

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

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

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

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



**John Mullins**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**JAMES LANE**  
2059 Lake Dr., Centerville, TN 37033

**CHRISTY MAYS**  
450 Hwy 50, Centerville, TN 37033

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

---

**REGULAR BOARD MEETING**  
**Tuesday, September 19, 2023 6:30 PM**  
**Room 203 Central Office**

**I. Public Comment**

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location.

The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

**II. Call To Order**

**III. Moment of Silence**

**IV. Pledge of Allegiance**

**V. Approval of August 7, 2023 Regular Board Meeting Minutes**

**VI. Approval of Agenda**

**VII. Special Recognition**

**A. Employee of the Month**

**VIII. Communications to the Board**

**A. Director's Report**

**B. 2023 Data**

**C. Financial Report**

**D. ESSER Updates**

**E. OPEB Quarterly Report**

**IX. Consent Agenda Items**

**A. HCHS Prom Proposal**

**B. Trip Request**

**1. HCMS Boys Basketball**

**C. Declaration of Surplus Property**

**X. Items Requiring Board Action**

**A. 2023-2024 Board Officer Elections**

**B. EHHS Prom Proposal**

**C. ESSER 6 Month Addenda**

**D. Budget Amendments**

**E. Board Policy 6.206, 1.703**

**F. Revised Board Policies 4.3011, 4.700 (1st Reading)**

**G. Revised Board Policies 1.206, 1.501, 6.305 (2nd Reading)**

- H. Board Policy Review - 1.100--1.200
- I. Approve Handle With Care Program
- J. Approve Medicaid Reimbursement
- K. Approve Elevate K-12 Spanish Instruction
- L. Advertisement for Architectural Services
- M. Approve Job Description for Central Office Secretary
- XI. Announcements
  - A. TSBA Fall District Meeting - Mid Cumberland  
Monday, September 25, 2023  
4:30 p.m. - 7:00 p.m.  
Creek Wood High School
  - B. Annual Utrust Member Appreciation Dinner  
Friday, November 17, 2023  
7:00 p.m.  
\*\*Reservations must be made by October 25, 2023
  - C. Decide on the location of the October board meeting.  
The HC Retired Teachers' Association will be hosting a reception for our retirees prior to the October board meeting.
- XII. Adjourn

Monday, August 7, 2023  
Hickman County Schools  
BOARD MEETING MINUTES

The Hickman County Board of Education will meet in regular session on Monday, August 7, 2023 at 7:00 p.m. in the Library of Hickman County High School. A work session will be held in the Library of Hickman County High School at 6:00 p.m. Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. The sign-up sheet will be available from 6:00-7:00 p.m.

School board members in attendance were: Sherri Baker, Ronald Gammons, Tim Hobbs, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

I. Public Comment

*No citizens requested to make public comments to the Board of Education.*

II. Call to Order

*Meeting was called to order by Tim Hobbs.*

III. Moment of Silence

*Tim Hobbs asked the group to observe a moment of silence.*

IV. Pledge of Allegiance

V. Approval of [July 10, 2023 Board Meeting Minutes](#)

*Vance Willis made a motion to approve the minutes from the meeting held on Monday, July 10, 2023. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 6-0-0-1.*

VI. [Approval of Agenda](#)

*Ronald Gammons made a motion to approve the August 7th agenda. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.*

*Vance Willis made a motion to amend the agenda to add a P under IX. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.*

*The policy 1.400 was added with Sherri Baker making a motion to add the policy. Ronald Gammons seconded the motion.*

*Christy Mays motioned to approve the amended agenda. Second by Sherri Baker. Amended agenda was approved 7-0-0-0.*

VII. Special Recognition

- A. Employee of the Month--Tim Hobbs
  - 1. Ginni Smith, Nurse
  - 2. HCHS and HCIS nominated her.

VIII. Communications to the Board

- A. [Director's Report](#)--Director of Schools
- B. [School Mowing Services](#)-Director of Schools
  - 1. 4 different locations are suggested (EHHS, 3 East Schools, 2 HC Schools, 2 Centerville schools)
  - 2. Hire 4 different local people to maintain for the next year.
  - 3. This will need a bid.

*Motion was made by Ronald Gammons to provide the Superintendent the right to provide a written document to adhere to the legal obligation of the current mowers. Vance Willis provided a second. Roll call vote.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

*Motion was made by Vance Willis to provide the Superintendent the ability to secure an interim moving service/s. Jim Hudgins provided a second. During the discussion, it was noted that quotes would be needed. Roll call vote.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

- C. ESSER Updates-ESSER Manager
  - 1. Ronald Gammons asked about the money from ESSER for tutoring.
- D. Employment Contracts-Director of Schools
  - 1. Simplifying the contracts
    - a) Non-tenure to tenure contracts will need to be granted.
    - b) 'At Will' contracts state only compensations.
    - c) Policy 5.110 doesn't require an annual contract.
      - (1) When the Board approves the increase then this means that those who have received a contract will receive what is approved.
      - (2) Grant employees an 'evergreen' contract

IX. Items Requiring Board Action

- A. Trip Request - EHHS Lady Eagles Basketball-Coach and Players  
*Motion was made to approve the trip for the EHHS Lady Eagles by Doug Lane and seconded by Jim Hudgins. Voice vote 7-0-0-0.*

B. Financial Report-Business Officer  
*Motion to approve Financial Report was made by Doug Lane and seconded Jim Hudgins. Doug Lane removed the motion.*

*Ronald Gammons moved to place the Financial Report to the consent agenda. Vance Willis seconded the motion. 7-0-0-0.*

C. Close-Out Budget Amendments-Business Officer  
*Ronald Gammons moved to approve the Close-Out Budget Amendments. Jim Hudgins seconded the motion. Roll call vote 7-0-0-0.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

D. Budget Amendments-Business Officer

Vance Willis moved to approve the Budget Amendments. Jim Hudgins seconded the motion. Roll call vote 7-0-0-0.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

E. Proposals for Door Access System-ESSER Manager

Ronald Gammons moved to table the Proposal for Door Access System. Discussion occurred about film on the door and the need to update the proposal. Discussion occurred about the closed circuit video. Sherri Baker seconded the motion. Voice vote 7-0-0-0.

F. School Nutrition Bid - Convection Steamer-School Nutrition Coordinator

Motion was made by Ronald Gammons for 1 steamer. Doug Lane seconded the motion. Roll call vote 7-0-0-0.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

G. Discuss Medicaid Reimbursement-Coordinated School Health

Report back about whether a TSBA policy or not is necessary. Ronald Gammons made a motion to move forward with Medicaid. Doug Lane seconded the motion. Voice vote: 7-0-0-0.

H. Increase Assistant Principal's Contracts from 10 to 11 Months-Director of Schools  
*Tim Hobbs made a motion to increase AP contracts from 10 to 11 months if they want it. Motion was seconded by Christy Mays. 6-0-1-0.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis			X	

- I. [Approval to Amend Resolution 22-12](#) to include Sourcewell as a Buying Cooperative- Director of Schools

*Ronald Gammons made a motion to approve Sourcewell. Tim Hobbs seconded the motion. Voice vote 7-0-0-0.*

- J. Revised Board Policies - 1.102, 1.106, 1.400, 1.402, 3.202, 3.204, 3.205, 4.204, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119, 5.305, 5.307, 5.600, 6.200, 6.202, 6.313, 6.309, 6.314, 6.319 (2nd Reading)-Misty Shelton

*Vance Willis recommended the following to Policy 1.400 approve - line 8 changed the meeting time from 7pm to 6:30pm. Line 9 - reword to 'when appropriate' instead of 'holidays'. Ronald Gammons seconded the amended. Voice vote 7-0-0-0.*

*Vance Willis motioned to approve the policies on the agenda IX.J with the exception of Policy 1.400. Christy Mays seconded. Voice vote 7-0-0-0.*

- K. [Board Policy Review](#) 6.600-6.709-Misty Shelton

*Vance Willis motioned to approve the Board Policy Review. Ronald Gammons seconded the motion. Voice vote 7-0-0-0.*

- L. [Review Board Policy 5.602](#) to Consider Compensating Gatekeepers at Extracurricular Activities- Director of Schools

*Ticket takers, door holders - there are multiple people to be at ballgame duties. motioned to approve the compensating gatekeepers. Hourly wages need to be listed on*

a sheet. Director has consent from the BOE to find compensation. Ronald Gammons made a motion to pay door, ticket, and gate keepers \$15 an hour with procedures given by the Director. Revised copy of the administrative procedure at the next meeting. Doug Lane seconded the motion.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

M. [Board Policy 1.206](#)-Director of Schools

First reading. 2 students join the BOE table. Non voting members. A leadership opportunity. 1 year term. SCOPE eligible students. Ronald Gammons made a motion to approve Policy 1.206. Sherri Baker seconded. Voice Vote 7-0-0-0.

N. [Board Policy 1.501](#)-Director of Schools

Vance Willis motion to approve. Ronald Gammons seconded the motion. Discussion occurred about the specificity of the policy. Voice Vote 7-0-0-0.

O. [Board Policy 6.305](#)-Director of Schools

This policy brings more of an awareness piece of policy 1.404. Ronald Gammons motioned to approve. Vance Willis seconded the motion. Discussion occurred about the specificity of the policy.

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs		X		
Hudgins	X			
Lane		X		
Mays		X		

Willis	X			
--------	---	--	--	--

**P. Board Policy 1.400 to be amended**

*Motion to discontinue work session and begin meetings at 6:30pm. Vance Willis made a motion. Ronald Gammons seconded the motion.*

Name	Aye	Nay	Pass	Absent
Baker	X			
Gammons	X			
Hobbs	X			
Hudgins	X			
Lane	X			
Mays	X			
Willis	X			

X. Announcements: Vance Willis is calling APEX to respond to email.

XI. Adjourn: Jim Hudgins motioned to adjourn the meeting. Tim Hobbs seconded the motion.

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

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

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

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



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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

The Hickman County Board of Education will meet in regular session on **Tuesday, September 19, 2023 at 6:30 p.m. in Room 203 of the Hickman County Board of Education Central Office.** Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

- I. Public Comment
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of August 7, 2023 Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
  - A. Employee of the Month—Christy Mays
- VIII. Communications to the Board
  - A. Director's Report—Director of Schools
  - B. 2023 Data—Deputy Director
  - C. Financial Report—Business Officer
  - D. ESSER Updates—ESSER Manager
  - E. OPEB Quarterly Update—Director of Schools
- IX. Consent Agenda Items
  - A. HCMS Prom Proposal—Sponsor and Students
  - B. Trip Request – HCMS Boys Basketball—Coach and Players
  - C. Declaration of Surplus Property—Transportation Director and Maintenance Director
- X. Items Requiring Board Action
  - A. 2023-2024 Board Officer Elections—Board Chair
  - B. EHHS Prom Proposal—Sponsor and Student
  - C. ESSER 6 Month Addenda—ESSER Manager
  - D. Budget Amendments—Business Officer
  - E. Board Policy 6.206, 1.703—Director of Schools
  - F. Revised Board Policies 4.3011, 4.700 (1<sup>st</sup> Reading)—Misty Shelton
  - G. Revised Board Policies 1.206, 1.501, 6.305 (2<sup>nd</sup> Reading)—Misty Shelton
  - H. Board Policy Review 1.100--1.200—Misty Shelton
  - I. Approve Handle With Care Program—Coordinated School Health Director
  - J. Approve Medicaid Reimbursement—Coordinated School Health Director
  - K. Approve Elevate K-12 Spanish Instruction—Secondary Curriculum Supervisor
  - L. Advertisement for Architectural Services—CTE Director
  - M. Approve Job Description for Central Office Secretary—Director of Schools

XI. Announcements

TSBA Fall District Meeting – Mid Cumberland –Director of Schools  
Monday, September 25, 2023 4:30 p.m. – 7:00 p.m.  
Creek Wood High School

Annual UTrust Member Appreciation Dinner—Director of Schools  
Friday, November 17, 2023 7:00 p.m.  
\*\*Reservations must be made by October 25, 2023

Decide on the location of the October Board Meeting—Director of Schools

The HC Retired Teachers' Association will be hosting a reception for our retirees prior to the October board meeting.

XII. Adjourn

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

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

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

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



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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

## Memorandum

To: Board Members  
From: John Mullins  
Date: 9/05/2023  
Re: September Director's Report

## **Hiring**

### Professional

Elizabeth Cannon  
Tammy Potts  
Chris Parker  
Hannah McGee  
Bonnie Gammons  
Stephanie Redding  
Danielle Yates  
Cole Keller  
Kenneth Castillo  
Mandy Mercer  
Adam Beier  
Helen Ostrander  
Phillip Hamilton  
Charlene Hunt  
Jamie Crumpler  
Ernesto Rosas

EHES Part-Time Title Teacher  
CIS Part-Time RTI  
CES Behavior Teacher  
CIS 5<sup>th</sup> Grade ELA  
CIS 3<sup>rd</sup> Grade SpEd  
EHMS School Nurse (RN)  
EHIS School Nurse (LPN)  
EHES/EHIS PE (Split Position)  
HCHS 9-12 SpEd  
EHIS 5<sup>th</sup> ELA  
EHMS 8<sup>th</sup> ELA  
EHHS Math  
EHHS 9-12 ELA  
CIS 4<sup>th</sup> Grade Math  
CIS School Nurse (RN)  
EHHS 9-12 Theatre Arts

### Support Staff

Terry Barber  
Mary Bennett  
Malinda Bogle  
Rebecca Carreira

Food Service  
Substitute Teacher  
Substitute Teacher  
Substitute Teacher

## Hiring

### Support Staff (cont.)

Connie Chumley	Substitute Teacher
Sandy Clinton	Substitute Teacher
Kimberly Collins	Substitute Teacher
Cathy Duncan	Substitute Teacher
Phyllis (Jody) England	Substitute Teacher
Charlee Fowlkes	Substitute Teacher
Teresa Gregory	Substitute Teacher
Teresa Harrington	Substitute Teacher
Sidney Hudgins	Substitute Teacher
Mike Kelley	Substitute Teacher
David March	Substitute Teacher
Jane Morgan	Substitute Teacher
Hope Myers	Substitute Teacher
Mary Phillips	Substitute Teacher
Patricia Primm	Substitute Teacher
Roger Puckett	Substitute Teacher
Carol Rogers	Substitute Teacher
Stephen Sain	Substitute Teacher
Summer Scott	Substitute Teacher
Ruby Self	Substitute Teacher
Harper Shelton	Substitute Teacher
Helen St. Germain	Substitute Teacher
Ronnie Sullivan	Substitute Teacher
Linda Tidwell	Substitute Teacher
Savannah Westbrooks	Substitute Teacher
Chiquita Wright	Substitute Teacher
Gary Wright	Substitute Teacher
Rebecca Watson Bailey	Substitute Teacher
Kathy Baxter	Substitute Teacher
Carol Bateman	Substitute Teacher
Colene Beasley	Substitute Teacher
Shelby Blair	Substitute Teacher
Stephanie Bodine	Substitute Teacher
Amy Bradford	Substitute Teacher
Brenda Brock	Substitute Teacher
Anna Grace Brown	Substitute Teacher
Earlene Burns	Substitute Teacher
Jamie Capps	Substitute Teacher
Suzanne Eaton	Substitute Teacher
Gina Fox	Substitute Teacher

## Hiring

### Support Staff (cont.)

Brenna Graves	Substitute Teacher
Jerry Hewitt	Substitute Teacher
Susan Hinson	Substitute Teacher
Brooklyn Kelley	Substitute Teacher
Meredith Kelley	Substitute Teacher
Carole Loveless	Substitute Teacher
Lindy Majnaric	Substitute Teacher
Keilei McCrory	Substitute Teacher
Anna Kate McDonald	Substitute Teacher
Tavia McLeod	Substitute Teacher
Glenda Newsom	Substitute Teacher
Payton Rivers	Substitute Teacher
Sloan Rochelle	Substitute Teacher
Marcy Simpson	Substitute Teacher
Tanya Sims	Substitute Teacher
Allison Stanley	Substitute Teacher
Shelby Tucker	Substitute Teacher
Autumn Vanover	Substitute Teacher
Samantha Vagt	Substitute Teacher
Racheal Wheeler	Substitute Teacher
Penny Wilson	Substitute Teacher
William Gallegos	Substitute Teacher
Timi Culross	CIS Assistant
Raygan Adkins	EHMS Assistant
Dana Davis	CES SpEd Pre-K Assistant
Amanda Tidwell	Bus Driver
JoJo Nordike	EHHS Bookkeeper

## Resignation

### Professional

Alayna (Duffel) Strickland	EHES Kindergarten Teacher
Jeffrey Scott Angell	EHHS Spanish Teacher

### Support Staff

Rebekah Manor	Food Service
Susan Wilson	Food Service
Amy Weems	Food Service

## **Retirement**

### **Professional**

### **Support Staff**

## **Transfers**

### **Professional**

Hannah Redden

EHES PE to EHES Kindergarten  
Teacher

### **Support Staff**

## **Appointment**

### **Professional**

Keiera Bolden-Gill  
Chris Parker

EHHS Asst. Volleyball Coach  
HCHS Head Baseball Coach

### **Support Staff**

Ruby Pickard  
Maty Hunt

Volunteer Volleyball Coach  
Volunteer Volleyball Coach

## **Open Positons**

Bus Drivers  
Special Education Position  
Secondary Math Position  
Secondary Science Position  
Spanish Position

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

County	ELA Achievement	ELA Achievement	ELA Achievement	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's
	3-5	6-8	9-12	3-5	3-5	6-8	6-8	9-12	9-12
<a href="#">Hickman</a>	31.00%	22.00%	32.00%	35.31%	39.63%	26.88%	31.75%	36.25%	40.50%
State Overview	40.00%	33.00%	43.00%						
Hardin	33.00%	32.00%	36.00%						
Franklin	36.00%	21.00%	36.00%						
Lewis	49.00%	35.00%	31.00%						
Perry	26.00%	27.00%	22.00%						
Maury	33.00%	23.00%	32.00%						
Wayne	28.00%	19.00%	41.00%						
*Williamson	70.00%	65.00%	76.00%						

County	Math Achievement	Math Achievement	Math Achievement	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's
	3-5	6-8	9-12	3-5	3-5	6-8	6-8	9-12	9-12
<a href="#">Hickman</a>	40.00%	20.00%	9.00%	43.75%	47.50%	25.00%	30.00%	14.69%	20.38%
State Overview	42.00%	36.00%	25.00%						
Hardin	33.00%	32.00%	30.00%						
Franklin	35.00%	19.00%	11.00%						
Lewis	50.00%	40.00%	32.00%						
Perry	25.00%	16.00%	9.00%						
Maury	32.00%	24.00%	11.00%						
Wayne	21.00%	13.00%	16.00%						
*Williamson	77.00%	70.00%	52.00%						

County	Science Achievement	Science Achievement	Science Achievement	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's
	3-5	6-8	9-12	3-5	3-5	6-8	6-8	9-12	9-12
<a href="#">Hickman</a>	40.00%	33.00%	18.00%	43.75%	47.50%	37.19%	41.38%	23.13%	28.25%
State Overview	44.00%	42.00%	43.00%						
Hardin	42.00%	41.00%	38.00%						
Franklin	44.00%	32.00%	32.00%						
Lewis	46.00%	37.00%	40.00%						
Perry	32.00%	48.00%	22.00%						
Maury	33.00%	35.00%	38.00%						
Wayne	27.00%	26.00%	39.00%						

*Williamson	75.00%	77.00%	74.00%
-------------	--------	--------	--------

County	Social Studies Achievement	Social Studies Achievement	Social Studies Achievement	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's	2024 AMO's	2024 2x AMO's
	3-5	6-8	9-12	3-5	3-5	6-8	6-8	9-12	9-12
<a href="#">Hickman</a>	30.00%	37.00%	26.00%	34.38%	38.75%	40.94%	44.88%	30.63%	35.25%
State Overview	ND	44.00%	38.00%						
Hardin	38.00%	29.00%	43.00%						
Franklin	35.00%	28.00%	31.00%						
Lewis	ND	45.00%	ND						
Perry	ND	ND	ND						
Maury	ND	34.00%	26.00%						
Wayne	ND	30.00%	13.00%						
*Williamson	ND	77.00%	70.00%						

Counties are grouped by state for comparison, with Williamson County being an exception. The comparison is based on the following criteria:

- \* Number of students enrolled
- \* Range of grade levels offered
- \* Demographic compositions
- \* Expenditure per student.

