any class or activity in which they represent the school district.
- 7 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
8 visiting the school that the use of these products is forbidden. The following notice shall be prominently
9 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
10 *prohibited by law in seating areas and in restrooms.*³

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206
Code of Conduct 6.300

Hickman County Board of Education

	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 10/07/19
		Rescinds: 1.804	Issued: 08/05/19

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.¹

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Hickman County Board of Education

	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 08/05/19
		Rescinds: 1.805	Issued: 07/10/17

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

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

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

Legal References

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

Cross References

Use of the Internet 4.406

Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;">Advertising and Distribution of Materials in the Schools</p>	Descriptor Code: <p style="text-align: center;">1.806</p>	Issued Date: <p style="text-align: center;">08/05/19</p>
		Rescinds: <p style="text-align: center;">1.806</p>	Issued: <p style="text-align: center;">07/10/17</p>

1 No part of the school system, including the facilities, the name, the staff, and the students, shall be
 2 used for advertising or promoting the interests of any commercial, political or other non-school agency
 3 or organization except that:

- 4 1. The school may cooperate in furthering the work of any non-profit, community-wide social
 5 service agency, provided that such cooperation does not restrict or impair the educational
 6 programs of the schools;
 7
- 8 2. The school may participate in radio or television programs under acceptable commercial
 9 sponsorship when such programs are educationally beneficial;
 10
- 11 3. Community, educational, charitable, recreational and other similar civic groups may advertise
 12 event pertinent to students' interests or involvement. Such advertisement, including the
 13 distribution of materials, shall be subject to any procedures related to time, place and manner
 14 established by the principal;
 15
- 16 4. The materials must be submitted to and screened by the principal five (5) working days prior to
 17 the requested distribution date. The method of distribution will be passive distribution through
 18 the designated school information center. The principal may prohibit materials that:
 19
 - 20 a. would likely to cause substantial disruption of the operation of the school;
 - 21 b. violate the rights of others;
 - 22 c. are obscene, lewd or sexually explicit;
 - 23 d. students would reasonably believe to be sponsored or endorsed by the school;
 - 24 e. are libelous;
 - 25 f. promote unhealthy activities;
 - 26 g. promote illegal activities;
 - 27 h. infringe on copyright;
 - 28 i. are advertising or commercial;
 - 29 j. are constitutionally prohibited religious material; or
 - 30 k. are not age appropriate.
- 31
- 32 5. The school may, upon approval of the director of schools, cooperate with any governmental
 33 agency in promoting activities which advance the education or other best interests of the
 34 students;
 35
- 36 6. Political literature shall not be distributed through the school to students, nor sent home to
 37 parents, nor placed in teachers' mail boxes, lounges, or on school premises;

- 1 7. Political signs for people who are running for public office shall not be allowed on school
- 2 property except those being held by poll workers on election day;¹ and
- 3
- 4 8. School publications may accept and publish paid advertising under procedures established by
- 5 the director of school.

Legal References

- 1. TCA 2-19-206(d)

Cross References

- Board-Community Relations 1.500
- Vendor Relations 2.809
- Staff Gifts and Solicitations 5.605
- Political Activities 5.606
- Student Publications 6.704

Hickman County Board of Education

	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date: 08/05/19
		Rescinds: 1.808	Issued: 07/10/17

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

3 **EMPLOYMENT**

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

6 **PRESENCE ON SCHOOL PROPERTY**

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

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

17 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

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

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

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

Legal References

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

Hickman County Board of Education			
	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 03/01/21
		Rescinds: 1.901	Issued: 01/04/21

1 **SCOPE**

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

5 **DEFINITION**

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

10 The purposes of charter schools are to:

- 11 1) Improve learning for all students and close the achievement gap between high and low
 12 students;
- 13
- 14 2) Provide options for parents to meet educational needs of students in high priority schools;
- 15
- 16 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
 17 making authority to schools and teachers in exchange for greater responsibility for student
 18 performance;
- 19
- 20 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
 21 reach proficiency on state academic assessments;
- 22
- 23 5) Create new professional opportunities for teachers; and
- 24
- 25 6) Afford parents substantial meaningful opportunities to participate in the education of their
 26 children.

27 **APPLICATION PROCESS²**

28 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
 29 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
 30 begin operation as a charter school.

31 A sponsor seeking board approval of an initial charter school application shall complete the forms
 32 provided by the Department of Education. The application shall provide all the information required by

1 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
2 law for the formation of a charter school, and the proposed charter school will be able to implement a
3 viable program of quality education for its students.³

4 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
5 February 1st of the year preceding the year in which the proposed charter school plans to begin
6 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
7 the school district offices are closed, applications will be accepted on the next business day on or
8 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
9 application fee of \$2,500.00.²

10 **REVIEW TEAM¹**

11 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
12 applications. The team shall be composed of: members of the administrative staff for the district;
13 community members; and a member of the board. At the board meeting in February each year, the
14 Director of Schools shall make a recommendation to the board of which members of his administrative
15 staff should be appointed to the team. The board shall name the members of the team at its meeting in
16 March of each year. The board shall designate a chairman of the review team as the contact person for
17 answering questions about the application process and receiving applications.

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

22 The review team shall:

- 23 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 24
- 25 2) Recommend one of the following options to the board for each application: approve, reject, or
26 reject with stipulations for reconsideration; and
- 27
- 28 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

29 **APPROVAL, DENIAL OF APPLICATION⁴**

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

33 **Approval**

34 The sponsor of a public charter school that is approved by the board shall enter into a written
35 agreement with the board, which shall be binding on the charter school's governing body. This
36 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In
37 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
38 prescribed by law for the formation of a charter school and the proposed charter school will be and

1 shall include all aspects of the sponsor's approved application as well as any reporting requirements
2 prescribed under state or federal laws.

3 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
4 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
5 whichever is less.⁵

6 Charter schools approved by the board of education are expected to implement the application as
7 submitted and approved. Material variations in operations from the approved application require
8 amendment pursuant to statute and the charter school agreement.⁶

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

13 New public charter school agreements are approved for a ten-year period.⁷ The board may revoke or
14 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
15 122.⁸

16 Denial

17 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
18 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
19 calendar days either to deny or to approve the amended application, or the application shall be deemed
20 approved by state law.⁴

21 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
22 School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities Daddy Daughter
Dance (March) 2022

Purposed Uses of funds raised Instructional materials-
manipulatives and hands on activities.

Expected student involvement (school-wide or specific school organization) Community & school wide ^{children} ages (4-13)

Method by which school will receive profit Presale tickets for each couple
& accepting money @ the door. We will be charging a
small fee for additional child.

Requested by Danene Dool / Book Keeper Date: 11-11-21
Name/Title

Approved by Heisha Coble Date 11-11-21
Principal

Approved by Michelle Gilbert Date 11/12/21
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.

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

EHES
 Fund/account name Fundraising Dec-11 (8-12)
 Proposed fundraising activities: Pancake Breakfast w/Santa
 Santa Pictures
 Purposed Uses of funds raised Instructional use
 lamination film, chart paper, etc.
 Expected student involvement (school-wide or specific school organization) Community & school-wide
 Method by which school will receive profit Cash or check

Requested by Darlene Daleh/Bookkeeper Date 11/11/21
Name/Title

Approved by Leigha Coble Date 11-11-21
Principal

Approved by Michelle Helbert Date 11/12/21
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.

~~Washington Internal School Uniform Accounting Policy Manual~~
~~Applicable Laws and Policies Appendix A~~

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Yearbooks

Proposed fundraising activities: raise money for the
General Funds (Feb-until all are sold)

Purposed Uses of funds raised (teacher supplies)

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

Students will preorder yearbooks

Method by which school will receive profit yearbooks will cost \$15.00

per copy.

Requested by Benny Wilson
Name/Title

Date 11/15/21

Approved by Leisha Coble
Principal

Date 11/15/21

Approved by Michelle Hwert
Director of Schools*

Date 11/17/21

* 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.