Chronic Absenteeism	2018-19	2019-20	2020-21	2021-22	2022-23
HCSS	12.30%	11.20%	32.70%	18.90%	21.70%
CES	6.00%	11.20%	19.70%	21.00%	15.80%
EHES	10.40%	11.90%	23.80%	14.90%	21.90%
CIS	6.40%	5.50%	25.80%	12.50%	16.30%
EHIS	8.80%	8.10%	26.70%	16.80%	15.50%
HCMS	9.60%	12.60%	31.40%	9.30%	17.70%
EHMS	10.40%	9.00%	41.70%	21.90%	23.10%
HCHS	18.40%	13.70%	38.40%	27.70%	32.60%
EHHS	21.20%	15.30%	47.30%	23.80%	26.40%

School Name	School-Wide: Composite	School-Wide: Literacy	School-Wide: Numeracy	School-Wide: Literacy and Numeracy	School-Wide: Science	School-Wide: Social Studies
East Hickman Intermediate School	3	1	3	2	3	
East Hickman Middle School	1	1	1	1	1	1
East Hickman High School	1	1	1	1	1	3
Hickman Co Middle School	4	5	3	4	3	4
Hickman Co Sr High School	1	3	1	1	1	1
Centerville Intermediate School	1	2	2	2	1	
	System-Wide: Composite	System-Wide: Literacy	System-Wide: Numeracy	System-Wide: Literacy and Numeracy	System-Wide: Science	System-Wide: Social Studies
District: Hickman County	1	1	1	1	1	1

Hickman County Finance  
 Summary Financial Statement  
 August 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40110	Current Property Tax	2,974,879.00	(368.70)	0.01 %	247,906.58	0.00	0.00 %
40120	Trustee's Collections - Prior Year	65,000.00	(15,652.53)	24.08 %	5,416.67	(5,544.75)	102.36 %
40125	Trustee's Collections - Bankruptcy	500.00	(23.86)	4.77 %	41.67	(6.99)	16.78 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(5,381.97)	11.45 %	3,916.67	(5,381.97)	137.41 %
40140	Interest And Penalty	15,000.00	(839.49)	5.60 %	1,250.00	(482.37)	38.59 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(527.57)	13.19 %	333.33	(259.21)	77.76 %
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	2,455,008.00	(505,679.79)	20.60 %	204,584.00	(266,278.98)	130.16 %
40270	Business Tax	35,000.00	(4,993.43)	14.27 %	2,916.67	(1,435.10)	49.20 %
41110	Marriage Licenses	1,300.00	(104.50)	8.04 %	108.33	(104.50)	96.46 %
43517	Tuition - Other	2,000.00	(800.00)	40.00 %	166.67	(800.00)	480.00 %
43570	Receipts From Individual Schools	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
43582	Community Service Fees - Adults	200.00	0.00	0.00 %	16.67	0.00	0.00 %
44120	Lease/Rentals	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
44530	Sale Of Equipment	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(7,090.00)	47.27 %	1,250.00	(4,390.00)	351.20 %
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
46510	Tennessee Investment in Student	23,886,562.00	(2,427,948.99)	10.16 %	1,990,546.83	(2,427,948.99)	121.97 %
46511	Basic Education Program	0.00	0.00	0.00 %	0.00	0.00	0.00 %
46515	Early Childhood Education	417,796.00	0.00	0.00 %	34,816.33	0.00	0.00 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
46610	Career Ladder Program	45,000.00	(1,163.40)	2.59 %	3,750.00	0.00	0.00 %
46790	Other Vocational	2,524,385.00	0.00	0.00 %	210,365.42	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	230,000.00	0.00	0.00 %	19,166.67	0.00	0.00 %
47640	Rotc Reimbursement	70,000.00	0.00	0.00 %	5,833.33	0.00	0.00 %
48990	Other	258,804.00	(8,011.22)	3.10 %	21,567.00	(8,011.22)	37.15 %
49700	Insurance Recovery	10,000.00	(6,112.00)	61.12 %	833.33	(6,112.00)	733.44 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
	<b>Total Revenues</b>	<b>33,478,434.00</b>	<b>(2,984,697.45)</b>	<b>8.92 %</b>	<b>2,789,869.50</b>	<b>(2,726,756.08)</b>	<b>97.74 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,377,394.00)	1,357,897.08	8.29 %	(1,364,782.83)	1,026,899.80	75.24 %
71150	Alternative Instruction Program	(288,810.00)	15,056.93	5.21 %	(24,067.50)	15,056.93	62.56 %
71200	Special Education Program	(3,720,911.00)	236,001.89	6.34 %	(310,075.92)	236,001.89	76.11 %

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(2,769,623.50)	683,482.64	24.68 %	(230,801.96)	662,456.89	287.02 %
72110	Attendance	(189,631.00)	17,826.64	9.40 %	(15,802.58)	9,388.07	59.41 %
72120	Health Services	(660,690.00)	63,813.49	9.66 %	(55,057.50)	51,721.50	93.94 %
72130	Other Student Support	(1,153,235.85)	79,820.59	6.92 %	(96,102.99)	70,679.14	73.55 %
72210	Regular Instruction Program	(1,476,210.00)	128,315.90	8.69 %	(123,017.50)	108,250.77	88.00 %
72220	Special Education Program	(133,398.00)	15,231.30	11.42 %	(11,116.50)	8,366.32	75.26 %
72230	Career and Technical Education	(360,950.00)	77,066.97	21.35 %	(30,079.17)	51,292.59	170.53 %
72250	Technology	(451,592.00)	182,121.54	40.33 %	(37,632.67)	113,650.64	302.00 %
72290	Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(716,203.00)	313,360.99	43.75 %	(59,683.58)	13,850.37	23.21 %
72320	Director Of Schools	(328,338.00)	53,798.09	16.38 %	(27,361.50)	27,220.55	99.48 %
72410	Office Of The Principal	(2,014,392.00)	216,811.33	10.76 %	(167,866.00)	119,075.79	70.94 %
72510	Fiscal Services	(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(2,567,000.00)	504,079.51	19.64 %	(213,916.67)	205,621.70	96.12 %
72620	Maintenance Of Plant	(1,333,258.00)	296,981.91	22.27 %	(111,104.83)	160,764.36	144.70 %
72710	Transportation	(2,623,068.50)	254,643.85	9.71 %	(218,589.04)	77,780.45	35.58 %
72810	Central And Other	(406,863.00)	23,027.53	5.66 %	(33,905.25)	16,158.13	47.66 %
73100	Food Service	(43,016.00)	0.00	0.00 %	(3,584.67)	0.00	0.00 %
73300	Community Services	(125,588.15)	13,796.32	10.99 %	(10,465.68)	9,895.32	94.55 %
73400	Early Childhood Education	(525,088.00)	30,116.94	5.74 %	(43,757.33)	26,783.67	61.21 %
76100	Regular Capital Outlay	(2,973,000.00)	397,659.90	13.38 %	(247,750.00)	391,159.90	157.88 %
	<b>Total Expenditures</b>	<b>(41,323,260.00)</b>	<b>4,960,911.34</b>	<b>12.01 %</b>	<b>(3,443,605.00)</b>	<b>3,402,074.78</b>	<b>98.79 %</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(7,844,826.00)</b>	<b>1,976,213.89</b>	<b>25.19 %</b>	<b>(653,735.50)</b>	<b>675,318.70</b>	<b>103.30 %</b>

Hickman County Finance  
 Summary Financial Statement  
 August 2023

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	65,196.32	(17,036.62)	26.13 %	5,433.03	(17,036.62)	313.58 %
47141	Title 1 Grants To Local Educ Agencies	1,081,625.30	(79,432.10)	7.34 %	90,135.44	(79,432.10)	88.13 %
47143	Special Education - Grants To States	1,164,691.24	(153,136.58)	13.15 %	97,057.60	(153,136.58)	157.78 %
47145	Special Education Preschool Grants	45,797.98	(3,533.33)	7.72 %	3,816.50	(3,533.33)	92.58 %
47146	English Language Acquisition Grants	77,891.35	(5,954.26)	7.64 %	6,490.95	(5,954.26)	91.73 %
47148	Rural Education	98,246.99	(4,749.40)	4.83 %	8,187.25	(4,749.40)	58.01 %
47189	Eisenhower Prof Development State	153,379.87	(12,430.71)	8.10 %	12,781.66	(12,430.71)	97.25 %
47307	COVID-19 Grant B	970,535.69	(812,745.72)	83.74 %	80,877.97	(775,276.29)	958.58 %
47309	COVID-19 Grant D	0.00	(36,500.00)	0.00 %	0.00	0.00	0.00 %
47401	American Rescue Plan Act Grant #1	5,875,343.41	(52,699.22)	0.90 %	489,611.95	(46,245.79)	9.45 %
47402	American Rescue Plan Act Grant #2	15,017.59	0.00	0.00 %	1,251.47	0.00	0.00 %
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00 %	23.03	0.00	0.00 %
47404	American Rescue Plan Act Grant #4	0.00	(828.00)	0.00 %	0.00	(828.00)	0.00 %
47590	Other Federal Through State	285,000.00	0.00	0.00 %	23,750.00	0.00	0.00 %
	<b>Total Revenues</b>	<b>9,833,002.13</b>	<b>(1,179,045.94)</b>	<b>11.99 %</b>	<b>819,416.84</b>	<b>(1,098,623.08)</b>	<b>134.07 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(2,316,111.09)	97,334.03	4.20 %	(193,009.26)	97,334.03	50.43 %
71150	Alternative Instruction Program	(26,912.50)	2,507.77	9.32 %	(2,242.71)	2,507.77	111.82 %
71200	Special Education Program	(864,154.63)	49,897.10	5.77 %	(72,012.89)	49,597.10	68.87 %
71300	Career and Technical Education	(94,258.10)	5,442.67	5.77 %	(7,854.84)	5,442.67	69.29 %
72110	Attendance	(41,599.19)	9,338.78	22.45 %	(3,466.60)	4,658.34	134.38 %
72120	Health Services	(86,933.28)	0.00	0.00 %	(7,244.44)	0.00	0.00 %
72130	Other Student Support	(402,165.63)	43,915.97	10.92 %	(33,513.80)	28,937.12	86.34 %
72210	Regular Instruction Program	(981,659.07)	109,368.15	11.14 %	(81,804.92)	68,594.48	83.85 %
72220	Special Education Program	(441,782.05)	29,660.59	6.71 %	(36,815.17)	24,017.96	65.24 %
72230	Career and Technical Education	(7,550.00)	0.00	0.00 %	(629.17)	0.00	0.00 %
72250	Technology	(92,823.60)	10,197.84	10.99 %	(7,735.30)	5,072.44	65.58 %
72610	Operation Of Plant	(355,000.00)	277,059.90	78.05 %	(29,583.33)	277,059.90	936.54 %
72710	Transportation	(33,300.01)	0.00	0.00 %	(2,775.00)	0.00	0.00 %
76100	Regular Capital Outlay	(4,070,535.69)	553,216.39	13.59 %	(339,211.31)	553,216.39	163.09 %
99100	Transfers Out	(18,217.29)	0.00	0.00 %	(1,518.11)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(9,833,002.13)</b>	<b>1,187,939.19</b>	<b>12.08 %</b>	<b>(819,416.84)</b>	<b>1,116,438.20</b>	<b>136.25 %</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>8,893.25</b>	<b>100.00 %</b>	<b>0.00</b>	<b>17,815.12</b>	<b>0.00 %</b>

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	540,000.00	(92.75)	0.02 %	45,000.00	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	0.00	0.00 %	6,250.00	0.00	0.00 %
43523	Income From Breakfast	85,000.00	0.00	0.00 %	7,083.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	0.00	0.00 %	14,583.33	0.00	0.00 %
43570	Receipts From Individual Schools	0.00	(95.11)	0.00 %	0.00	(95.11)	0.00 %
44110	Investment Income	1,000.00	(1,094.73)	109.47 %	83.33	(595.95)	715.14 %
47111	USDA School Lunch Program	1,035,000.00	0.00	0.00 %	86,250.00	0.00	0.00 %
47113	Breakfast	540,000.00	0.00	0.00 %	45,000.00	0.00	0.00 %
47114	USDA - Other	35,970.00	0.00	0.00 %	2,997.50	0.00	0.00 %
	<b>Total Revenues</b>	<b>2,486,970.00</b>	<b>(1,282.59)</b>	<b>0.05 %</b>	<b>207,247.50</b>	<b>(691.06)</b>	<b>0.33 %</b>
<b>Expenditures</b>							
73100	Food Service	(2,899,494.00)	724,539.51	24.99 %	(241,624.50)	341,169.01	141.20 %
	<b>Total Expenditures</b>	<b>(2,899,494.00)</b>	<b>724,539.51</b>	<b>24.99 %</b>	<b>(241,624.50)</b>	<b>341,169.01</b>	<b>141.20 %</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(412,524.00)</b>	<b>723,256.92</b>	<b>175.32 %</b>	<b>(34,377.00)</b>	<b>340,477.95</b>	<b>990.42 %</b>

## HCBOE ESSER Report August 2023

### Allocation Summary

		Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 2.0	All obligated	\$3,497,160.67	September 30, 2023	\$3,301,901.27	\$195,259.40
ESSER 3.0		\$7,854,126.08	September 30, 2024	\$1,978,782.67	\$5,875,343.41
Total:		\$11,351,286.75		\$5,280,683.94	\$6,070,602.81

### ESSER Recent Developments

Door Access System proposal

6 month addenda

### ESSER Next Steps

### ESSER Personnel Funding

Location		Position	Filled
Central Office	\$108,273.00	Tutoring Supervisor/Instructional Coach	Yes
Central Office	\$18,971.00	Attendance Support	Yes (through Sept 2023)
Central Office	\$96,661.00	ESSER Manager	Yes (through Sept 2024)
District	\$78,090.00	Technology Specialist	Yes
CES CIS EES EIS	\$265,300.00	Tier 1 Instructor/Intervention 4	Yes 3.5 (1 PT)
CIS EHIS	\$148,594.00	STEM Teacher 2	Yes 2
Alt School	\$35,524.50	PT Alt School Tutor	Yes
Middle Schools	\$64,590.00	PT SpEd Tutors 2	Yes 1
All Schools	\$100,760.40	Part-time Spec. Ed. Assistants 8	Yes 5
High Schools	\$122,426.00	Math and Language Tutors 3	Yes 2
District	\$12,841.50	Summer Nurses 2	
District	\$13,326.93	Summer Social Workers 3	
District	\$265,625.52	Summer Teachers 39 and assistants 23	

*Account Activity Summary*  
*Hickman*  
04/01/2023 - 06/30/2023

<i>Beginning Value - Investment Account</i>	\$	2,410,058.82
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	179,186.25
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>2,589,245.07</b>
<b><i>Additions</i></b> <sup>2</sup>		
Contributions <sup>3</sup>	\$	-
Dividends & Interest <sup>4</sup>	\$	15,969.72
<b><i>Withdrawals</i></b> <sup>5</sup>		
TSBA Fee <sup>6</sup>	\$	(1,618.28)
MS Fees <sup>7</sup>	\$	(1,072.21)
System Distributions <sup>8</sup>	\$	-
<b><i>Unadjusted Investment Earnings</i></b> <sup>9</sup>	<b>\$</b>	<b>89,292.97</b>
<i>Ending Value - Investment Account</i>	\$	2,474,603.77
<i>Ending Value - Alternative Invest. Acct.</i>	\$	217,213.50
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>2,691,817.27</b>

**Definitions:**

1. **Beginning Value:** The total account value at the start of business on the first day of the specified reporting period.
2. **Additions:** All credits to the account in which total account value is increased within the specified reporting period.
3. **Contributions:** The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. **Dividends and Interest:** The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE:** Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. **Withdrawals:** The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. **TSBA Fee:** The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. **MS Fees:** The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. **System Distributions:** The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. **Unadjusted Investment Earnings:** The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. **Ending Value:** The Account Value at the end of business on the last day of the specified reporting period.