11-16-21

#312

M.G.
11/17/21

Changing the account to fund.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Rewards

T.T.

Fund/account name Operations & Maintenance

Proposed fundraising activities: Selling World's Finest Chocolates during WIN Time, End of Day Rewards, & Ballgames

Purposed Uses of funds raised Help offset cost of new trophy case

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

School-wide / those wishing to partake

Method by which school will receive profit Currency

Requested by [Signature] Date 11/3/21
Name/Title

Approved by Jina S. Shipp Date 2:29 pm
Principal

Approved by Michelle Shivers Date 11/8/21
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.

* follow guidelines of policy 3.500- must meet guidelines if sold in school day.

AMY BRYANT
9580 S. Lick Creek Rd., Lyles, TN 37068

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37088

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

JIM HUGHINS
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
6782 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2866 Hwy 48 N., Nunnely, TN 37137

School Support Organization Request For Fundraising Activities

Organization Soar and Score - Girls

Proposed Fundraising Activity Business Sponsorship Banners

Date(s) Oct 25th - Nov 16th

Location(s) CHHS Gym - (Attached is the letter mailed Out)

Requested By Pippa Taylor
President/Chair of Organization

10/28/2021
Date

Recommended By R. B.
Asst. Principal

11/9/21
Date

Approved Michelle Gilbert
Director of Schools or Designee

11/11/21
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 Operations & Maintenance

Proposed fundraising activities: Selling World's Finest Chocolates
during WIN Time, End of Day Rewards, & Ballgames

Purposed Uses of funds raised
Help offset cost of new trophy case

Expected student involvement (school-wide or specific school organization) _____
School-wide / those wishing to partake

Method by which school will receive profit Currency

Requested by [Signature] Date 11/5/21
Name/Title

Approved by [Signature] Date 2:29 pm
Principal

Approved by [Signature] Date 11/8/21
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.

* follow guidelines of policy 3.500-
must meet guidelines if sold in
school day.
A-2

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Fundraiser

Proposed fundraising activities: School Store

Purposed Uses of funds raised

Classroom Materials

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

School-wide

Method by which school will receive profit Parents shop at merchants online and teachers receive percentage for classroom use

Requested by Rose K Principal Date 11/8/21
Name/Title

Approved by Michelle Hewitt Date 11/10/21
Principal

Approved by _____ Date _____
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.

SchoolStore.com

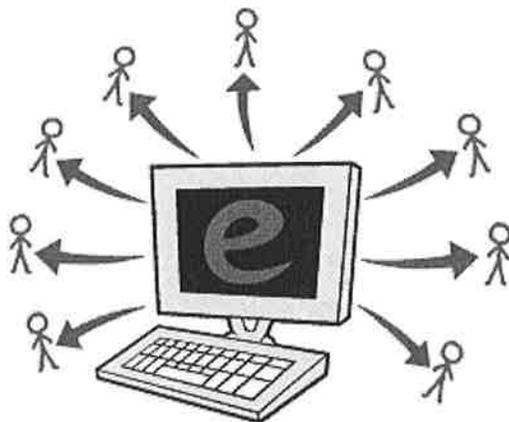


Visit www.schoolstore.com/info to watch a short video overview.

Become a member of SchoolStore.com and get your share of the FREE MONEY America's best companies are giving America's K-12 schools. SchoolStore.com is an online shopping mall where over 400 nationally-known merchants have agreed to give a percentage of every sale to America's K-12 schools. Companies like **Walmart**, **Old Navy**, **Best Buy**, **Disney Store**, and many more participate in SchoolStore.com. Your school earns money from things people are already buying when they designate your school while shopping at SchoolStore.com.

Now Is The Time To Register

- \$200 Billion Online Retail Sales Per Year
- 85% of Americans Shopping Online
- No Risk or Cost to Your School
- Merchant Contributions as high as 50%



Top Merchants

Walmart 

OLD NAVY



KOHL'S

★ macy's



**family
book store**

Staples

Spread The Word

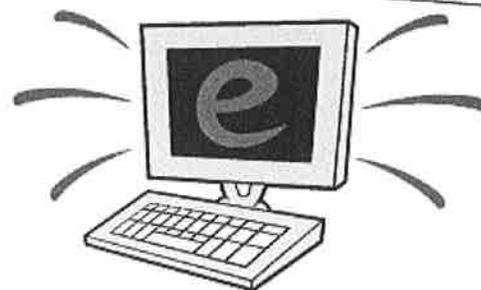
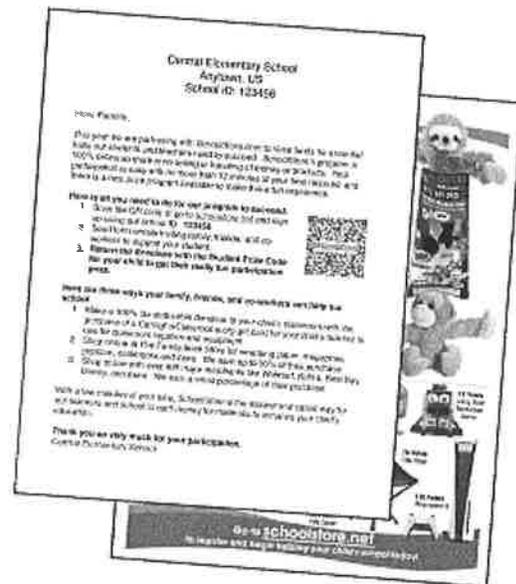
We have developed an easy-to-use Online Invitation Tool to help your school spread the word. With their parents' help, students send emails inviting family and friends to support your school by doing their everyday shopping through SchoolStore.com.



Find Out More: Visit www.schoolstore.com/info or call (877) 643-6799

How SchoolStore.com Works

- Sign up by calling (877) 643-6799 or visit www.schoolstore.com/info
- We will prepare Parent Letters for you to send home with each student.
- Parents and students go online and send email invitations to family and friends they think might help.
- The email invitations are sent to family and friends with a special link to your school store. Each purchase will be automatically credited to your school and students.
- View all school and student reports online. You can also request your money at any time with a click of a button.



Find Out More: Visit www.schoolstore.com/info or call (877) 643-6799

Student Take-Home Sample

Central Elementary School
Anytown, US
School ID: 123456

Hello Parents,

This year we are partnering with SchoolStore.com to raise funds for essential tools our students and teachers need to succeed. SchoolStore's program is 100% online so there is no selling or handling of money or products. Your participation is easy with no more than 12 minutes of your time required, and there is a nice prize program available to make this a fun experience.

Here is all you need to do for our program to succeed.

1. Scan the QR code or go to schoolstore.net and sign up using our school ID: **123456**
2. Send form emails inviting family, friends, and co-workers to support your student.
3. **Return the Envelope with the Student Prize Code for your child to get their really fun participation prize.**



Here are three ways your family, friends, and co-workers can help our school.

1. Make a 100% tax-deductible donation to your child's classroom with the purchase of a CaringForClassrooms.org gift card for your child's teacher to use for classroom supplies and equipment.
2. Shop online at The Family Book Store for wrapping paper, magazines, popcorn, cookbooks and more. We earn up to 50% of their purchase.
3. Shop online with over 400 major merchants like Walmart, Kohl's, Best Buy, Disney, and more. We earn a small percentage of their purchase.

With a few minutes of your time, SchoolStore is the easiest and safest way for our teachers and school to earn money for materials to enhance your child's education.

Thank you so very much for your participation.