**The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.**

*Account Contribution Summary*  
*Hickman*  
*04/01/2023 - 06/30/2023*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		<b>Total Deposits</b>	<b>0.00</b>	

**The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.**

*Account Dividend & Interest Summary  
Hickman  
04/01/2023 - 06/30/2023*

<b>ACTIVITY DATE</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>		<b>TYPE</b>
04/03/2023	Dividend	PGIM SHORT-TERM CORP BOND Z	1,373.67	Cash
04/03/2023	Dividend	BLACKROCK HIGH EQ INCOME INST	1,062.40	Cash
04/03/2023	Dividend	PUTNAM FLOATING RATE INC Y	361.96	Cash
04/03/2023	Dividend	ANGEL OAK MULTI STRAT INC I	238.61	Cash
04/10/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA	10.11	Cash
04/10/2023	Interest Income	MORGAN STANLEY BANK N.A.	1.39	Cash
04/17/2023	Dividend	PERFORMANCE TRUST STRAT BD I	685.33	Cash
04/28/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA	10.21	Cash
04/28/2023	Interest Income	MORGAN STANLEY BANK N.A.	0.46	Cash
05/01/2023	Dividend	PGIM SHORT-TERM CORP BOND Z	1,329.86	Cash
05/01/2023	Dividend	PGIM TOTAL RETURN BOND Z	594.56	Cash
05/01/2023	Dividend	BLACKROCK HIGH EQ INCOME INST	951.35	Cash
05/01/2023	Dividend	PUTNAM FLOATING RATE INC Y	93.80	Cash
05/01/2023	Dividend	ANGEL OAK MULTI STRAT INC I	45.23	Cash
05/17/2023	Dividend	PERFORMANCE TRUST STRAT BD I	1,004.26	Cash
05/31/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA	17.65	Cash
05/31/2023	Interest Income	MORGAN STANLEY BANK N.A.	0.06	Cash
06/01/2023	Dividend	PGIM SHORT-TERM CORP BOND Z	1,390.87	Cash
06/01/2023	Dividend	PGIM TOTAL RETURN BOND Z	925.30	Cash
06/01/2023	Dividend	BLACKROCK HIGH EQ INCOME INST	1,086.57	Cash
06/13/2023	Dividend	ISHARES CORE MSCI EAFE ETF	2,728.42	Cash
06/13/2023	Dividend	ISHARES CORE S&P U.S. GROWTH	411.73	Cash
06/13/2023	Dividend	ISHARES CORE S&P U.S. VALUE	540.83	Cash
06/13/2023	Dividend	AMERICAN EUROPACIFIC GRW F2	434.24	Cash
06/16/2023	Dividend	PERFORMANCE TRUST STRAT BD I	654.95	Cash
06/30/2023	Interest Income	MORGAN STANLEY PRIVATE BANK NA	13.64	Cash
06/30/2023	Interest Income	MORGAN STANLEY BANK N.A.	2.26	Cash
		<b>Total Dividends and Interest</b>	<b>15,969.72</b>	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not

**guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.**

*Account Fee Summary*  
*Hickman*  
*04/01/2023 - 06/30/2023*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/06/2023	CASH TRANSFER	FUNDS TRANSFERRED	-1,618.28	Cash
04/10/2023	Service Fee	ADV FEE 04/01-04/30	-352.07	Cash
04/18/2023	Service Fee Adj	NET PLATFORM CREDIT	0.50	Cash
05/05/2023	Service Fee	ADV FEE 05/01-05/31	-367.34	Cash
06/07/2023	Service Fee	ADV FEE 06/01-06/30	-353.30	Cash
		<b>Total Withdrawals</b>	<b>-2,690.49</b>	

**\*Cash Balance Includes Cash, Bank Deposits, MMF Balance, and Unsettled Cash.**

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can choose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested. External Assets - Certain assets listed in this view are based upon information provided by you, your client or other external sources and are not part of accounts that you manage at Morgan Stanley. Assets not held with Morgan Stanley may not be covered by SIPC protection or by additional protection under Morgan Stanley's excess insurance coverage plans. Morgan Stanley may include information about these external assets in this view solely as a service to you, and Morgan Stanley is not responsible for the accuracy of any information provided by external sources, including but not limited to, you, your client or another financial institution. You are responsible for ensuring the accuracy of such information. Generally, any financial institution that holds securities is responsible for year-end reporting (Internal Revenue Service (IRS) Form 1099) and separate periodic statements, which may vary from Morgan Stanley's information due to different tax reporting periods.

**The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.**

Account Activity Summary  
Hickman  
04/01/2023 - 06/30/2023

Beginning Value - Investment Account	\$	2,410,058.82
Beginning Value - Alternative Invest. Acct.	\$	179,186.25
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>2,589,245.07</b>
<b>Additions</b> <sup>2</sup>		
Contributions <sup>3</sup>	\$	-
Dividends & Interest <sup>4</sup>	\$	15,969.72
<b>Withdrawals</b> <sup>5</sup>		
TSBA Fee <sup>6</sup>	\$	(1,618.28)
MS Fees <sup>7</sup>	\$	(1,072.21)
System Distributions <sup>8</sup>	\$	-
<b>Unadjusted Investment Earnings</b> <sup>9</sup>	<b>\$</b>	<b>89,292.97</b>
Ending Value - Investment Account	\$	2,474,603.77
Ending Value - Alternative Invest. Acct.	\$	217,213.50
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>2,691,817.27</b>

**Definitions:**

1. **Beginning Value:** The total account value at the start of business on the first day of the specified reporting period.
2. **Additions:** All credits to the account in which total account value is increased within the specified reporting period.
3. **Contributions:** The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. **Dividends and Interest:** The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE:** Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. **Withdrawals:** The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. **TSBA Fee:** The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. **MS Fees:** The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. **System Distributions:** The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. **Unadjusted Investment Earnings:** The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. **Ending Value:** The Account Value at the end of business on the last day of the specified reporting period.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.



Hickman County Schools Board Agenda Item Request

Date: 8.4.23

Name of School: HCHS

Item Request: Prom - April 13, 2024 7-11pm

Explanation:

We would like to hold prom on campus on April  
13, 2024 this year. If any specific questions, I'd  
be happy to answer.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

[Handwritten Signature]

Signature of Building Principal:

[Handwritten Signature]



Hickman County Schools Board Agenda Item Request

Date: 8-10-23

Name of School: Hickman County Middle School

Item Request: Overnight trip - Boys Basketball

Explanation:

8<sup>th</sup> Grade boys basketball retreat to  
Cedar Crest Camp on October 6<sup>th</sup> & 7<sup>th</sup>.  
Fishing, lake time, games, bonfire, & high ropes  
are some of the activities. The purpose of  
the retreat is to help our 8<sup>th</sup> graders grow  
as teammates & leaders as our season kicks  
off. This trip has become a tradition. This  
will be our 3rd year to go.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

Jed Bartz

Signature of Building Principal:

Ina S. Lipper



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

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

**School Buses**

BUS 23	4DRBUSKN19B049173	2008	INTERNATIONAL	Grant Replacement
BUS 21	4DRBUSKN29A135050	2009	INTERNATIONAL	Grant Replacement
BUS 29	4DRBUAFNX8B530123	2007	INTERNATIONAL	Grant Replacement
BUS 43	4DRBRAAN04B961735	2004	INTERNATIONAL	Grant Replacement
BUS 66	4DRBUAFN38B530125	2007	INTERNATIONAL	Age of Service
BUS 16	4UZAAXOC87CX24859	2007	FREIGHTLINER	Grant Replacement
BUS 32	4UZAAXDC47CX24860	2006	FREIGHTLINER	Grant Replacement
BUS 8	4UZAAXDC95CN96564	2005	FREIGHTLINER	Age of Service
BUS 9	4UZAAXDC75CN96563	2005	FREIGHTLINER	Age of Service

Coates Tire Changer

John Bean Wheel Balancer

Miscellaneous brake drums and obsolete parts



**Bill Lynch  
Director of Maintenance  
115 Murphree Avenue  
Centerville, Tn 37033**

**Request for a Declaration of Surplus Property by the HCBOE.**

**Auction Date 10/21/23 with rainout date of 10/28/23**

**Listing is as follows:**

**Small tilt trailer**

**Miscellaneous old computer parts**

**Miscellaneous desks and damaged furniture**

**Old filing cabinets**

**Mixed scrap metal**

**Old HVAC units**

**Troy-built mower**

**Landscaping pavers/stones**

**Any other non needed not used miscellaneous last minute items not listed that will be added before auction from school buildings purging.**

**Bill Lynch**



Hickman County Schools Board Agenda Item Request

Date: 8/28/23

Name of School: East Hickman High

Item Request: Prom Proposal

Explanation:

2-Students and 1-Faculty rep wish to present  
a proposal for this year's Junior/Senior Prom.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

  
\_\_\_\_\_

Signature of Building Principal:

  
\_\_\_\_\_

*John Mullins*

## ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance

2022-23

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (Feb. 15 and Sept. 15). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY23 for each relief fund: ESSER 2.0, and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

## ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

### **General Information**

LEA Name: **Hickman County Schools**

Director of Schools (Name): **John Mullins**

ESSER Director (Name): **Derek Newsom**

Address: **115 Murphree Ave**

Phone #: **931-729-3391**      District Website: **www.hickmank12.org**

Addendum Date: **August 25, 2023**

Total Student Enrollment:	<b>3,069</b>
Grades Served:	<b>Pre-K-12</b>
Number of Schools:	<b>9</b>

### **Funding**

ESSER 2.0 Remaining Funds:	<b>\$970,535.69</b>
ESSER 3.0 Remaining Funds:	<b>\$5,875,343.41</b>
<b>Total Remaining Funds:</b>	<b>\$6,845,879.10</b>

**Budget Summary**

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$274,784.97
	Summer Programming		\$280,720.00
	Early Reading		\$125,000.00
	Interventionists		\$265,300.00
	Other		\$703,971.00
	Sub-Total		\$1,674,775.97
<b> </b>			
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		\$210,350.40
	Mental Health		\$17,219.38
	Other		\$260,547.28
	Sub-Total		\$488,117.06
<b> </b>			
Educators	Strategic Teacher Retention		
	Grow Your Own		\$81,617.33
	Class Size Reduction		
	Other		\$30,000.00
	Sub-Total		\$111,617.33
<b> </b>			
Foundations	Technology		\$419,290.00
	High-Speed Internet		
	Academic Space (facilities)	\$910,535.69	\$2,544,882.05
	Auditing and Reporting		\$96,661.00
	Other	\$60,000.00	\$565,000.00
	Sub-Total	\$970,535.69	\$3,625,833.05
<b> </b>			
<b>Total</b>		<b>\$970,535.69</b>	<b>\$5,875,343.41</b>

### **Academics**

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

Our needs assessment identified the need for more technology programming, continued use of high-quality instructional materials in math and reading and high dosage tutoring to aid in addressing learning loss. We have hired interventionists at the K-5 schools, a part-time instructor for our alternative school, implemented a high dosage tutoring program and the district will provide a summer learning program.

2. Describe initiatives included in the "other" category.

This category includes: purchasing instructional materials and supplies, digital platforms such as Achieve3000 and Edmentum, replacing lost textbooks, an attendance support staff position and learning loss coaches to aid teachers.

### **Student Readiness**

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

Our identified needs are increasing mental health support and special population assistance. We have added assistants to provide tutoring for special needs students and will provide social workers to aid mental health support students using our summer learning camp.

2. Describe initiatives included in the "other" category.

Other initiatives include STEM programming at our two intermediate schools to introduce students to those fields of study, nurses for summer, supplies and equipment for CTE in our middle schools.

### **Educators**

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

We are continuing to offer the "Grow Your Own" program. With this program we hope to build partnerships with individuals to begin as tutors and grow them into math teachers.

2. Describe initiatives included in the "other" category.

This category includes stipends for teachers to attend professional development sessions in their content areas to improve their instructional practices.

### **Foundations**

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

Allocations here are being used to increase spacing on playgrounds by having more equipment to play on, improving air quality by replacing HVAC units at the middle schools, new windows, and doors for classrooms at three schools and complete the sewer replacement at EHES. Improving door access systems and increasing cameras at all schools. Technology includes chromebooks, desktop computers, and a technology position to maintain devices.

2. Describe initiatives included in the "other" category.

This category includes additional cleaning to prevent the spread of illness, updating the district website for better communication, contracting with Glimpse K12 to identify the interventions that are most effective for our students and professional services for ongoing projects.

### **Monitoring, Auditing, and Reporting**

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The ESSER manager monitors all ESSER allocations. All requests for ESSER purchases are processed by the manager to maintain proper purchasing practices. The ESSER manager reports to the board and public monthly during meetings to communicate ESSER information.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

We participate in TN All Corps.

### **Family and Community Engagement**

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The Hickman County School System continues to engage with stakeholders in a variety of ways. Within our system there are four task force groups that work on initiatives in the school system's strategic plan. Each task force group includes school and district administrators, teachers, parents, and community stakeholders. In addition, each school also has a leadership team that consists of educators, support staff, and parents. Hickman County also has a parent advisory committee that provides feedback to the

school system on how they feel district goals and initiatives are proceeding. Feedback for school system priorities is sought and discussed in those meetings and through other parent and community surveys. Surveys were sent to the community, parents, as well as the Hickman County Chamber of Commerce, the Hickman County Business Education Council, and the Hickman County Economic Development Association.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

Surveys sent through email to parents, teachers, other school officials and community groups allowed us to reach the 10 percent engagement level. We also engaged stakeholders through leadership, staff and student advisory meetings.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

We continue to use public meetings, surveys and the district website to gain input from stakeholders and encourage maximum engagement from all parties.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

We use public meetings, surveys and the district website to gain input from stakeholders.

# Safe Return to In-person Instruction and Continuity of Services Plan

## Addendum Guidance

### 2022-2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (Feb. 15 and Sept. 15). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

## **Safe Return to In-Person Instruction and Continuity of Services Plan Addendum**

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Hickman County Schools**

Date: **08/25/23**

### **1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.**

Hickman County School System(HCSS) continues to engage our stakeholders. We are using four task force groups that work on initiatives established by our system strategic plan. Each task force group is made up of stakeholders including district administrators, teachers, parents, and community partners. Schools continue with their leadership teams that consists of parents, teachers, and support staff. In order to make sure district goals and initiatives align with stakeholders, HCSS has an advisory committee of parents to provide feedback to administration. HCSS uses the district website to get the survey out to stakeholders. Student and parent survey responses reflected the composition of district students. Results of the surveys have been reviewed and implemented into the district plan.

### **2. Describe how the LEA engaged the health department in the development of the revised plan.**

The Hickman County School System will update COVID-19 protocols as necessary as we remain in contact with the local department of health.

**3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.**

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
HCSS has not updated policies. We continue to offer reasonable and appropriate accommodations for children with disabilities with respect to health and safety policies. HCSS is using ESSER funds for additional cleaning services throughout the 2023-2024 school year.
<i>Physical distancing (e.g., use of cohorts/podding)</i>
HCSS has not updated policies. Additional spacing in classrooms is provided as practically as possible.
<i>Hand washing and respiratory etiquette</i>
HCSS has not updated policies. HCSS continues to encourage proper hand washing and respiratory etiquette system wide.
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
HCSS has not updated policies. ESSER funds are being used for extra cleaning and to improve air quality in schools.
<i>Contact tracing in combination with isolation and quarantine</i>
HCSS has not updated policies. HCSS provides information from the Tennessee Department of Health for isolation and quarantine.
<i>Diagnostic and screening testing</i>
HCSS has not updated policies. Screening of students each day is the responsibility of parents and guardians.
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
HCSS has not updated policies. HCSS does not provide vaccinations.
<i>Universal and correct wearing of masks</i>
HCSS has not updated policies. Mask wearing is left up to the students and staff.

**4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.**

HCSS students are able to continue with their educational services through personal online contact with instructors when they are away from school. Enrichment classes allow the district to provide support for social emotional learning. If a student is receiving mental health services, those services will continue

through virtual meetings. The Project AWARE team works to provide teachers and staff with social, emotional, and mental health support as needed.

Hickman County Board of Education  
 Budget Amendment No. 8  
 Federal Programs (Fund 142)  
 September 19, 2023

Account	Description	Debit	Credit	Justification
47141 - - - 010	Revenue	\$ 18,361.91		To budget Carryover relating to Consolidated Admin
72210 - 105 - 010	Supervisor		\$ 5,289.00	
72210 - 161 - 010	Secretary		3,863.00	
72210 - 201 - 010	Social Security		954.00	
72210 - 204 - 010	State Retirement		7,220.91	
72210 - 355 - 010	Travel		2,000.00	
72210 - 790 - 010	Other Equipment	965.00		
		\$ 19,326.91	\$ 19,326.91	
47141 - - - 101	Revenue		\$ 1,998.82	To budget Title I Carryover
71100 - 189 - 101	Other Salaries & Wages		71,122.00	
71100 - 201 - 101	Social Security	4,561.54		
71100 - 204 - 101	State Retirement	4,556.52		
71100 - 429 - 101	Instructional Supplies	38,021.39		
71100 - 722 - 101	Regular Instruction Equip	25,981.37		
72130 - 307 - 101	Communication	500.00		
72130 - 499 - 101	Other Supplies & Materials	1,500.00		
72210 - 524 - 101	In-Service/PD		2,000.00	
		\$ 75,120.82	\$ 75,120.82	
47189 - - - 201	Revenue	\$ 6,801.18		To budget Title II Carryover
72210 - 189 - 201	Other Salaries & Wages	\$ 13,864.04		
72210 - 201 - 201	Social Security	3,403.88		
72210 - 204 - 201	State Retirement		909.01	
72210 - 207 - 201	Medical Insurance	6,564.00		
72210 - 212 - 201	Medicare	725.91		
72210 - 355 - 201	Travel		1,400.00	
72210 - 499 - 201	Other Supplies & Materials		12,050.00	
72210 - 524 - 201	In-Service		13,000.00	
72210 - 599 - 201	Other Charges		4,000.00	
		\$ 31,359.01	\$ 31,359.01	
47146 - - - 401	Revenue		\$ 77,891.35	To budget Title IV
47147 - - - 401	Revenue	217,972.80		
72130 - 499 - 401	Other Supplies & Materials		6,794.40	
72210 - 138 - 401	Inst. Computer Personnel		32,952.95	
72210 - 196 - 401	In-Service Training		7,000.00	
72210 - 201 - 401	Social Security		2,790.50	
72210 - 204 - 401	State Retirement		2,407.00	
72210 - 207 - 401	Medical Insurance		1,975.00	
72210 - 499 - 401	Other Supplies & Materials		66,706.05	
72210 - 524 - 401	In-Service		19,455.55	
		\$ 217,972.80	\$ 217,972.80	
47148 - - - 601	Revenue	\$ 121,573.71		To budget Title VI
71100 - 198 - 601	Substitutes		\$ 4,000.00	
71100 - 201 - 601	Social Security	2,052.95		
71100 - 204 - 601	State Retirement	1,062.42		
71100 - 429 - 601	Other Supplies & Materials		56,189.01	
71100 - 722 - 601	Reg Instruction Equipment		17,465.37	
72130 - 307 - 601	Communication		4,000.00	
72210 - 189 - 601	Other Salaries & Wages		21,100.00	
72210 - 201 - 601	Social Security		1,614.15	
72210 - 204 - 601	State Retirement		727.56	
72210 - 499 - 601	Other Supplies & Materials		4,000.00	
72210 - 790 - 601	Other Equipment		15,592.99	
		\$ 124,689.08	\$ 124,689.08	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education  
 Budget Amendment No. 9  
 Federal Programs (Fund 142)  
 September 19, 2023