Central Elementary School

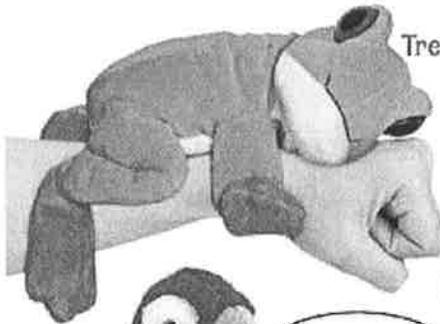
Student Take-Home Sample

As a reward for helping,
there are **2 easy ways**
to win prizes:

- 1** Win a Huggers Mystery Prize Just For Participation!
Go to schoolstore.net to complete the sign-up process and send email invitations to family and friends. Your child will automatically WIN a Huggers Mystery Prize! *Which One Will You Win?*



Sloth



Tree Frog



Iguana



RARE

"I SQUAWK"

Scarlet Macaw



Panther



Orangutan

- 2** Earn points for prizes when you, your friends, and family shop with the Family Book Store and/or donate a Caring For Classrooms Gift Card.



4 Points Backpack Pets



6 Points Excavation Kit



8 Points Color Change Clock



12 Points Crazy Shot Basketball Game



16 Points Light Up Cinema Sign



22 Points Water Resistant Bluetooth Speaker



30 Points LED Light Strip



50 Points Fire Tablet



75 Points Clik Chair



120 Points Playstation 5

Go to schoolstore.net

to register and begin helping your child's school today!

Most Popular Merchants

family
book store
Up To 50%

Walmart
1%-4%

SEPHORA
5%

BEST BUY
1.5%

KOHL'S
3%

Disney
STORE
3%

Crayola
9%

Walgreens
2%-6%

★ macy's
3%

OLD NAVY
5%

verizon
\$75

1-800-PetMeds - Up to 10%

1800 Any Lens Contacts - 8%

1800Lighting.com - 5%

39dollarglasses.com - 10-11%

A.T. Cross - 8%

Acer Online Store - 4%

AJ Madison - 3%

Ashley Homestore - 2%

AT&T - \$45

Athleta - 4%

Banana Republic - 5%

Bass Pro Shops - 1% - 5%

Belk - 4%

Benefit Cosmetics - 4%

Best Buy - 0.5%

Booking.com - 4%

Books-A-Million - 3%

Buckle - 2%

Calendars.com - 5% - 10%

Carhartt - 2%

Carter's - 10%

Champion - 4%

Checks Superstore - 15%

Chewy - \$15

Crayola - 9%

Crocs - 8%

Curves on Demand - 10%

CVS - 1%

David's Cookies - 6%

Dell Home & Office - 1.5%

Dyson - 2%

eMeals - 30%

eVitamins - 6%

Express - 2% - 4%

Family Book Store - Up to 50%

Famous Footwear - 1%

Fanatics - 8%

Fandango - 3%

Fat Brain Toys - 6%

Game Stop - 1% - 6%

GAP - 5%

GiftBasket.com - 8%

GNC - 4%

Grasshoppers - 3%

Hobby Lobby - 4%

Home Depot - 8%

Jane - 10%

JCPenney - 3%

Jelly Belly - 5%

Journeys - 6%

Just My Size - 4%

Kay Jewelers - 1% - 4%

Kitchen Source - 5%

Kohl's - 3%

Lands End - 4%

Lane Bryant - 4%

Le Creuset - 4%

Life Is Good - 6%

Lights Online - 9%

Macy's - 3%

Microsoft Store - Up to 7%

My M&M's - 8%

Office Depot/Office Max - .5% - 6%

Old Navy - 5%

Olympus - 3%

Omaha Steaks - 3%

Only Natural Pet - 6%

Ornament Shop - 5%

OXO - 3%

Booking.com - 4%

Pat Pat - 12%

Philips - 4%

Philosophy - 5%

Russell Stover - 5%

Sams Club - Up to 15%

Saucony - 3%

Sephora.com - 5%

Shark Clean - 4%

Sharper Image - 2%

Shindigz Party Supply - 4%

Shoemall.com - 8% - 10%

Shoes.com - 2%

Shop Disney - 3%

Smile Direct Club - 10%

Staples - 1% - 5%

Stride Rite - 2%

Sunglass Hut - 6%

Taylor Made Golf - 4% - 6%

The Children's Place - 2%

The Scholastic Store - 6%

Tie Bar - 10%

Timex - 8%

Toms Shoes - 3%

Tractor Supply Co. - 3%

TurboTax - 5% - 15%

Vans - 2%

Vera Bradley - 4%

Verizon - \$75

Vitamin Shoppe - 1%

Walgreens - 2% - 6%

Walmart.com - 1% - 4%



https://www.schoolstore.com/reports

**Central Elementary School (0000288200)
Anytown, TN**

School Profit Earnings	
School Profit From Current Program:	\$1570.35
Profit Balance Available:	\$1570.35
<input type="button" value="Send Check Now"/>	

Caring For Classrooms Gift Card Donations	
Number of Gift Cards Donated:	109
Value of Gift Cards Donated:	\$4065.00

2021-22 School Activity Summary	
Participating Students:	97
Email invitations Sent:	992
Total Products Purchased:	\$3604.04
Total Profits Earned:	\$1570.35
Total Gift Cards Donated:	\$4065.00
Total School Rewards:	\$5635.35
School Rewards Per Student:	\$58.10

2021-22 School Activity Detail				
Grade	Number Participating Students	Products Purchased	Amount Earned	Gift Cards Donated
Grade K	15	\$711.57	\$348.86	\$1200.00
Grade 01	14	\$386.87	\$154.31	\$360.00
Grade 02	9	\$335.76	\$147.55	\$345.00
Grade 03	21	\$1214.23	\$481.84	\$1075.00
Grade 04	7	\$524.71	\$209.66	\$340.00
Grade 05	7	\$191.93	\$104.22	\$415.00
Grade 06	7	\$116.00	\$47.85	\$60.00
Grade 07	1	\$0.00	\$0.00	\$0.00
Grade 08	16	\$122.97	\$68.83	\$270.00

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Channel the Flannel

Channel
the
Flannel

Christmas Party Dec. 10 3:30-5:30

Purposed Uses of funds raised
Student Council

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

School wide

Method by which school will receive profit cash

Requested by Beth Copley / Stuco sponsor Date 11/3/21
Name/Title

Approved by Mia S. Shupp Date 11-3-21
Principal

Approved by Michelle Helvert Date 11/8/21
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.



AMY BRYANT
9589 S. Lick Creek Rd., Lyles, TN 37088

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37088

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

**School Support Organization
Request For Fundraising Activities**

Organization Baseball Booster Club

Proposed Fundraising Activity Turkey Shoot

Date(s) Nov , 13th , 20th

Location(s) Old Wrigley Field

Requested By Kenneth Jennette 11-2-21
President/Chair of Organization Date

Recommended By Kimberly Wilson 11/2/21
Principal Date

Approved _____
Director of Schools or Designee Date

Not Approved Michelle Gilbert 11/17/21
Director of Schools or Designee Date

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

not approved under school risk management provides

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name **FCCLA**

Account Number **832**

Proposed fundraising activities: **Sell Elf on the Shelf kits.**

Purposed Uses of funds raised: **Buy club supplies and help pay for state conference fees.**

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

Students in FCCLA will sell the Elf on the Shelf kits.

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

Requested by: **Charlotte Boehms**

Name/Title

11/11/21

Date

Approved by:

Kimberly Williams
Principal

11/17/21

Date

Approved by:

Michelle Helvert
Director of Schools*

11/18/21

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

Theatre

Account Number

806

Proposed fundraising activities:

Senior Play

Purposed Uses of funds raised:

reimburse account for rights, costumes, supplies

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

senior play class

Method by which school will receive profit:

theatre account

Requested by:

(Signature)

Name/Title

Theatre Arts Teacher

11-10-21
Date

Approved by:

(Signature)

Principal

11/10/21
Date

Approved by:

(Signature)

Director of Schools*

11/15/21
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 Seniors - class of 2022

Proposed fundraising activities: Winter Wonderland semi-formal festival

Purposed Uses of funds raised
Senior trip/activity

Expected student involvement (school-wide or specific school organization) School wide - students 9-12 may bring a guest

Method by which school will receive profit ticket sales

Requested by Tracy Poth - class
Name/Title Sponsor

Date 11/8/21

Approved by Kimberly Williams
Principal

Date 11/8/21

Approved by Michelle Gilbert
Director of Schools*

Date 11/15/21

* 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.