Account	Description	Debit	Credit	Justification
71200 - 163 - - 901	Educational Assistants		\$ 71,917.47	To budget IDEA Part B Carryover
71200 - 189 - - 901	Other Salaries & Wages	\$ 16,000.00		
71200 - 201 - - 901	Social Security		3,144.61	
71200 - 204 - - 901	State Retirement		3,957.64	
71200 - 207 - - 901	Medical Benefits		5,200.00	
71200 - 212 - - 901	Medicare		906.97	
71200 - 399 - - 901	Other Contracted Services		23,999.99	
71200 - 429 - - 901	Instructional Supplies	25,547.25		
71200 - 725 - - 901	Instructional Equipment	20,000.10		
72220 - 105 - - 901	Supervisor	6,950.00		
72220 - 124 - - 901	Psychologist		31,743.80	
72220 - 131 - - 901	Medical Personnel		3,916.32	
72220 - 161 - - 901	Secretary(s)	6,813.00		
72220 - 201 - - 901	Social Security		549.77	
72220 - 204 - - 901	State Retirement	3,406.49		
72220 - 212 - - 901	Medicare		128.58	
72220 - 322 - - 901	Evaluation & Testing		5,000.00	
72220 - 336 - - 901	Maintenance & Repairs Equip	10,000.00		
72220 - 348 - - 901	Postal Charges	200.01		
72220 - 355 - - 901	Travel		2,499.99	
72220 - 399 - - 901	Other Contracted Services	35,000.10		
72220 - 499 - - 901	Other Supplies and Materials	12,248.08		
72220 - 790 - - 901	Other Equipment	4,000.10		
72710 - 313 - - 901	Contracts with Parents	5,300.01		
99100 - 504 - - 901	Transfers In	7,500.00		
		\$ 152,965.14	\$ 152,965.14	
71200 - 163 - - 911	Educational Assistants		\$ 15,805.30	To budget IDEA PreK Carryover
71200 - 189 - - 911	Other Salaries & Wages	\$ 500.00		
71200 - 201 - - 911	Social Security		947.25	
71200 - 204 - - 911	State Retirement		574.58	
71200 - 212 - - 911	Medicare		221.34	
71200 - 499 - - 911	Other Supplies & Materials	7,609.60		
71200 - 725 - - 911	Special Education Equipment	9,438.87		
		\$ 17,548.47	\$ 17,548.47	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education

Budget Amendment No. 10

Federal Programs (Fund 142)

September 19, 2023

Account	Description	Debit	Credit	Justification
72610 707 932	Building Improvement	\$ 335,000.00		To Bring ESSER into agreement with ePlan
72610 720 932	Plant Operation Equipment		\$ 335,000.00	
71100 - 116 - - 933	Teachers		12,000.00	To bring ESSER 3 into agreement with ePlan
71100 - 189 - - 933	Other Salaries & Wages		38,000.00	
71100 - 198 - - 933	Substitutes	9,300.00		
71100 - 201 - - 933	Social Security		2,533.40	
71100 - 204 - - 933	State Retirement	17,067.63		
71100 - 207 - - 933	Medical Ins		18,000.00	
71100 - 212 - - 933	Medicare		591.60	
71100 - 399 - - 933	Other Contracted Services		90,036.00	
71100 - 429 - - 933	Instructional Supplies		54,120.00	
71100 - 471 - - 933	Software	20,000.00		
71100 - 722 - - 933	Instructional Equipment		154,400.00	
71150 - 116 - - 933	Teachers		8,000.00	
71150 - 201 - - 933	Social Security		496.00	
71150 - 212 - - 933	Medicare		116.00	
71200 - 116 - - 933	Teachers		10,000.00	
71200 - 163 - - 933	Educational Assistants		33,600.00	
71200 - 198 - - 933	Substitutes		9,300.00	
71200 - 201 - - 933	Social Security		3,269.80	
71200 - 212 - - 933	Medicare		765.60	
71200 - 429 - - 933	Instructional Supplies		25,000.00	
71200 - 471 - - 933	Software		10,000.00	
71300 - 429 - - 933	Instructional Supplies		5,000.00	
71300 - 449 - - 933	Textbooks		25,000.00	
72110 - 162 - - 933	Clerical Personnel	15,195.00		
72110 - 201 - - 933	Social Security	942.09		
72110 - 204 - - 933	State Retirement	1,820.21		
72110 - 207 - - 933	Medical Ins	4,450.56		
72110 - 212 - - 933	Medicare	220.33		
72120 - 131 - - 933	Medical Personnel		11,000.00	
72120 - 189 - - 933	Other Salaries & Wages	5,842.00		
72120 - 201 - - 933	Social Security		319.80	
72120 - 204 - - 933	State Retirement		355.63	
72120 - 212 - - 933	Medicare		74.79	
72120 - 413 - - 933	Drugs and Medical Supplies	40,000.00		
72130 - 307 - - 933	Communications		12,600.00	
72130 - 399 - - 933	Other Contracted Services		25,000.00	
72210 - 105 - - 933	Supervisor		4,412.00	
72210 - 138 - - 933	Inst Computer Personne		7,500.00	
72210 - 189 - - 933	Other Salaries & Wages	64,250.00		
72210 - 201 - - 933	Social Security		1,714.50	
72210 - 204 - - 933	State Retirement	5,338.18		
72210 - 207 - - 933	Medical Ins		8,100.00	
72210 - 212 - - 933	Medicare		426.72	
72210 - 399 - - 933	Other Contracted Services		20,000.00	
72210 - 499 - - 933	Other Supplies	24,204.29		
72210 - 599 - - 933	Other Charges	3,250.00		
72250 - 189 - - 933	Other Salaries & Wages		6,000.00	
72250 - 201 - - 933	Social Security		372.00	
72250 - 204 - - 933	State Retirement		807.40	
72250 - 207 - - 933	Medical Ins		8,000.00	
72250 - 212 - - 933	Medicare		87.00	
72250 - 307 - - 933	Communications		90,000.00	
76100 - 399 - - 933	Other Contracted Services		40,000.00	
76100 - 707 - - 933	Building Improvements	750,000.00		
76100 - 799 - - 933	Other Capital Outlay		224,882.05	
		\$ 1,296,880.29	\$ 1,296,880.29	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education  
 Budget Amendment No. 11  
 Federal Programs (Fund 142)  
 September 19, 2023

Account	Description	Debit	Credit	Justification
47307 - - - 936	Revenue	\$ 71,250.00		Math Implementation Network Grant
72210 - 399 - - 936	Other Contracted Services		\$ 71,250.00	
47309 - - - 959	Revenue	83,000.00		HQIM Literacy Implementation Networks Grant
71100 - 429 - - 959	Instructional Supplies		9,250.00	
72210 - 399 - - 959	Other Contracted Services		73,000.00	
72210 - 524 - - 959	In-Service/PD		750.00	
47404 - - - 709	Revenue	18,417.96		ARP Homeless 2.0
72130 - 499 - - 709	Other Supplies & Materials		18,417.96	
		\$ 172,667.96	\$ 172,667.96	

Approved:

Attest:

Tim Hobbs

John Mullins

# Hickman County Board of Education

Descriptor Term: <b>Transfers Within the System</b>	Descriptor Code: <b>6.206</b>	Issued Date: <b>03/06/23</b>
	Rescinds: <b>6.206</b>	Issued: <b>05/02/22</b>

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

2 Each year, the Director of Schools/designee shall review the number of spaces available in each school  
3 by grade, class, and program levels. This information shall be posted on the district's website along with  
4 the dates of the district's open enrollment period. The open enrollment period shall last for thirty (30)  
5 days and information about the number of seats available shall be posted for at least fourteen (14) days  
6 prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at each  
7 school to account for the enrollment of zoned students, siblings of students, and students who have a  
8 parent/guardian employed at the school.<sup>2</sup>

9 During the district's open enrollment period each year, a parent/guardian may request that his/her child  
10 attend a school within the district other than the one to which the child is zoned. The Director of  
11 Schools/designee shall review such requests, and if adequate space is available, grant such transfers. If  
12 the number of requests exceeds the number of available spaces, the Director of Schools/designee shall  
13 implement a lottery to fill the available spaces.

The open enrollment process shall be completed before other nonresident transfers are approved.

15 **POST ENROLLMENT**<sup>1</sup>

16 Once accepted, the student shall provide his/her own transportation to and from the school. The student  
17 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

18 **CHANGE IN RESIDENCE**<sup>1</sup>

19 Students whose families transfer their residence to another school area after the first month of school  
20 may complete the school year at their former school. Students who present evidence that they will move  
21 during the school year and who desire to enroll in a new school in the new area may do so with prior  
22 written request for a change of school area.

23 **[NOTE: Not effective in the event of a federally mandated desegregation order.]**<sup>3</sup>

---

Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

---

Cross References

- Student Assignments 6.205  
Homeless Students 6.503  
Students in Foster Care 6.505

# Hickman County Board of Education

	Descriptor Term: <b>School Attendance Areas</b>	Descriptor Code: <b>1.703</b>	Issued Date: <b>12/07/21</b>
		Rescinds: <b>1.703</b>	Issued: <b>08/05/19</b>

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.<sup>1</sup>

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)



**Misty Shelton**  
**Pre-K Supervisor**  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: September 2023

**1st Reading:**

**4.3011- Athletic Regulations-** added expectation of behavior (highlighted in yellow on the attached policy) at sporting events by all spectators and coaches and information regarding fines and consequences

**4.700- Testing Programs-** add the information regarding high school credit exam for eligible courses to page 3 line 23 through page 4 line 2 (highlighted in yellow on the attached policy)

**2nd Reading:**

**1.206-Student Board Representative-** new policy

**1.501-Visitors to the School-** includes information regarding the Raptor system

**6.305- Student Concerns-** outlines the process for reporting a student concern

**Up for Review:**

1.100 School Board Legal Status and Authority

1.1001 Board Goals

1.101 Role of the Board of Education

\*1.102 Board Members Legal Status

1.103 Board Self-Evaluation

1.104 Memberships

1.105 School Board Legislative Involvement

\*1.106 Code of Ethics

1.107 Board Member Conflict of Interest

1.108 Nepotism

1.200 Method of Election of Officers

**\*Policies that were updated due to legislative changes and passed on 2nd reading in August.**

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

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

# Hickman County Board of Education

Descriptor Term:  <b>Athletic Regulation</b>	Descriptor Code: <b>4.3011</b>	Issued Date: <b>06/05/22</b>
	Rescinds: <b>4.3011</b>	Issued: <b>03/02/20</b>

1 Athletics are co-curricular sports activities under the direct control of the principal. The principal will  
2 be directly accountable to the director of schools and the Board in all matters pertaining to athletics  
3 according to the following guidelines:

## 4 1. GENERAL REGULATIONS APPLICABLE TO BOTH MIDDLE AND HIGH SCHOOL 5 ATHLETICS

- 6
- 7 a. Any student desiring to participate in interschool competitive athletics must have a physical  
8 examination prior to participating in the first regular practice session. A report of this  
9 medical examination must be on file in the principal's office before this requirement will be  
10 considered as having been met. Cost of the examination shall be borne by the parent or  
11 guardian.
- 12
- 13 b. No out-of-state contests will be scheduled without written permission from the Board.
- 14
- 15 c. The participant of any varsity sport must maintain academic eligibility according to  
16 TSSAA/TMSAA guidelines. However, jointly, the principals of the middle schools, or the  
17 principal of the high school, may require additional eligibility standards if submitted as  
18 written administrative policy to the director of schools and approved by the Board.
- 19
- 20 d. The conduct of players, spectators, or school personnel reflects directly upon the school  
21 system as a whole. Good sportsmanship and appropriate conduct are expected from all  
22 student athletes, coaches and spectators. In the event any student of Hickman County  
23 Schools behaves inappropriately at a sporting event, the principal or designee will impose  
24 appropriate disciplinary consequences. If any spectator, whether student or adult, behaves  
25 in a manner that results in the TSSAA imposing a fine on the school for unruly behavior,  
26 then any such person will be barred from attending any extracurricular activities of the  
27 HCSS until such fine (currently \$250) has been reimbursed to the Hickman County Board  
28 of Education. Upon a second offense, a two game suspension will be imposed as well as  
29 any additional fines. Therefore, conduct of players, spectators, or school personnel that does  
30 not exemplify the best sportsmanship will result in that school being suspended from  
31 athletic participation in the sport concerned with the infraction. The Board will determine  
32 the duration of the suspension.
- 33
- 34 e. No athletic contest will begin at any of the schools unless the principal of the host school or  
35 his designated representative is present and remains for the entire contest. The principal or  
his designee shall accompany each team on trips.

- 1  
2 f. The player's conduct must be acceptable before participation in any school athletics.  
3  
4 g. It shall be the responsibility of the parent(s) or guardian to provide health and  
5 hospitalization insurance for all students participating in interscholastic events.  
6  
7 h. Every effort should be made to have a certified sports trainer, nurse practitioner or  
8 physician present at all home varsity football and basketball games.  
9  
10 i. The head coach and principal must see that insurance forms are completed as soon as  
11 possible after an injury.  
12  
13 j. The physician in charge of the treatment will make the final decision as to when the student  
14 may resume participation in athletics.  
15  
16 k. The organized athletic program shall not take up any part of the required school day.<sup>1</sup>  
17

## 18 2. REGULATIONS APPLICABLE TO HIGH SCHOOL VARSITY ATHLETICS ONLY

19

- 20 a. All football games must be scheduled on an afternoon or night that does not precede a  
21 regular school day with students in attendance.  
22  
23 b. TSSAA by-laws shall control the operation of high school athletics.  
24  
25 c. All students in the secondary school shall be urged to participate in intramural activities.  
26 Students not registered in physical education classes should be especially encouraged to  
27 participate in the program.  
28

## 29 3. REGULATIONS APPLICABLE TO K-8 ATHLETICS ONLY

30

- 31 a. The total basketball games allowed per team in a school which serves any combination of  
32 grades K-8 shall not exceed twenty (20) during a school year. Tournaments shall count as  
33 two games notwithstanding the number of games in which each team participates in a  
34 tournament. Practice can begin no earlier than four (4) weeks prior to the first scheduled  
35 game and shall end after the last tournament or regular season game in which the team  
36 participates.<sup>2</sup>  
37  
38 b. If competitive contests are held with other schools, scout troops, church teams, etc., the  
39 principal(s) of the school(s) involved shall be in charge at all times.  
40  
41 c. No out-of-town athletic contest shall be scheduled without permission from the principal.  
42  
43 d. All other rules applicable to athletics will be determined by a committee of Principals and  
44 Athletic Directors from each of the schools and approved by the Board.

---

Legal References

1. TCA 49-6-1002

# Hickman County Board of Education

Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>08/01/22</b>
	Rescinds: <b>4.700</b>	Issued: <b>08/02/21</b>

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4
- 5 2. Determine the progress of students;
- 6
- 7 3. Assess the effectiveness of the instructional program and student learning;
- 8
- 9 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 10
- 11 5. Analyze the improvements needed in a given instructional area;
- 12
- 13 6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 14
- 15 7. Assist in placing students in remedial programs;
- 16
- 17 8. Provide information for college entrance and placement; and
- 18
- 19 9. Assist in educational research by providing data.<sup>2</sup>

20 The director of schools shall be responsible for planning and implementing the program, which  
21 includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provision for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a  
33 special learning program might be necessary.

34 State-mandated student testing programs shall be undertaken in accordance with procedures published  
by the State Department of Education.<sup>3</sup>

1 The director of schools may exclude Tennessee Comprehensive Assessment Program scores from  
 2 students' final grades if scores are not received by the district at least five (5) instructional days before  
 3 the end of the school year.<sup>4,5</sup>

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 - 5% of the last nine (9) weeks
- 6 b) Grades 6-8 - 10% of the last nine (9) weeks
- 7 c) Grades 9-12 - 15% of the last nine (9) weeks

8  
 9 EOC scores will be incorporated into a student's report card using the target score method that  
 10 compares the student score to the distribution of the class. The director of schools may exclude end-of-  
 11 course (EOC) scores from students' final grades if scores are not received by the district at least five  
 12 (5) instructional days before the end of the course.<sup>4,5</sup>

13 Before being included in the students' final grades, end-of-course (EOC) test scores will be converted  
 14 to a 100-point scale using the Target Score Method, which adjusts each student's score based on the  
 15 average of all students in the class in the county. The conversion is calculated as follows:  
 16

$$17 \quad S_{EOC} = \left( \frac{P_{earned}}{P_{possible}} \right)^F \cdot 100\%$$

$$18 \quad F = \frac{\log_{10} \left( \frac{S_{avg}}{100} \right)}{\log_{10} \left( \frac{P_{avg}}{P_{possible}} \right)}$$

19 Where, for a specific subject:

20  $S_{EOC}$  = the student's EOC score, converted to a 100-point scale using the Target Score Method

21  $P_{earned}$  = points earned by the student on the EOC test

22  $P_{possible}$  = maximum points possible on the EOC test

23  $F$  = scaling factor

24  $S_{avg}$  = the average classroom grade for all Hickman County Students in the class

25  $P_{avg}$  = the average points earned on the EOC test for all Hickman County students in the class

## 26 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

27 Interest inventories shall be made available to 9<sup>th</sup> graders. These will include assessments such as the  
 28 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

29 Career aptitude assessments shall be administered to 8<sup>th</sup> graders in order to inform the student's high  
 30 school plan of study. Upon receiving the results from these assessments, the school shall provide

1 students with information on any available career and technical education opportunities in which the  
2 student is eligible to participate in.

### 3 **TESTING INFORMATION AND PARENTAL CONSENT**

4 Any test directly concerned with measuring student ability or achievement through individual or group  
5 psychological or socio-metric tests shall not be administered by or with the knowledge of any  
6 employee of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

7 Results of all group tests shall be recorded on the students' permanent records and shall be made  
8 available to appropriate personnel in accordance with established procedures.<sup>7</sup>

9 No later than July 31 of each year, the Board shall publish on its website information related to state  
10 and board mandated tests that will be administered during the school year. The information shall  
11 include:<sup>8</sup>

- 12 1. The name of the test;
- 13 2. The purpose and use of the test;
- 14 3. The grade or class in which the test will be administered;
- 15 4. The tentative date or dates that the test will be administered;
- 16 5. The time and manner in which parents and students will be notified of the results of the test;
- 17 6. How parents can access the questions and answers on their student's state-required tests; and
- 18 7. If a board mandated test, how the test complements and enhances student instruction and  
19 learning and how it serves a purpose distinct from state-required test.

20 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall  
21 also be placed in student handbooks or other school publications that are provided to parents on an  
22 annual basis.