Winter Wonderland Festival

HELLO EAGLES! THE SENIORS ARE EXCITED TO ANNOUNCE THAT WE ARE PLANNING A WINTER FESTIVAL. THIS EVENT WILL BE A SEMI- FORMAL EVENT. (DRESS- CODE WILL BE FOLLOWED) DETAILS ARE AS FOLLOWS:

- DATE: SATURDAY, JANUARY 15, 2022 7:00 - 10:00
- TICKETS WILL BE SOLD STARTING JANUARY 4-9TH
- TICKETS WILL COST \$25.00 FOR EHHS STUDENTS, \$35.00 FOR OUTSIDE GUEST
- TICKETS WILL INCLUDE, ENTRANCE, GAMES FINGER FOODS AND DRINKS
- STUDENTS MUST FOLLOW DRESS CODE AND ALL OTHER SCHOOL RULES TO ATTEND.
- ONLY EHHS STUDENTS CAN ATTEND. EHHS STUDENTS ARE PERMITTED ONE OUTSIDE GUEST.
- THIS EVENT IS A FUNDRAISER, ONCE EXPENSES ARE PAID THE PROFIT WILL GO TO THE SENIOR CLASS OF 2022 TO HELP WITH END OF YEAR DAY TRIP/DAY ACTIVITY.
- THE PARTY WILL BE HELD IN THE GRANDHALL/CAFETERIA
- WINTER THEMED LIGHTS AND DECORATIONS WILL BE DISPLAYED
- GAMES SUCH AS MUSICAL CHAIRS, LIMBO, KARAOKE WILL BE AVAILABLE
- ONCE STUDENTS LEAVE THE EVENT, THEY MAY NOT RETURN.



AMY BRYANT
6566 S. Lock Creek Rd., Lyles, TN 37098

JACKIE DEITMEN
1911 Dailmen Ln., Nunnally, TN 37137

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

JIM HUDGINS
1297 E. Graders Smith Rd., Centerville, TN 37033

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN
11370 Moss Branch Rd., Bon Aqua, TN 37025

MIKE THOMASSON
106 Hickory Trace, Lyles, TN 37098

Michelle Gilbert
SUPERINTENDENT
118 MURPHREE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization East Hickory HS Band, Bookies

Proposed Fundraising Activity Candle Run Candle Fundraiser

Date(s) Nov 8, 21 - Nov 30, 21

Location(s) East Hickory High School

Requested By [Signature] Date 2 Nov, 2021
President/Chair of Organization

Recommended By [Signature] Date 11/1/2021
Principal

Approved [Signature] Date 11/8/21
Director of Schools or Designee

Not Approved _____ Date _____
Director of Schools or Designee

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



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

JACKIE DEITMEN
1911 Deltmen 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
116 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 37098

School Support Organization
Request For Fundraising Activities

Organization East Hickman Band Boosters

Proposed Fundraising Activity Concession Sales at Holiday Concert + Spring Concert

Date(s) 9 Dec 2021

Location(s) EHHS Outside Auditorium

Requested By [Signature]
President/Chair of Organization

Date 3 NOV 21

Recommended By Kimberly Willens Date 11/4/2021
Principal

Approved Michelle Gilbert
Director of Schools or Designee

Date 11/8/21

Not Approved _____
Director of Schools or Designee

Date _____

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



AMY BRYANT
5595 S. Lick Creek Rd. Lyles TN 37058

RONALD GAMMONS
5418 Rice Ln. Lyles TN 37058

TIM HOBBS
2220 Old Bon Aqua Rd. Bon Aqua TN 37025

JIM HADDINS
1267 E. G. Hendrix School Rd. Centerville TN 37033

JANE HERRON
1222 Hwy 100, Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr., Bon Aqua TN 37025