### 23 **HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES<sup>9</sup>**

24 **The Director of schools is authorized, but not required, to develop credit exams for eligible**  
25 **courses designated by the Tennessee State Board of Education.<sup>1</sup> Any credit exams must be**  
26 **developed and implemented in accordance with this policy.**

27 **Recognizing that credit exams are a substitute for taking an eligible course, any credit exams**  
28 **must cover the entirety of Tennessee course standards. Traditional final exams are not sufficient**  
29 **for this policy unless the final exam is aligned to and measures proficiency in the entire course**  
30 **content. Credit exams will be offered at the end of the semester in which the eligible course is**  
31 **taught.**

32 **A student in grades 9-12 who is not enrolled in an eligible course may earn credit towards**  
33 **graduation by scoring a least 80 on the credit exam. The grade will be computed in the student's**  
34 **GPA. A student may take a credit exam only once per course, and the student may earn up to**  
35 **four credits toward graduation.**

36 **At the end of the school year, the Director of Schools will provide to the Tennessee Department**  
**of Education a copy of any credit exam that may have been developed for an eligible course as**

- 1 well as data pertaining to how many students took credit exams, in what subjects were exams
- 2 administered, and how many students were successful in the exams.

---

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. State Board of Education Policy 2.103, Public Acts of 2023, Chapter No. 269

---

Cross References

Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600



**Misty Shelton**  
**Pre-K Supervisor**  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: September 2023

**1st Reading:**

**4.3011- Athletic Regulations-** added expectation of behavior (highlighted in yellow on the attached policy) at sporting events by all spectators and coaches and information regarding fines and consequences

**4.700- Testing Programs-** add the information regarding high school credit exam for eligible courses to page 3 line 23 through page 4 line 2 (highlighted in yellow on the attached policy)

**2nd Reading:**

**1.206-Student Board Representative-** new policy

**1.501-Visitors to the School-** includes information regarding the Raptor system

**6.305- Student Concerns-** outlines the process for reporting a student concern

**Up for Review:**

1.100 School Board Legal Status and Authority

1.1001 Board Goals

1.101 Role of the Board of Education

\*1.102 Board Members Legal Status

1.103 Board Self-Evaluation

1.104 Memberships

1.105 School Board Legislative Involvement

\*1.106 Code of Ethics

1.107 Board Member Conflict of Interest

1.108 Nepotism

1.200 Method of Election of Officers

**\*Policies that were updated due to legislative changes and passed on 2nd reading in August.**

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

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

# Hickman County Board of Education

Monitoring:  <b>Review: Annually, in July</b>	Descriptor Term:  <h2 style="text-align: center;">Student Board Representative</h2>	Descriptor Code: <h3 style="text-align: center;">1.206</h3>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Board recognizes the value of communicating with students and considering their ideas and  
 2 perspectives regarding the educational program. The Board also believes in supporting student  
 3 leadership and fostering interest in public service. In order to facilitate student input and involvement,  
 4 the Board establishes an advisory, non-voting Student Board Representative position.

5 One Student Board Representative will be selected from each High School by their principal or his/her  
 6 designee from the TSBA Scope Candidates and shall serve a 1-year term, starting in September. S/he  
 7 shall be a current Hickman County High School or East Hickman High School student in good  
 8 standing entering his/her junior or senior year. In order to receive a diversity of opinions and  
 9 perspective, the children of HCSS Staff and Board Members are not preferred.

10 The Board may remove a Student Board Representative during the term if s/he becomes ineligible or  
 11 fails to fulfill his/her responsibilities. In the event of a vacancy prior to the expiration of the term, an  
 12 alternate will be appointed by the Hickman County High School/East Hickman High School principal  
 13 from the remaining TSBA Scope Candidates. If one is not able to serve, then the principal (s) shall  
 14 select a student.

- 15 Student Board Representative will:
- 16 • Attend all regularly scheduled, monthly board work sessions and business meetings.
  - 17 • Contribute to board discussion by being prepared for meetings and providing student insight  
 18 and perspective.
  - 19 • Report to students about the work of the board and district activities.
  - 20 • Give a report to the Board at the end of their 1-year term regarding their experience of serving  
 21 and provide any appropriate information that may help to improve the effectiveness of such a  
 22 service.
  - 23 • Act and dress, while serving, in a manner consistent with other school board members and in  
 24 accordance with the school board Code of Ethics.
  - 25 • Maintain his/her status as a student in good standing during his/her term of service.

- 26 Student Board Representative may:
- 27 • Attend some board special events and meetings after consultation with the Board mentor, and if  
 28 scheduling allows.
  - 29 • Present a report at regular meetings regarding student activities in the district.

- 30 Student Board Representative will NOT:
- 31 • Make motions, second motions, or vote.
  - Attend executive sessions.

- 1
- Hold board offices.
  - Participate in board discussions or receive board materials concerning topics such as, but not limited to sensitive personnel matters, legal action strategy, negotiations strategy, individual student discipline, or other confidential matters as deemed necessary by the Board.
  - Receive compensation for their service to the school board.
- 3  
4  
5

6 The Board will:

- The Chair shall appoint a board member to serve as a mentor to each of the student board members. This mentor shall serve as the primary contact between the student members and the full board. The mentor will work with the student board members to support scheduling, meeting preparation, and other duties as necessary.
  - Ensure that the Student Board Representative receives training and monthly materials needed to satisfactorily serve.
  - Consider, respectfully, the Student Board Representative's positions and recommendations as one element of its decision-making process.
- 7  
8  
9  
10  
11  
12  
13  
14

# Hickman County Board of Education

	Descriptor Term:  <h2 style="text-align: center;">Visitors to the Schools</h2>	Descriptor Code: <b>1.501</b>	Issued Date: <b>11/01/21</b>
		Rescinds: <b>1.501</b>	Issued: <b>07/01/19</b>

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all  
 2 visitors will report to the school office when entering the school and will sign a log book, present their  
 3 ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the Raptor  
 4 System each new school year by way of student packets and/or handbooks. Signs will be posted outside  
 5 of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the building  
 6 or on the school campus will be determined by the principal or designee. Guest passes shall be issued  
 7 for all persons other than students and employees of the school. <sup>1</sup>

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto  
 9 the grounds or into the school buildings during the hours of student instruction except students assigned  
 10 to that school, the staff of the school, parents of students, and other persons with lawful and valid business  
 11 on the school premises.

12 The principal or his/her designee has the authority to exclude from the school premises any persons  
 13 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students  
 14 on the premises, or on the premises for the purpose of committing an illegal act. <sup>2</sup>

15 The principal shall engage law enforcement officials when he/she believes the situation warrants such  
 16 measures.

17 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors  
 18 to school must be submitted to the principal.

---

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

---

Cross References

- Section 504/ADA Grievance Procedures 1.802  
 Vendor Relations 2.809  
 Security 3.205  
 Care of School Property 6.311

# Hickman County Board of Education

Descriptor Term:

**Student Concerns**

Descriptor Code:

**6.305**

Issued Date:

**04/03/23**

Rescinds:

**6.305**

Issued:

**02/01/21**

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students  
2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be  
3 appealed to the school principal/designee. To appeal, students shall contact the principal's office in their  
4 school and provide their name, the issue, and the reason for their appeal on a printed form available at  
5 the school office within four (4) school days. The appeal shall be decided confidentially and promptly,  
6 preferably within five (5) school days.

7 However, if the principal does not make a decision within five (5) school days or not to the satisfaction,  
8 students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee  
9 at the central office. The information provided should include the student's name, the school, and a  
10 description of the problem.

11 An investigation and decision shall be made within two (2) school days by the Director of Schools and  
12 communicated to the school principal and student by telephone. A written copy of the decision also shall  
13 be sent to the student and the principal.

14 If the decision is not made to the satisfaction of the students or parent(s)/guardian(s) they may appeal to  
15 the School Board within (5) school days. The information provided should include the student's name,  
16 the school, description of the complaint and all written documentation including but not limited to prior  
17 written decision(s) that were provided by the principal and Director of Schools. The student(s), or  
18 parent(s)/guardian(s) will send with their appeal whether it is to be an open or closed meeting  
19 (disciplinary hearing on suspensions of greater than 10 days only).

20 All documentation will be provided to the School Board from the Director of Schools.

21 The Board Chairman will call a special called meeting to handle the appeal.

22 An appeal from a disciplinary hearing (see conditions above) will only be in a closed meeting unless the  
23 student or student's parent or guardian requests in writing within 5 days after the receipt of written notice  
24 of the hearing that the hearing will be conducted as an open meeting. The Board cannot conduct any  
25 other business if the hearing is closed to the public.

26 The appeal will then be heard and voted on by the School Board and this decision will be final.

27 The Director of Schools will implement the decision of the School Board. A written copy of the decision  
28 will be sent to the principal, student, and parent (s)/guardian(s).

TCA 49-6-3401 (c)(6)

TCA 8-44-101

---

Cross References

Appeals To & Appearances Before the Board 1.404  
Instructional Program 4.100  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>School District – School Board            Legal Status and Authority</b>	Descriptor Code: <b>1.100</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>1.100</b>	Issued: <b>05/06/19</b>

1 The legal basis for education in the school district of Hickman County, Tennessee, is vested in the will  
 2 of the people as expressed in the Constitution of the state, the status pertaining to education, court  
 3 interpretation of the validity of these laws and the powers implied in them. School boards are instruments  
 4 of the state, and members of the Board are state officers chosen by citizens of the district to represent  
 5 them and the state in the management of the public schools.<sup>1</sup>

6 The official name of the school district shall be: Hickman County Schools.

7 The school district shall serve residents of Hickman County and non-residents under conditions specified  
 8 by state law and the Board of Education.<sup>2</sup>

9 The governing body shall be the Board of Education.

11 Because all powers of the Board lie in its action as a group, individual board members exercise their  
 authority over district affairs only as they vote to take action at a legal meeting of the Board.

12 In other instances, an individual board member, including the chairman, shall have power only when  
 13 specified by state law or when the Board, by vote, has delegated authority to him/her.

---

Legal References

1. TCA 49-1-101; TCA 49-1-102; TCA 49-6-3104
2. TCA 49-6-3104

---

Cross References

School Board Meetings 1.400

# Hickman County Board of Education

	Descriptor Term:  <b>Board Goals</b>	Descriptor Code: <b>1.1001</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>1.1001</b>	Issued: <b>05/06/19</b>

1 The Board is responsible to the people, for whose benefit the school district has been established. To  
2 meet this responsibility requires long-range planning in addition to attention to immediate problems.

3 The Board's primary objective is to establish those purposes, programs and procedures which will best  
4 produce the educational achievement needed by district students. The Board shall fulfill these  
5 responsibilities by functioning primarily as a legislative body to formulate and adopt policy and by  
6 evaluating results. Further, it must carry out its functions openly, while seeking the involvement and  
7 contributions of the public, students, and staff in its decision-making processes.

8 In accordance with these principals, the Board shall seek to achieve the following goals:

- 9 1. To provide leadership in order that the goals and objectives of the school district can be  
10 effectively carried out;
  - 11 2. To conduct Board business openly, soliciting and encouraging broad-based involvement in  
12 the schools' decision-making processes by the public, students and staff;
  - 13 3. To concentrate the Board's collective effort on its policy-making and planning  
14 responsibilities;
  - 15 4. To formulate board policies which best serve the educational interests of each student and  
16 which conform to state and federal laws;
  - 17 5. To provide the director of schools with sufficient and adequate guidelines for implementing  
18 board policies; and
  - 19 6. To maintain effective communication with the public, staff and students in order to be  
20 aware of attitudes, opinions, desires and ideas.
- 21  
22  
23  
24  
25

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>1.101</b>	Issued: <b>05/06/19</b>

1 The Board will be guided by the general mandatory powers and duties of the Board as defined through  
 2 statute which state or imply that a local Board of Education has full power to operate the local public  
 3 schools as it deems fit in compliance with state and federal mandates.<sup>1</sup> The Board functions only when  
 4 in session.

5 The Board sees these as its required functions:

- 6 1. **Policy Oversight:**<sup>2</sup> The Board will develop policy and employ a chief school administrator  
 7 who shall carry out its policies through the development and implementation of administrative  
 8 procedures. The Board will evaluate the effectiveness of its policies and their implementation.  
 9 This includes setting and evaluating goals in educational and financial areas.
- 10 2. **Educational Planning:**<sup>3</sup> The Board will require reliable information from responsible sources  
 11 which enable it and the staff to work toward the continuous improvement of the educational  
 12 program.
- 13 3. **Provision of Financial Resources:**<sup>1</sup> The Board will adopt a budget to provide the necessary  
 14 funding in terms of buildings, staff, materials and equipment to enable the school system to  
 15 carry out its functions.
- 16 4. **Interpretation:** The Board will keep the local community informed about the school and keep  
 17 itself informed about the wishes of the public. The Board will build public support for the  
 18 schools by involving the public in the planning process.

19 The Board will provide, within the financial limitations set by the community, the best educational  
 20 opportunities possible for all children.

21 The Board shall exercise its powers through the legislation of policies for the organization and operation  
 22 of the school district. The Board will delegate the administration of the schools to the director of schools.

---

Legal References

1. TCA 49-2-203
2. TCA 49-2-207
3. TCA 49-1-302(a)(1)-(3); TRR/MS 0520-02-01-.01

---

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>08/07/23</b>
		Rescinds: <b>1.102</b>	Issued: <b>08/01/22</b>

1 The legal status of board members shall be as follows:

2 **NUMBER<sup>1</sup>**

3 The Board is composed of seven (7) members. One member shall be elected from each school district,  
4 each school district being composed of one (1) County Commission district.

5 **QUALIFICATIONS**

6 Members of the Board shall be residents elected from districts of substantially equal population and  
7 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>1</sup>  
8 To qualify as a candidate, an individual must show proof of:

- 9 1. Graduation from high school or receipt of a high school equivalency credential approved by the  
10 State Board of Education;<sup>2</sup> and
- 11 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
12 deadline for running as a candidate.<sup>1</sup>

14 Members of the county legislative body and other county governmental officials shall not be eligible  
15 for election as members of the county Board of Education.<sup>3</sup>

16 **TERMS OF OFFICE**

17 Members of the Board shall serve four (4) year terms.<sup>1</sup>

18 **METHOD OF ELECTION**

19 Members of the Board shall be elected by qualified voters of Hickman County at the August election.

20 **VACANCIES**

21 Vacancies shall be declared to exist on account of death, resignation, removal from the district which  
22 elected him, removal from the school system or through due process proceedings.<sup>4</sup>

23 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
24 County Commission.<sup>5</sup> Such appointment shall continue until the next regular election.

---

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

# Hickman County Board of Education

	Descriptor Term: <b>Board Self-Evaluation</b>	Descriptor Code: <b>1.103</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>1.103</b>	Issued: <b>05/06/19</b>

- 1 For the purpose of improvement of school board leadership, the board of education will conduct an  
2 annual evaluation of its operational procedures.
- 3 This annual evaluation shall be developed based upon the following premises:
- 4 a) Board members shall know and be involved in the development of standards by which  
5 they will evaluate themselves.
- 6 b) Evaluation shall be at a scheduled time with no other items on the agenda and with all  
7 board members present.
- 8 c) The evaluation shall be a composite of individual board member's opinions but the  
9 board as a whole shall meet to discuss the results.
- 10 d) Evaluation shall include discussion of strengths as well as weaknesses.
- 11 e) The board is not required to limit itself to those items included in any formal evaluation  
12 instrument which is used.
- 13 f) Each judgment shall be supported by as much rational and objective evidence as  
14 possible.
- 15 g) At the conclusion of the evaluation, the board will develop a series of board goals for  
16 the ensuing year which are stated in terms of behavioral change or productivity gain.

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Memberships</b>	Descriptor Code: <b>1.104</b>	Issued Date: <b>08/01/22</b>
		Rescinds: <b>1.104</b>	Issued: <b>08/02/21</b>

- 1 The Board shall maintain membership in the Tennessee School Boards Association.<sup>1</sup>
- 2 The Board shall seek to participate as fully as possible in the activities of this organization. Information
- 3 obtained at conferences, conventions or workshops shall be shared at subsequent board meetings.
- 4 Dues for membership in the Tennessee School Boards Association shall be included in each annual
- 5 budget in accordance with state statute.
- 6 The Board may also maintain institutional membership in other educational organizations which the
- 7 Board finds to be of benefit to members and school system personnel.

---

Legal References

1. TCA 49-2-2001

---

Cross References

Board Member Development Opportunities 1.204

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>08/01/22</b>
		Rescinds: <b>1.105</b>	Issued: <b>08/02/21</b>

1 The Board will work for the passage of new laws designed to advance the cause of improving education  
2 and for the repeal or modification of existing laws and the defeat of proposed laws that impede this  
3 cause. To accomplish this:

- 4 1. The Board shall stay informed of pending legislation and actively communicate its concerns and  
5 make its position known to the elected representatives at both the state and national level;  
6
- 7 2. The Board shall work with other school boards in the state, local citizen groups, and other local  
8 officials in acquainting them with the board's legislative priorities and seek their support;  
9
- 10 3. The Board shall annually select one (1) of its members to serve as its representative to the  
11 Tennessee Legislative Network (TLN). The representative shall be a level one or greater board  
12 member and have been a delegate to the TSBA convention.  
13
- 14 4. The Board shall work with its TLN representative, with TSBA, and other concerned groups in  
developing an annual legislative program; and
- 15 5. The Board shall include in its budget appropriate resources, including travel expense, necessary  
16 for its TLN representative and other board members to accomplish its desired legislative goals.  
17  
18

---

Cross References  
Board Member Development Opportunities 1.204

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>08/07/23</b>
		Rescinds: <b>1.106</b>	Issued: <b>04/03/23</b>

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

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,  
 3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence  
 4 the vote, official action, or judgment of the board member or employee in executing decisions  
 5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or  
 6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive  
 8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are  
 9 provided in connection with a conference sponsored by an established or recognized statewide  
 10 association of school board officials or by an umbrella or affiliate organization of such statewide  
 11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)  
 14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.  
 15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall  
 16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of  
 17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of  
 18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of  
 20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and  
 21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or  
 23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,  
 24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a  
 25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public  
 30 censure, if warranted;
- 31

1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible  
2 disciplinary action, if warranted; or

3  
4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney  
5 for possible ouster or criminal prosecution.

6 **POINT OF CONTACT<sup>2</sup>**

7 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director  
8 of Schools shall provide the contact information to the Commission and ensure that any changes are  
9 submitted within thirty (30) calendar days.

---

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

---

Cross References

Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202

Hickman County Board of Education Code of Ethics

Conflict of Interest Disclosure Statement

Instructions: This form is for reporting personal interests required to be disclosed under Section 3 of the Code of this school system. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

- 1. Date of Disclosure: \_\_\_\_\_
- 2. Name of official or employee: \_\_\_\_\_
- 3. Office and position: \_\_\_\_\_
- 4. Description of personal interest (describe below in detail):

Signature of official or employee

Witness Signature

Printed name of Witness

# Hickman County Board of Education

	Descriptor Term:  <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.107</b>	Issued Date: <b>04/03/23</b>
		Rescinds:	Issued:

## 1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board  
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a  
5 business in which the board member is a sole proprietor, partner, or person having a controlling  
6 interest.<sup>1</sup>

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a  
8 reasonable person would infer affects his/her personal finances indirectly. If a board member has a  
9 direct interest but is the sole supplier of goods or services in the city or county, he/she would be  
10 considered indirectly interested in such a matter.<sup>2</sup>

## **DIRECT CONFLICT OF INTEREST<sup>1</sup>**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board  
14 member shall refrain from voting or discussing any matter related to that contract since he/she has a  
15 direct interest. Upon expiration, the contract shall not be renewed by the Board.<sup>3</sup>

16 This shall not prohibit any board member from voting on the school budget or any budget amendments  
17 unless the vote is on a specific budget amendment in which the board member is directly interested.<sup>4</sup>

## **INDIRECT CONFLICT OF INTEREST<sup>2</sup>**

19 A board member shall not be indirectly interested in any contract where the Board may be interested  
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be  
21 made at the board meeting in which the Board is taking action on the contract. A board member with  
22 an indirect interest is not required to refrain from voting on the contract.

## **PENALTY FOR UNLAWFUL INTEREST<sup>5</sup>**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes  
25 directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed  
26 from the Board and be ineligible to serve in the same or similar position for ten (10) years.

---

Legal References

1. TCA 12-4-101(a); Op. Tenn. Att’y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att’y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

---

Cross References

- Code of Ethics 1.106
- Duties of Board Members 1.202

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

**Instructions:** Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Description of conflict of interest (describe below in detail):

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Signature of Witness

## Conflict of Interest Statement

Because my \_\_\_\_\_ is an employee of the Hickman County School System, I have a conflict of interest in the proposal about to voted on. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens the Board represents.

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Nepotism</b>	Descriptor Code: <b>1.108</b>	Issued Date: <b>03/06/23</b>
		Rescinds: <b>1.108</b>	Issued: <b>06/05/22</b>

1 Whenever a person is considered by the director of schools for initial employment and that person is  
2 related to a member of the Board or the Director of Schools, employment shall not be allowed. Should  
3 a need arise to hire a "relative" of the Director or Board member, the Director can bring the matter to  
4 the Board in session which will require an affirmative simple majority roll call vote.

5 Whenever a person is considered by the director of schools for initial employment or transfer in the  
6 system and that person is related to a member of the Board, the director of schools, an administrator in  
7 the system, a county commissioner, or any appointed or elected county official, the relationship shall  
8 be publicly made known to the Board prior to the employment of such person.<sup>1</sup>

9 If a member of the Board has a relative who is an employee in the system, prior to voting on any  
10 matter of business that may have an effect upon the employment of the relative, the member shall  
11 declare such relationship. In making such a declaration, the member shall certify that his/her vote on  
12 the pending matter will be in the best interest of the school system.<sup>1</sup>

Two (2) or more employees who are relatives shall not be within the same line of supervision.

14 This shall not apply to any person within such a relationship who has been regularly employed by the  
15 Board prior to the inception of this relationship, adoption of this policy or board member's election  
16 and/or Director's appointment.

17 For purposes of this policy, the terms "related to" and "relative" include the following relationships:  
18 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,  
19 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.<sup>2</sup>

---

Legal References

1. TCA 49-2-202(a)(3)
2. TCA 49-2-202(a)(3)(B)

---

Cross References

Supervision 5.108  
Assignment/Transfer 5.115

# Hickman County Board of Education

	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>1.200</b>	Issued: <b>06/03/19</b>

- 1 At the third regular meeting in each fiscal year, the Board shall organize by electing a chairman<sup>1</sup> and a  
2 vice chairman to serve one-year terms or until a successor is named. A chairman pro tem shall be  
3 elected to preside during a meeting when neither the chairman or the vice chairman is present. In the  
4 event that an officer's seat on the board is vacated, the board shall elect a successor to serve the  
5 remainder of the officer's term. Each board officer shall be eligible for re-election.
- 6 If no officer of the Board is serving at the third meeting date of the fiscal year, any member shall call  
7 the meeting to order and preside until a chairman is elected as the first order of business.
- 8 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall  
9 assume all responsibilities of the chairman until a new chairman is elected.

---

## Legal References

1. TCA 49-2-202(c)(2)

# Hickman County Board of Education

Descriptor Term: <b>School Attendance Areas</b>	Descriptor Code: <b>1.703</b>	Issued Date: <b>12/07/21</b>
	Rescinds: <b>1.703</b>	Issued: <b>08/05/19</b>

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.<sup>1</sup>

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)

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Transfers Within the System</b>	Descriptor Code: <b>6.206</b>	Issued Date: <b>03/06/23</b>
		Rescinds: <b>6.206</b>	Issued: <b>05/02/22</b>

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

2 Each year, the Director of Schools/designee shall review the number of spaces available in each school  
 3 by grade, class, and program levels. This information shall be posted on the district's website along with  
 4 the dates of the district's open enrollment period. The open enrollment period shall last for thirty (30)  
 5 days and information about the number of seats available shall be posted for at least fourteen (14) days  
 6 prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at each  
 7 school to account for the enrollment of zoned students, siblings of students, and students who have a  
 8 parent/guardian employed at the school.<sup>2</sup>

9 During the district's open enrollment period each year, a parent/guardian may request that his/her child  
 10 attend a school within the district other than the one to which the child is zoned. The Director of  
 11 Schools/designee shall review such requests, and if adequate space is available, grant such transfers. If  
 12 the number of requests exceeds the number of available spaces, the Director of Schools/designee shall  
 13 implement a lottery to fill the available spaces.

The open enrollment process shall be completed before other nonresident transfers are approved.

15 **POST ENROLLMENT**<sup>1</sup>

16 Once accepted, the student shall provide his/her own transportation to and from the school. The student  
 17 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

18 **CHANGE IN RESIDENCE**<sup>1</sup>

19 Students whose families transfer their residence to another school area after the first month of school  
 20 may complete the school year at their former school. Students who present evidence that they will move  
 21 during the school year and who desire to enroll in a new school in the new area may do so with prior  
 22 written request for a change of school area.

23 **[NOTE: Not effective in the event of a federally mandated desegregation order.<sup>3</sup>]**

---

Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

---

Cross References

Student Assignments 6.205  
 Homeless Students 6.503  
 Students in Foster Care 6.505



# HOW TO START HWC IN YOUR COUNTY

## **1. CONTACT AND CONNECT COMMUNITY STAKEHOLDERS ABOUT HWC PROGRAM.**

UTILIZE FACTSHEET TO GENERATE INTEREST.

## **2. SCHEDULE STAKEHOLDER MEETING WITH STATEWIDE COORDINATOR. (1 HR)**

INCLUDE: LAW ENFORCEMENT LEADERSHIP, FIRST RESPONDER LEADERSHIP, SCHOOL DISTRICT LEADERSHIP, COMMUNITY PARTNERS (MENTAL HEALTH SUPPORT, SUBSTANCE MISUSE COALITIONS, AND HEALTH COUNCILS)

## **3. IF STAKEHOLDER GROUP APPROVES, SCHOOL DISTRICT DETERMINES NOTIFICATION LIST AND SENDS TO STATEWIDE COORDINATOR.**

BEST PRACTICE: CHOOSE AT LEAST 2 DISTRICT WIDE CONTACTS AND AT LEAST 2 CONTACTS AT INDIVIDUAL SCHOOLS. EXAMPLE: ADMINISTRATORS, CSH COORDINATOR/ DIRECTOR, SCHOOL COUNSELORS, SCHOOL SOCIAL WORKERS, SROS, SCHOOL NURSES ETC.)

## **4. ESTABLISH POINTS OF CONTACT AT EACH PARTICIPATING AGENCY/SCHOOL DISTRICT.**

## **5. REVIEW SAMPLE MOU. ONCE REVIEWED AND CONFIRMED WITH STATEWIDE COORDINATOR- MOU WILL BE SENT OUT VIA ADOBE SIGN FOR ALL PARTICIPATING PARTNERS TO SIGN.**

## **6. TRAINING NEEDS TO BE SCHEDULED FOR ALL PATROL/UNITS. THEY WILL RECEIVE QR CODE WINDOW CLINGS AT THAT TIME.**

ALL SHIFTS CAN BE TRAINED BY STATEWIDE COORDINATOR (10 MIN) ROLL CALL TRAINING OR TRAIN SUPERVISORS (30 MIN) WHO WILL THEN UTILIZE THE (10 MIN) ROLL CALL TRAINING.

## **7. SCHOOL CONTACTS WHO RECEIVE NOTIFICATIONS RECEIVE HWC TRAINING. (30 MIN- 1 HR)**

## **8. ENTIRE SCHOOL DISTRICT RECEIVES ACCESS TO HWC VIRTUAL ACADEMY AND BOOK STUDIES.**

## **9. IDENTIFY AND DEVELOP RESOURCE GUIDE (MENTAL HEALTH SUPPORT ETC.) FOR DISTRICT TO ATTACH TO NOTICES.**

## **10. SET IMPLEMENTATION DATE AND PROMOTE VIA LOCAL NEWS OUTLETS AND SOCIAL MEDIA.**

TNHANDLEWITHCARE.ORG  
STATEWIDE HWC COORDINATOR  
evangelina.watanabe@tn.gov



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 1

## MEDICAID REIMBURSEMENT PROGRAM – SCHOOL NURSING SERVICES PROGRAM ADMINISTRATION CONTRACT AGREEMENT

This Services Agreement (the “Agreement”) is made on this 19<sup>th</sup> day of July, 2023, by and between Hickman County Schools (hereinafter known as "**School District**") and **Stellar Therapy Services, LLC** (hereinafter known as "**Contractor**") with its principal office in Chattanooga, TN, 37421.

**WHEREAS**, the Centers for Medicare and Medicaid Services letter to State Medicaid Directors, SMD#14-006, dated December 15, 2014, states that Medicaid reimbursement is available for covered services that are provided to Medicaid beneficiaries regardless of whether there is any charge for the service to the beneficiary or the community at large; and the School District desires that the Contractor provide billing and related administrative services in connection with healthcare services provided to School District students who are TennCare enrollees.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, School District and Contractor hereby agree as follows:

1. **Term.** The term of this Agreement shall be from **July 1, 2023, through June 30, 2024**
2. **Administrative Services.**
  - (a) Contractor shall provide the following services to SCHOOL DISTRICT during the term of this Agreement (the “Administrative Services”):
    - On behalf of School District, Contractor shall prepare and submit to appropriate Managed Care Organizations (as defined under TennCare) all claims for identified eligible healthcare services that are provided to TennCare Eligible School District Students either by service providers who are directly employed by School District (“School District Providers”) or who have a current contract with Board of Education (“Contract Providers”).
    - Assist in credentialing of eligible providers on behalf of the School District. To be eligible for claiming, nursing services must be performed under the supervision and order of a Physician, a Physician’s Assistant, or a Nurse Practitioner. Claims for nursing services will be submitted using the credentials and provider number for the supervising Physician, Physician’s Assistant, or Nurse Practitioner.



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 2

- Ensure that all consents and physicians' orders on behalf of the TennCare Eligible School District Students are in place in order for Contractor to bill for services provided thereto.
- Assist in obtaining all billing numbers and credentials required for the School District to receive Medicaid payments.
- Train School District Providers or Contract Providers as needed on documentation and clinical requirements related to school-based healthcare services submitted for Medicaid reimbursement.
- Review and assist School District in the identification of appropriate notices and consents required to be provided students (or their parents or legal guardians) under applicable state and federal laws.
- Perform quality assurance reviews related to compliance with State and Federal regulations with results available to School District.
- Upon the date of expiration or termination of this Agreement for any reason (the "Termination Date"), Contractor shall have the option to bill exclusively for all claims for services provided to Eligible School District Students by School District Providers or Contract Providers having dates of service on or prior to the Termination Date (the "Pre-Termination Charges"). This option shall conclusively be deemed to have been exercised by Contractor unless Contractor notifies School District on or prior to the Termination Date that it has elected not to exercise this option. If Contractor exercises such option, Contractor shall bill exclusively for all Pre-Termination Charges and provide standard reports in connection therewith for a period of up to one hundred twenty (120) days following the Termination Date (the "Post-Termination Period"). Contractor shall have the right to reduce the duration of the Post-Termination Period at any time by providing written notice to School District specifying the shorter Post-Termination Period. Contractor shall continue to receive its monthly Administrative Services Fee on all Pre-Termination Charges collected during the Post-Termination Period. Upon expiration of the Post-termination Period, Contractor shall cease providing the Post-Termination Services to School District.

(b) The parties agree to work together in good faith to address issues arising under applicable state and federal laws, policies, procedures, and requirements pertaining to the Administrative Services, so that the Administrative Services shall be structured and performed in accordance with such laws.

(c) All revenue and income resulting from the Administrative Services hereunder shall belong to and accrue to the benefit of School District, unless otherwise agreed by the parties. The parties shall work



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 3

together to establish appropriate accounts into which such revenues shall be deposited in order to comply with applicable laws.

(d) During the term of this Agreement, School District will not use the services of any other billing or claims processing companies for the purpose of submitting claims for services performed by School District Providers or Contract Providers for TennCare Eligible School District Students.

(e) To the extent that is necessary to facilitate submission of claims for eligible services, Contractor shall provide services for the purpose of providing oversight for nursing services for identified students provided by School District healthcare workers and will serve as the billing entity for the nursing services. When these services are performed by a Physician's Assistant or Advanced Nurse Practitioner, Contractor will provide required physician oversight of the services according to Tennessee State laws. Subject to the terms of this Agreement, the time of performance of the Services shall be as mutually agreed upon by Contractor and School District. Contractor will follow established program protocols agreed upon by all parties.

(f) Contractor represents and warrants that s/he possesses all licenses and qualifications necessary to perform the Supervision Services and agrees to maintain (at his/her expense) such licenses and qualifications, and to conduct himself in accordance with the ethics and standards of the AANP, AAPA and AMA and all applicable rules and regulations according to the applicable health licensure for performance of the Services throughout the term of this Agreement.

(g) School District is prohibited from hiring or causing to be hired any person associated with the Contractor without the expressed written consent of the Contractor for a period of one year from the cessation of this contract or the cessation of working relationship of said person with Contractor.

### **3. Compensation.**

(a) In consideration for the Administrative Services provided by Contractor, School District agrees to pay Contractor a Fee for Administrative Services equal to thirty percent (30%) of total revenues received in connection with services provided to Eligible School District Students by School District Providers or Contracted Providers and billed by Contractor.

(b) Contractor will provide regular reports to School District of revenue received by Contractor as a result of services performed by school nurses. This revenue will be distributed monthly by Contractor to School District. The Fee for Administrative Services will be deducted from this disbursement. If revenue is received by School District directly from insurance companies, then Contractor shall invoice School District on a monthly basis for the Fees under



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

this Agreement, and SCHOOL DISTRICT shall be responsible for paying all Fees within thirty (30) days of receipt of Contractor's invoice therefor.

(c) The parties represent and warrant to the other that all compensation payable to Contractor by School District hereunder has been determined in arms-length bargaining and is consistent with fair market value. Furthermore, the parties represent and warrant that all compensation hereunder was not determined in a manner that takes into account the volume or value of any referrals or other business generated between the parties.

#### 4. FERPA Compliance.

School District and Contractor shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) (FERPA) and its accompanying regulations (34 C.F.R. 99). Contractor warrants that it is familiar with requirements of FERPA and its accompanying regulations and that it will comply with all applicable FERPA requirements in the performance of its duties in this contract. Contractor agrees to cooperate with School District as required by FERPA and its regulations in the performance of its duties in this contract. Contractor agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract (See Attachment).

#### 5. SCHOOL DISTRICT RESPONSIBILITIES.

(a) School District agrees to provide or cause to be provided to Contractor timely, accurate, complete and up-to-date information required by Contractor to perform the Administrative Services, which information may include without limitation demographic, charge, diagnosis, patient or treatment related information. School District represents and warrants that all clinical documentation provided to Contractor will be true, accurate and complete and up-to-date at the time of provision. School District will notify Contractor when it becomes aware that any inaccurate or incomplete information has been supplied to Contractor, including but not limited to errors that may affect CPT codes or ICD-10 codes or their equivalents. School District shall notify Contractor promptly of all non-chargeable patient visits or services.

(b) School District represents and warrants that the School District Providers and Contract Providers will perform their services in accordance with standards adopted by the governing bodies of their specialty and that such services are and will be medically necessary, usual, customary and reasonable.

(c) School District acknowledges that the timing and amount of collections generated by the Administrative Services are subject to numerous variables, and that School District's failure to comply with the requirements of this Agreement may materially interfere with the Administrative Services.



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 5

School District additionally acknowledges that Contractor's ability to perform the Administrative Services may be affected by the inability or failure of third party payors beyond the control of Contractor to accurately process data, complete provider enrollment or credentialing on a timely basis, or adopt systems to comply with requirements imposed by federal or state laws.

(d) If Contractor exercises its option to perform Post-Termination Services, then School District shall ensure that it provides to Contractor all data and back-up information pertaining to the Pre-Termination Charges promptly after receipt thereof. The parties acknowledge that Contractor cannot properly provide the Post-Termination Services without such data and information. If School District fails to comply with its obligations under this Section, School District agrees that it shall release and hold Contractor harmless from any claims, losses or damages relating to or arising from Contractor's performance of the Post-Termination Services.

6. **Professional Liability Insurance.** Contractor will provide proof of insurance with coverage and limits satisfactory to School District's Office of Risk Management.

7. **Acknowledgments.**

(a) Contractor and School District acknowledge and agree that Contractor will act as an independent contractor in the performance of the Services, and that this Agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between SCHOOL DISTRICT and Contractor. In that regard, while Contractor is subject to general terms and conditions in connection with the performance of the Services, Contractor and School District acknowledge that Contractor shall, at all times, exercise independent discretion and control over the performance of the Services.

(b) Contractor and School District acknowledge and agree that they have had a sufficient opportunity to review the terms of this Agreement.

(c) Contractor and School District acknowledge and agree that in executing this Agreement it is not relying nor has it relied upon any other representation or statement made by either party or by any of either party's owners, partners, officers, employees or agents with regard to the subject matter hereof. Both parties have carefully read and fully understand all of the provisions of this Agreement and are voluntarily entering into this Agreement.