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

Michelle Gilbert
Director of Schools
145 HUNTERDICE AVENUE
CENTERVILLE, TN 37033

School Support Organization
Request For Fundraising Activities

Organization East Hickman Band Boosters

Proposed Fundraising Activity Sucker Sale

Date(s) Nov 8, 2021 - December 31, 2021

Location(s) East Hickman High Middle

Requested By [Signature] Date 2 NOV 21

President/Chair of Organization

Recommended By Kimberly Williams Date 11/4/21

Principal

Approved Michelle Thivent Date 11/8/21

Director of Schools or Designee

Not Approved _____ Date _____

Director of Schools or Designee

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

AMY BRYANT
8589 S. Lick Creek Rd., Lyles, TN 37058

RONALD GAMMONS
8418 Rice Cr., Lyles, TN 37058

WIM HOBBS
9226 Old Bon Aqua Rd., Bon Aqua, TN 37025

JIM HUGHINS
1287 E. Grinders Series Rd., Centerville, TN 37032



Michelle Gilbert
Director of Schools
113 WURPHREE AVENUE
CENTERVILLE, TN 37032

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
3782 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2568 Hwy 48 N., Nunnely, TN 37137

School Support Organization Request For Fundraising Activities

Organization Spac and Score

Proposed Fundraising Activity Business Sponsorship Banners

Date(s) Oct 25th - Nov 11th

Location(s) CHHS Gym - (Attached is the letter mailed Oct)

Requested By Pippa Taylor 10/28/2021
President/Chair of Organization Date

Recommended By Kimberly Williams 11/2/2021
Principal Date

Approved Michelle Gilbert 11/8/21
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****



Soar and Score Club

P.O. Box 26
Bon Aqua, TN 37025

Soaring Eagle Banner Program Sponsor Commitment Form

(All businesses will receive new banners this year)

Company Name: _____

Person of Contact: _____

Contact Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Yes, Soar and Score Club- You can count on us! We want to sponsor the Eagle Banner Program for the 2021-2022 Basketball Season.

\$100 First Year _____ \$50.00 (renewal) _____ Please Check One

Signature: _____

Enclosed is my check for \$ _____ to support the EHHS Boys/Girls Basketball teams.

*Please email artwork in either a PDF, AI or EPS file format to mbhobbs90@yahoo.com.

**Please mail form and payment made payable to Soar and Score Club to the above listed post office box.

THANK YOU FOR YOUR SUPPORT!

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Construction Annual Sale

Account Number 816

Proposed fundraising activities: Annual ~~Annual~~ Sale
tables, shelves, picture frames, bird houses, etc. - building items to sale

Purposed Uses of funds raised: Class supplies

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

Method by which school will receive profit: Cash from selling items

Requested by: Wesley Whitaker
Name/Title

10-22-21
Date

Approved by: Kimberly Williams
Principal

10-25-21
Date

Approved by: Michelle Hebert
Director of Schools*

11/2/21
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 Choir

Proposed fundraising activities: Taking and selling pictures at the JROTC Winter Dance Jan. 15th. This will replace the requested fundraiser for chocolate.

Purposed Uses of funds raised To pay off balance owed in yearbook account

Expected student involvement (school-wide or specific school organization) 7

Method by which school will receive profit Students on the yearbook staff will take pictures and either email or text the images to the people in the photos. Money for the images will be given up front.

Requested by Jennifer Lynn, Sponsor Date 11-23-21
Name/Title

Approved by Julie Rice Date 11.23.2021
Principal

Approved by Michelle Hivera Date 11/23/21
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 Cosmetology

Proposed fundraising activities: selling candy

Purposed Uses of funds raised money will be used to purchase consumable supplies for salon

Expected student involvement (school-wide or specific school organization) Cosmetology students / skulls USA Students

Method by which school will receive profit We will order candy. Students will collect money, we will be billed for candy 50% profit

Requested by Emily Cron, Cosmetology Name/Title Instructor Date 10/25/21

Approved by Julie Rice Principal Date 10.27.21

Approved by Michelle Gilbert Director of Schools* Date 10/29/21

* 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 be sure to follow guidelines for times to sell to students HCBOE policy 3.500