8. **Force Majeure.** Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement, due in whole or in part to any cause beyond its sole control, including without limitation fire, accident, labor dispute or unrest, flood, riot, war, terrorism, rebellion, insurrection, sabotage, transportation delays, shortage of raw materials, energy or machinery, public health emergency, acts of God or the civil or military authorities of the state or nature, or the inability, due to the aforementioned causes, to obtain necessary labor or facilities.



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 6

9. **Tax Liabilities.** All taxes applicable to any amounts paid by School District to Contractor under this Agreement shall be Contractor's liability and School District shall not withhold or pay any amounts for federal, state or municipal income tax, Social Security taxes, or unemployment or worker's compensation taxes. Contractor hereby acknowledges its personal liability for the tax imposed by the Internal Revenue Code of 1986, and the payment, when applicable, of estimated quarterly taxes and the filing, when applicable, of quarterly Internal Revenue Service forms for the declaration of estimated tax by individuals. Upon request by School District, Contractor agrees that he will provide documentation evidencing compliance with all applicable federal, state and municipal tax laws, rules and regulations. Notwithstanding the foregoing, School District shall be solely responsible for all taxes associated with revenues generated from the services provided the TennCare Eligible School District Students by School District Providers and submitted to Managed Care Organizations by contractor as a part of the Administrative Services.

10. **Preservation of Records.** Contractor and School District agree that they shall cause the healthcare records generated in connection with the services of the School District Providers and Contract Providers to be maintained for at least seven (7) years after the furnishing of any healthcare services pursuant to this Agreement. To the extent required by applicable law, Contractor and School District shall, upon written request, make available to the Secretary of the Department of Health and Human Services (the "Secretary" or the Secretary's duly authorized representatives, the Comptroller General of the United States (the "Comptroller General") or the Comptroller General's duly authorized representatives, such books, documents or records as may be necessary to certify the nature and extent of the cost of any services rendered pursuant to this Agreement. All such books, documents and records shall be subject at all times to all applicable legal requirements, including, without limitation, such criteria and procedures for seeking and obtaining access as may be required in regulations promulgated by the Secretary.

11. **Notices.** Any notice or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by registered or certified mail, postage prepaid, addressed as set forth under each parties signature to this Agreement. Such notice or communication shall be deemed to have been given as of the date so delivered or mailed.

12. **Change Of Circumstances.** In the event (i) Medicaid, TennCare, any applicable third-party payer or any federal, state or local legislative or regulatory authority establishes or has any law, rule, regulation, policy, procedure or interpretation thereof which establishes a material change or has an adverse effect in the method or amount of reimbursement or payment for the use of or services services provided to Eligible School District Students by School District Providers and submitted to Managed Care Organizations by Contractor as a part of the Administrative Services, (ii) any or all of such payers/authorities establishes any law, rule, regulation, policy, procedure or interpretation thereof which establishes or creates a substantial



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 7

risk of violation of any federal, state or local anti-fraud and abuse law, or (iii) any or all of such payers/authorities impose requirements which require a material change in the manner of either party's operations under this Agreement and/or the costs related thereto, then, upon the request of either party affected by any such change in circumstances or adverse effect, the parties shall enter into good faith negotiations for the purpose of establishing such amendments or modifications as may be appropriate in order to accommodate the new requirements and change of circumstances while preserving the original intent of this Agreement to the greatest extent possible. If, after thirty (30) days of such negotiations, the parties are unable to reach an agreement as to how or whether this Agreement shall continue, then either party may terminate this Agreement upon thirty (30) days prior written notice.

13. **Governing Law.** This Agreement is made and entered into the State of Tennessee and shall in all respects be interpreted, enforced, and governed under the laws of that state.

14. **Severability.** Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

15. **Entire Agreement.** This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof. It is agreed that this Agreement may be modified only by written agreement, executed by both parties.

16. **Headings.** The headings inserted in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

17. **Counterparts.** This Agreement may be executed in two counterparts, both of which shall constitute an original.



**Stellar Therapy Services, LLC**

**PO Box 8114, Chattanooga, TN 37414**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement through their duly authorized representatives below.

**School District**

**Stellar Therapy Services, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SEND INVOICES TO:** \_\_\_\_\_

**EMAIL ADDRESS FOR INVOICES:** \_\_\_\_\_



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

Page | 9

## ATTACHMENT Authorization and Acknowledgement of Compliance of Privacy Laws

**Whereas,** School District has contracted with Stellar Therapy Services, LLC, for the provision of administrative and billing services related to certain healthcare services described within the contract.

**Whereas,** The above referenced contract may require the disclosure by the School District to Stellar Therapy Services, LLC, of certain personally identifiable student information that is confidential under the Family Educational Rights and Privacy Act (FERPA).

**Whereas,** 34 C.F.R. 99.31 and 34 C.F.R. 99.35, authorize an educational agency or institution to disclose personally identifiable information from an education record of a student without the consent required by Sec. 99.30 to authorized representatives of School District and local educational authorities in connection with an audit or evaluation of Federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

Therefore, the School District and Stellar Therapy Services, LLC, hereby agree as follows:

1. Stellar Therapy Services, LLC, is authorized to maintain certain student information for the sole purpose of compliance with the requirements of the above referenced contract. This personally identifiable student and parent information may include but not be limited to: Name, Social Security Number, Telephone Numbers, Attendance Record, Disability Information, Grades, Date of Birth, Address, Race, Gender, and Enrollment Record.
2. Stellar Therapy Services, LLC, as authorized representative of School District for the sole purpose of complying with the requirements of the above contract agrees to comply fully with FERPA by maintaining the confidentiality of all student information and to use the information solely to fulfill its obligations under the above referenced contract with School District.
3. Stellar Therapy Services, LLC, agrees to destroy all confidential student information when it is no longer needed for purposes of fulfilling its obligations under the above referenced contract.

### **Addendum to Master Services Agreement**

This document shall serve as an addendum to the Master Services Agreement dated 08/04/23 entered into by Hickman County Schools ("Customer") and Edblox, Inc., d/b/a Elevate K-12 ("Company"). Unless otherwise specifically noted in this Addendum, all terms from the original Master Services Agreement shall apply.

This Addendum shall define terms of increasing the programming that Customer has requested Company to provide over and above the originally specified terms in the Master Services Agreement dated 08/04/23.

Customer has requested Company provide the following program which exceeds the originally contemplated programming for the 2023-2024 academic year. The specifically requested increase in this programming shall not constitute an on-going increase in Scope of Services beyond the term of this specified request.

Schools:	East Hickman High School
Program Description:	High-Quality, Live Streaming Instruction for Tier 1 Classes
Content and Grade Level:	Spanish 1 and Spanish 2 (Grades 9 and 10)
Program Format:	5 days per Week, 4 periods per day, 48 minute periods
Program Launch Date:	September 27, 2023
Program Completion Date:	May 30, 2023
Program Budget / Pricing:	Minimum: \$124,000/ Maximum: \$248,000

This addendum shall become effective as of the date Customer and Company sign the document. Upon signature, Company shall invoice Customer for the full amount of the agreed upon price for this program and the balance shall be due within 30 days of invoicing.

Signed,

---

John Mullins  
Director of Schools  
Hickman County Schools

---

Edgar Ho  
CFO  
Edblox, Inc. d/b/a Elevate K-12

---

Date

---

Date



# Request for Qualifications for Design Professional Services

Issued by:  
Hickman County Schools

Issued: 9/1/2023

Due: 10/2/2023

## **REQUEST FOR QUALIFICATIONS DESIGN PROFESSIONAL SERVICES**

Hickman County Schools

The Hickman County School System, serving over 3,100 students across eight school campus sites, requests Statements of Qualifications from design professional firms who are qualified and experienced in the design of construction, rehabilitation, modernization, and upgrades of K-12 public school facilities in Tennessee, and are experienced working with construction managers, inspectors, contractors, and other facility related consultants to support the school system in establishing project scope, project budgets, and bidding procedures under the local, state, and federal guidelines.

The school system is seeking different scopes of work in relation to specific projects, and these projects will be principally funded with federal funding from the Innovative School Model Grant. Hickman County Schools is interested in building, upgrading, and maintaining a high quality, 21st century learning environment that will support various modalities of instruction and learning.

Each Statement of Qualifications should be presented in a bound 8½-inch by 11-inch vertical format. Each responding firm should submit one (1) original statement of qualifications with signatures and two (2) copies of each statement of qualifications along with a copy in electronic format. All Statements of Qualifications should be submitted to Hickman County Schools by no later than 3:00 p.m CT. on Monday, October 2, 2023, at the following address:

**Hickman County Finance Office  
ATTN: Hickman County Schools Design Professional RFQ  
114 North Central Avenue, Suite 203  
Centerville, TN 37033**

This Request for Qualifications does not commit the school system to award a contract or pay any costs incurred in the preparation of a statement responsive to this request. Hickman County Schools reserves the right to accept all or part of any statement or to cancel in part or in its entirety this Request for Qualifications. The school system further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of Hickman County Schools.

**REQUEST FOR QUALIFICATIONS  
DESIGN PROFESSIONAL SERVICES**

**SCHEDULE OF EVENTS**

<b>Event</b>	<b>Date</b>
Release of Request for Qualifications Documents.	September 1, 2023
Tour facilities/project sites upon request.	Upon appointment: September 4-22, 2023
Deadline for Submittal of Statements of Qualifications.	October 2, 2023
District reviews submissions.	October 3-13, 2023
(Optional) District interviews short list of candidates.	October 10-13, 2023
Final selection of Design Professional Recommendation to Board of Education.	November 6, 2023
Finalize contract (scope of work and fee).	Upon board approval
Notify all firms that a firm has been chosen.	Upon contract completion

\*All dates are subject to revision.

## General Instructions

### Submittal Requirements

Candidates should provide professional and comprehensive Design Services in cooperation with the school system. The intent of Hickman County Schools is to award a contract or contracts for design professional services for the capital projects funded through the Innovative School Model Grant funds, including but not limited to the following:

At East Hickman High School:

- Construction of an Animal Science Barn.
- Construction of an agricultural shop extension and an ambulance garage onto the existing agricultural shop.
- Adding air conditioning to the welding, auto mechanics, and construction shops.

At Hickman County High School:

- Construction of an ambulance garage.
- Renovation/Upgrade of a current dietetics and nutrition classroom/kitchen area.
- Replace the above with the general description of the projects.

Questions pertaining to this RFQ must be received by TIME on DATE. Address questions to the attention of Joseph Chilton, [joey.chilton@hickmank12.org](mailto:joey.chilton@hickmank12.org), (931) 729-3391 ext 2228.

Each candidate's Statement of Qualifications should respond according to the attached guidelines. Additionally, each candidate should be prepared to address the level of service and the design techniques and approach for executing the proposed services. Hickman County Schools will evaluate each Statement of Qualifications based on the information provided.

Submittals of Statements of Qualifications should be reviewed for accuracy before submission to the school system since they may not be adjusted after submission to the school system. Hickman County Schools will not be responsible for errors or omissions in any Statements of Qualifications. Failure to include all specified sections in the response to this RFQ may result in the disqualification of the candidate. Hickman County Schools reserves the right to reject any and all Statements of Qualifications, or to waive any irregularities, or informalities in the Statements of Qualifications.

Submittals should address the following:

I. **Cover Letter/Letter of Interest**

Provide a cover letter/letter of interest, signed by a principal of your firm, of not more than one page that includes the name, title, address, phone, and

email address for the primary contact for your firm. The cover letter should include a statement as to the availability of the firm to complete the work and the firm's current workload. The letter should demonstrate a general understanding of the needs of Hickman County Schools and how the candidate intends to fulfill them.

## II. **Firm Identification and Overview**

- **Legal Entity:** Describe the legal entity under which your organization operates.
- **Business Experience and Licensing:** Describe the business experience of your organization and address the following:
  - a. The year your organization was founded under the present name.
  - b. List any other or former names under which the organization has operated.
  - c. Indicate the number of years your organization has practiced as a design professional.
  - d. Describe your organization's annual revenues over the last five (5) years.
  - e. Describe your organization's current work backlog.
  - f. Provide locations of any branch offices. Indicate the office from which the proposed project will be served.
  - g. Provide your qualifying state business license number and professional registration number as applicable.
  - h. Indicate if your organization provides engineering services within the organization. If the organization does not have in-house engineering services, who do you typically work with on projects?
  - i. Provide the typical timeline for RFI's and submittals and the typical turnaround time for design completion.
  - j. Provide a summary and history of any and all claims, suits, arbitration or other proceedings filed by your firm against a public school district/community college district or against your firm by a public school district/community college district related to the provision of design professional services in the last seven (7) years. Provide a description of each claim/suit/proceeding, the amount of damages at issue in the claim/suit/arbitration/proceeding, the public entity that was involved and how the claim/suit/arbitration/proceeding was resolved.
  - k. Identify any projects or programs in which the firm was terminated from within the last seven (7) years, whether by cause or convenience, and the circumstances surrounding such terminations.

## III. **Experience**

- Provide a line item list of prior educational K-12 projects and clients that have been completed by your firm in the last seven (7) years.
- Describe the design and construction experience of your organization:

- a. Provide a list of modernization and new school projects currently in progress or under contract.
- b. Provide the following information on a completed project(s) of a comparable nature of the past two (2) years. (Maximum of five projects)
  - Name of Project
  - Location by city and state
  - Brief description of the project
  - Construction cost and year project was completed
  - Name and contact of owner's representative
  - Names and address of prime contractors for project
  - Indicate individuals who had responsibility for each project and whether these persons are still with your firm.
- Describe your organization's familiarity with the procedures and requirements of the following state and local agencies and their approval process:
  - State and Federal Department of Labor regulations for labor including but not limited to the Davis Bacon Act
  - Tennessee Department of Education
  - Tennessee Construction Codes and Regulations
- Describe your organization's experience and procedures for ensuring compliance with public works labor laws, codes, and regulations.

**IV. Project Team**

Provide an organization chart which illustrates the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Similarly, illustrate any consultant's key staff members and their roles on the project. Provide resumes for all key staff members.

**V. References**

List no more than ten (10) client references of similar projects. Provide Owner name, contact name, address, telephone number, and email address.

**VI. Insurance Certificate**

Provide a copy of your current certificate of insurance listing all coverage. Candidates must have the ability to secure insurance coverage and provide Proof of Certificate of Insurance, as described below:

- a. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
  - i. Owned, non-owned and hired vehicles;
  - ii. Blanket contractual;
  - iii. Broad form property damage
  - iv. Products/completed operations; and
  - v. Personal injury

- b. Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim.
- c. Workers' compensation insurance shall be maintained, in accordance with provisions of the Tennessee codes, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operation be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

Hickman County Schools has the right, and sole discretion, to reject any or all qualification packages without indicating the reason for such rejection and to waive any informality on any Statement of Qualifications received. The school system reserves the right, and sole discretion, to hire more than one candidate, delay the selection process, withdraw the RFQ, cancel the project(s), or proceed with the project(s) without the firm/individual. Hickman County Schools does not guarantee any work on all or any specific project(s). The school system is not committed to negotiate a contract with any candidate. Hickman County Schools may select an alternative design professional firm through any other means determined to be in the school system's best interest.

This RFQ shall not obligate Hickman County Schools to pay any costs or incur any liability for the preparation or presentation of a Statement of Qualifications submission. All costs associated with the preparation or submission of a Statement of Qualifications in response to the RFQ is solely the responsibility of the responding candidate.

In the event the school system elects to hold interviews and a candidate is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the firm with the authority to enter into a binding contract with Hickman County Schools attend the interview along with the proposed project team members.

Hickman County Schools shall review and assess all Statement of Qualifications to develop a list of top candidates and shall negotiate fees with the top candidate(s) to perform design professional services on a given project or projects. If fee negotiations with that candidate are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that firm, and proceed to negotiate with another firm on the list.

**Job Title:**  
**Central Office Secretary**

**Job Description**

The Central Office Secretary will assist the Child Nutrition Program, the Family Resource Centers, the Employee Eligibility Services, assist the agency Benefits Coordinator, the Director of Schools and any other Central Office department in need of assistance.

**Job Duties:**

The Central Office Secretary will:

1. Implement the new menu planning and analysis software for the Child Nutrition Program;
2. Gather nutritional information and product formulation statements for the Child Nutrition Program;
3. Input ingredients, create recipes and update menus for the Child Nutrition Program;
4. Post and manage menus on the Titan/Linq App for the Child Nutrition Program;
5. Support the Child Nutrition Program in collection of bad debt/unpaid meal charges;
6. Create negative balance reports for the Child Nutrition Program;
7. Assist the Family Resource Centers with Friday Friends, Pre-School In A Bag and Operation Santa Claus;
8. Conduct TBI background checks on employees/potential employees;
9. Input and organize data for payroll/insurance;
10. Collect and process timesheets for hourly and part-time employees;
11. Assist with the input of new employee insurance and payroll information;
12. Assist the Director of Schools by providing clerical and administrative support.

**Compensation:**

The Central Office Secretary will be paid according to the Central Office Secretary Salary Schedule (see attached).

**Hickman County Schools  
Central Office - Secretary  
Salary Schedule  
FY 2024**

**Approved July 10, 2023**

<b>Years of Experience</b>	<b>FY 2024 12 Mo Step</b>
SCO - 0	\$ 23,710
SCO - 1	\$ 23,853
SCO - 2	\$ 23,994
SCO - 3	\$ 24,138
SCO - 4	\$ 24,292
SCO - 5	\$ 24,433
SCO - 6	\$ 24,577
SCO - 7	\$ 24,720
SCO - 8	\$ 24,861
SCO - 9	\$ 25,015
SCO - 10	\$ 25,443
SCO - 11	\$ 25,586
SCO - 12	\$ 25,739
SCO - 13	\$ 25,882
SCO - 14	\$ 26,024
SCO - 15	\$ 26,463
SCO - 16	\$ 26,605
SCO - 17	\$ 26,749
SCO - 18	\$ 26,891
SCO - 19	\$ 27,033
SCO - 20	\$ 27,472
SCO - 21	\$ 27,615
SCO - 22	\$ 27,758
SCO - 23	\$ 27,911
SCO - 24	\$ 28,054
SCO - 25	\$ 28,481
SCO - 26	\$ 28,635
SCO - 27	\$ 28,777
SCO - 28	\$ 28,920
SCO - 29	\$ 29,063
SCO - 30	\$ 29,502
SCO - 30+	\$ 29,502

Exhibit 1

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Book Fair (CES)

Proposed fundraising activities: Fall Bookfair

10/23 - 10/30/23

Purposed Uses of funds raised

Library books and supplies/equipment

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

Method by which school will receive profit profit calculated and  
withheld from amount pd to Scholastic

Requested by Joann Cochran Date 8/2/23  
Name/Title CES Librarian

Approved by Jennifer Hodgins Date 8/3/23  
Principal

Approved by John Mullins Date 8-11-23  
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**

*John Mullin's*

Fund/account name 30201

Proposed fundraising activities: Kona Ice  
at open house 8/31/23 5:00-6:30

Purposed Uses of funds raised PBIS

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
families that visit Open House

Method by which school will receive profit check from vendor

Requested by Shelda Jualts Date 8/8/23  
Name/Title

Approved by Jennifer Hudgin Date 8/8/23  
Principal

Approved by John Mullin's Date 8-11-23  
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 Fall Book Fair

Proposed fundraising activities: \_\_\_\_\_

Literati Book Fair

Purposed Uses of funds raised

The library budget comes from the money raised

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

school-wide

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

We keep our profit at the end of the fair and send the remaining money to the company.

Requested by Rebekah Sorensen, Librarian Date 8/14/2023  
Name/Title

Approved by Luzha Coble Date 8/18/23  
Principal

Approved by John Mullins Date 8-18-23  
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 Spring Book Fair

Proposed fundraising activities: \_\_\_\_\_

Literati Book Fair

Purposed Uses of funds raised

Library Budget

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

school-wide

Method by which school will receive profit We  
will keep our profit at  
the end of the year and send the remaining money  
to the company.

Requested by Rebekah Sorensen, Librarian Date 8/14/2023  
Name/Title

Approved by Lizha Coble Date 8/18/23  
Principal

Approved by John Mullins Date 8-18-23  
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 Back to school Bash 8/25/23

Proposed fundraising activities: Kona Ice will sell  
Ice and school get % profit.

Purposed Uses of funds raised PBIS Rewards for  
Students good Behavior.

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

Method by which school will receive profit Kona Ice will sell  
shaved ice to parents & student and will give  
School % profit

Requested by Darlene Saleh / Bookkeeper Date 8-11-23  
Name/Title

Approved by Keisha Coble Date 8/11/23  
Principal

Approved by John Mullins Date 8/11/23  
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 East Hickman Intermediate School

Proposed fundraising activities: Eagle Strut - Students will walk laps for donations raised.

Purposed Uses of funds raised

PBIS Supplies

School Safety measures

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

Students will collect donations.

Method by which school will receive profit Donations

Requested by

Deana Graham  
Name/Title

Date

8-22-2023

Approved by

Marcy Howell  
Principal

Date

8-22-23

Approved by

Belisha A  
Director of Schools\*

Date

8-22-23

\* 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 CLS Book fair

Proposed fundraising activities: Scholastic Bookfair

Oct 16 - 27

Purposed Uses of funds raised to purchase new books  
and library materials

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

Method by which school will receive profit Cash

Requested by Bethany Powers / Librarian Date 8/7/2023  
Name/Title

Approved by Rose Date 8/8/23  
Principal

Approved by John Mullins Date 8-8-23  
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: EHMS Baseball

Proposed Fundraising Activities: Work concession stand for EHHS football games to receive 20%

Proposed Uses of Funds Raised: baseball equipment

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

EHMS baseball team

Method by which school will receive profit: cash or checks

Requested by (Name/Title): Tara Rhea, AD

Date: 7/30/23

Approved by (Principal):

Louette A. Totty

Date:

8/9/23

Approved by  
(Director of Schools):

John Mullins

Date:

8-9-23

# PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: P. HALL / GOLF

Proposed Fundraising Activities: GOLF BALL DROP!

Sell golf balls and when dropped the closest to flag wins prize. To happen @ a home Football game

Proposed Uses of Funds Raised: Equipment / simulator advancements  
uniforms / course fees

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

ETHS Golf Students + Staff

Method by which school will receive profit: Cash/check

Requested by (Name/Title): [Signature] PE Date: 7/31/23

Approved by (Principal): Loretta A. Totty Date: 7/31/23

Approved by (Director of Schools): [Signature] Date: 8-15-23

Golf Fundraiser - Golf Ball Drop

Golfers will sell golf balls to be dropped from height (mechanism to be determined) during half-time at a football game. There will be a golf flag on the field. Closest balls to the flag will win a prize. Prizes will be donated by local businesses. Golfers will pick up balls after drop.

JM  
8-15-23

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Baseball

Proposed fundraising activities: Sponsorship Drive

Purposed Uses of funds raised

Baseball team expenses for 2024 season

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

Baseball team

Method by which school will receive profit Sponsors will make donations  
and receive a sign to hang on the fence during the season.

Requested by Clay Chen / Head Coach Date 8-24-23  
Name/Title

Approved by Jina S. Shipp Date 8-24-23  
Principal

Approved by John Mullins Date 8-24-23  
Director of Schools\*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Sell concessions during WIN time (happens app. every 4 weeks as a

Purposed Uses of funds raised reward to student for doing "What Is Needed!")

← Purchase rewards for students + teachers

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

School-wide (students who are eligible to attend)

Method by which school will receive profit Currency

Requested by Ron Potts AP Date 8/28/23  
Name/Title

Approved by Jina S. Shippe Date 8-28-23  
Principal

Approved by John Mullens Date 8-29-23  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Girls BASKETBALL

Proposed fundraising activities: Free Throw A Toss

Purposed Uses of funds raised

To buy uniforms, hoodies, shirts & shoes

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

HHS Girls Basketball team

Method by which school will receive profit CASH

Requested by Ron Purkett / Coach Date 8/21/23  
Name/Title

Approved by Anna S. Shupp Date 8-23-23  
Principal

Approved by John Mullens Date 8-23-23  
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 Beta Club

Proposed fundraising activities: Fish Fry @ Football  
game

Purposed Uses of funds raised  
to be able to attend state  
convention

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

Method by which school will receive profit donations & the  
sell of fish plates for \$12

Requested by Kim TOMY / Beta Date 8-31-23  
Amanda Mayberry - Parent  
Name/Title

Approved by [Signature] Date 8-31-23  
Principal

Approved by [Signature] Date 8-31-23  
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 Beta Club

Proposed fundraising activities: Fish Fry (plate) during homecoming game

Purposed Uses of funds raised for Beta to attend the convention

Expected student involvement (school-wide or specific school organization) Beta Club ~~members~~ parents

Method by which school will receive profit donations and \$12 Fish plates (maybe snow cones)

Requested by Kim Totty / Sponsor Date 9-1-23  
Name/Title

Approved by Ima S. Suppe Date 9-1-23  
Principal

Approved by John Mullins Date 9-1-23  
Director of Schools\*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ELC 806

Proposed fundraising activities: Dazz Cycle Students collect and organize used ink cartridges for recycling.

Purposed Uses of funds raised Classroom materials

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

ELC class w/ some Peer support

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

Requested by [Signature] Levi Griego ELC Teacher Date 8.17.23  
Name/Title

Approved by [Signature] Date 8/18/23  
Principal

Approved by [Signature] Date 8-18-23  
Director of Schools\*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name ELC 806

Proposed fundraising activities: Bulldog Bakery making home made Baked goods to sell and Bulldog/HCHS crafts made by students to sell

Purposed Uses of funds raised Classroom materials

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

Service provided to school-wide. General ed Peers support Special Ed students in Vocational skills training

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

Requested by [Signature] Levi Griego ELL Teacher Date 8.17.23  
Name/Title

Approved by [Signature] Date 8/18/23  
Principal

Approved by [Signature] Date 8-18-23  
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 Class of '24

Proposed fundraising activities: chocolate sales

Purposed Uses of funds raised  
senior trip

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

Method by which school will receive profit chocolate sales

Requested by K. Carter Date 8/3/23  
Name/Title

Approved by R. A. Date 8/4/23  
Principal

Approved by John Mullins Date 8.7.23  
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.

**SCHOOL SUPPORT ORGANIZATIONS  
PROPOSED FUNDRAISING ACTIVITIES**  
(Pursuant to Section 49-2-604, TCA,  
To be submitted prior to scheduling any fundraising activity.)

IN COMPLIANCE WITH SCHOOL BOARD POLICY 2.404 AND TCA SECTION 49-2-601 ET SEQ., OUR SCHOOL SUPPORT ORGANIZATION SUBMITS THIS PROPOSED FUNDRAISING ACTIVITY FOR THE DIRECTOR'S APPROVAL. WE REALIZE THAT THE DIRECTOR SHALL CONSIDER, AT A MINIMUM, THE FOLLOWING WHEN APPROVING OR DENYING A REQUEST BY A SCHOOL SUPPORT ORGANIZATION TO ENGAGE IN A FUNDRAISING ACTIVITY:

- 1) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within the district, and
- 2) Whether the fundraising activity is consistent with the goals and mission of the school and/or the school district.

The undersigned submits that this fundraising activity is consistent with the goals and mission of the school and/or the school district, as well as the organization's mission, goals, and objectives.

ORGANIZATION: Buck of the Net

DATE OF PROPOSED FUNDRAISING Fall 2023 (Aug-Oct)

PROPOSED FUNDRAISING ACTIVITY: Selling mums. Student/Athletes will  
presale mums and remainder will be sold by Show and sell  
at local locations.

PROPOSED USES OF FUNDS RAISED: team uniforms, new field equipment,  
concession stand improvements

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

REQUESTED BY [Signature] Treasurer  
Signature/Title

DATE 8/11/23

REVIEWED BY [Signature]  
School Principal/Designee

DATE 8/14/23

APPROVED BY [Signature]  
Director of Schools/Designee

DATE 8-14-23



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

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**RONALD GAMMONS**  
8419 Rice Ln., Lyles, TN 37098

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

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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

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

**School Support Organization  
Request For Fundraising Activities**

Organization HCHS Volleyball Team

Proposed Fundraising Activity Tshirt Sales

Date(s) Aug 28 - Sept 15

Location(s) HCHS

Requested By Pechel Hudgins (Head Coach) 8/15/23  
President/Chair of Organization Date

Recommended By [Signature] \_\_\_\_\_  
Principal Date

Approved [Signature] 8-15-23  
Director of Schools or Designee Date

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

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

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Construction

Proposed fundraising activities: wood crafts/Projects Built by Students

Purposed Uses of funds raised  
All funds raised will go in our Class account

Expected student involvement (school-wide or specific school organization)  
All CTE construction classes

Method by which school will receive profit Donation and or Sale

Requested by Wesley Whitaker Date 8-29-23  
Name/Title

Approved by [Signature] Date 8-29-23  
Principal

Approved by John Mullens Date 8-29-23  
Director of Schools\*

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



# PROPOSED FUNDRAISING ACTIVITIES

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

Fund/Account Name Cross Country

Account Number 616

Proposed fundraising activities: Annual smart card sale

Purposed Uses of funds raised: To raise money for meet & conference dues for the season.

Expected Student involvement (school-wide or specific school organization): 15-20 students on the XC teams

Method by which school will receive profit: School will receive all money collected and then send a check to Innovative Funding for their cut.

Requested by: [Signature]  
Name/Title

7/31/23  
Date

Approved by: [Signature]  
Principal

\_\_\_\_\_  
Date

Approved by: John Mullens  
Director of Schools\*

8-4-23  
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.



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

RONALD GAMMONS  
8419 Rice Ln, Lyles, TN 37098

TIM HOBBS  
9220 Old Bon Aqua Rd Bon Aqua TN 37025

JIM HUGGINS  
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, Nunnally, TN 37137

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

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band Boosters <sup>and choir</sup>

Proposed Fundraising Activity Calendar Fundraiser

Date(s) Sept 1-30

Location(s) East Hickman High School & Community

Requested By Judy Allen 8/8/23  
President/Chair of Organization Date

Recommended By [Signature] 8/10/23  
Principal Jojo Nordhe Date

Approved John Mullins 8-11-23  
Director of Schools or Designee Date

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

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



AMY BRYANT  
9589 S Lick Creek Rd Lyles, TN 37098

RONALD GAMMONS  
8419 Rice Ln, Lyles, TN 37098

TIM HOBBS  
9220 Old Bon Aqua Rd Bon Aqua TN 37025

JIM HUGGINS  
1297 E Grinders Switch Rd Centerville TN 37033

JANE HERRON  
1222 Hwy 100 Centerville, TN 37033

STEVE GIANAKOS  
8792 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 East Hickman Board and Choir Boosters  
and Bake Sale.

Proposed Fundraising Activity Car wash @ Pizza hut in Fairview

Date(s) 8/18/23

Location(s) Pizza hut in Fairview TN

Requested By [Signature] 8/8/23  
President/Chair of Organization Date

Recommended By [Signature] 8/10/23  
Principal [Signature] Date

Approved [Signature] 8-11-23  
Director of Schools or Designee Date

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

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



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

RONALD GAMMONS  
8419 Rice Ln, Lyles, TN 37098

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

JIM HUDGINS  
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  
8792 Dogwood Dr, Bon Aqua, TN 37025

VANCE WILLIS  
2868 Hwy 48 N, Nunnely, TN 37137

**School Support Organization  
Request For Fundraising Activities**

Organization East Hickman Band and Cheer Boosters

Proposed Fundraising Activity Concessions @ Football games

Date(s) Fall 2023

Location(s) East Hickman High School

Requested By [Signature] 8/8/23  
President/Chair of Organization Date

Recommended By [Signature] 8/10/23  
Principal [Signature] Date

Approved [Signature] 8-11-23  
Director of Schools or Designee Date

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

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Gov't Club Account

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

Proposed fundraising activities: My husband donates tax-free to my  
my classroom through his company - AT&T

Purposed Uses of funds raised: AP History, to support my History classroom

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

Method by which school will receive profit: check

Requested by: Robin Castlesberry  
Name/Title

8/10/23  
Date

Acknowledge by: Joe Nadke  
Bookkeeper

8-10-23  
Date

Approved by: [Signature]  
Principal

8/10/23  
Date

Approved by: John Mullins  
Director of Schools\*

8-11-23  
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 Meat sticks sale (Class of 2026)

Proposed fundraising activities: Book store will sell meat sticks for \$1.50 each between classes, whenever book store is open.

Purposed Uses of funds raised

Class of 2026; Sophomore class: fund for any necessary expenses to include their Senior trip, graduation or other necessary expenses.

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

Entire student/faculty/staff

Method by which school will receive profit Avg. annual profit is \$700.00 - \$1,000.00

Requested by Tracy Poth/teacher Date 7/31/23  
Name/Title  
lead class sponsor

Approved by [Signature] Date 5/1/23  
Principal

Approved by [Signature] Date 8-11-23  
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 Class of 2026

Proposed fundraising activities: class t-shirt sales

Purposed Uses of funds raised profits from sale of

shirts ordered will help class of 2026 with necessary expenses such as senior trip, graduation, end of year awards.

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

Class of 2026 - Sophomore students

Method by which school will receive profit After cost of shirt is paid remainder of money will go into class of 2026 fund.

Requested by Tracy Potts/Teacher Date 7/31/23  
lead class Name/Title sponsor

Approved by [Signature] Date 8/1/23  
Principal

Approved by [Signature] Date 8-11-23  
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 Calendar sale (Class of 2026)

Proposed fundraising activities: see attached sheets  
for explanation - Month of sale TBD.

Purposed Uses of funds raised

Class of 2026 - Help with  
Necessary class expenses such as Senior trip,  
graduation, end of year awards or other  
Necessary expenses.  
Expected student involvement (school-wide or specific school organization) 1st year

we had 6 students participate and  
Raised \$2,176.00

Method by which school will receive profit returned donations  
as listed on calendar.

Requested by Tracy Poth / teacher Date 7/31/23  
Name/Title

lead class sponsor

Approved by [Signature] Date 8/1/23  
Principal

Approved by John Mullins Date 8-11-23  
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.

# Class of 2026 Calendar Fundraiser

I, \_\_\_\_\_, agree to participate in the 2026 Calendar Fundraiser during the  
Student's name neatly printed  
month of TBD. When I return this agreement with a parent's signature I will receive my calendar and money envelope. I accept full responsibility to return the calendar and money donated. Calendars **MUST** be returned even if no donations were received; **if unable to get donations, simply return the original calendar and owe nothing.** Each calendar is numbered and assigned to a specific freshman. Calendars are printed on blue cardstock and embossed to preserve integrity of original calendars, NO copies can be accepted. **Lost or stolen calendars will require total payment of \$496.00.** To clarify liability: **if unable to get donations, simply return the original calendar and owe nothing.**

I, \_\_\_\_\_, grant my child, \_\_\_\_\_, permission to  
Neatly print parent/guardian's name Neatly print child's name  
participate in this calendar fundraiser. By signing this permission form I accept full responsibility to turn in donated funds and the calendar. **if unable to get donations, simply return the original calendar and owe nothing. Lost or stolen calendars will require a total payment of \$496.00.** EHHS **MUST** have a way to verify that money collected goes to the intended recipient: Class of 2026.

YES, I ACCEPT FULL RESPONSIBILITY THAT FUNDS

NEATLY PRINT PARENT/GUARDIAN'S NAME

COLLECTED AND THE CALENDAR WILL BE RETURNED TO MS. TRACY POTH NO LATER THAN TBD. PLEASE SIGN BELOW

THIS FORM MUST BE SUBMITTED TO TRACY POTH BEFORE A CALENDAR WILL BE GIVEN TO A STUDENT.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

Parents and students, this fundraiser, if successful, will earn the class of 2026 enough money to pay for graduation, end of year plaques and we will have funds to help pay for a nice senior trip. 20 participants would net \$9,920.00 with VERY little effort. Let's DO this !!!!

[tracy.poth@hickmank12.org](mailto:tracy.poth@hickmank12.org) 670-1366 Ext. 106

gm  
8-11-23

Neatly print donors first and last name and contact number on the date they select.  
Amount donated should match date- Example 4th = 4.00 donation

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	<i>Thank you for supporting the Class of 2026</i>	<b><i>Every little bit helps</i></b>	<i>So proud to be a member of the Class of 2026</i>	<i>Every dollar goes a long way</i>	<b><i>Total donated:</i></b>

## Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315

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

Proposed Fundraising Activities:

- Spring Plant Sale

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- Agriculture and FFA Students will sell tomatoes, ferns, wandering jews, mixed flower baskets, marigolds, and peppers to the Hickman County Community.

Method by which school will receive profit:

- The sale of plants grown in the EHHS Greenhouse.

Requested By (Name and Title):

\_\_\_\_\_

Date: 8/10/2023

Approved By (Principal):

\_\_\_\_\_

Date: 8/10/23

Approved By (Director of Schools):

\_\_\_\_\_

Date: 8-11-23

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315  
Account Number: \_\_\_\_\_

Proposed Fundraising Activities:

- Winter Fruit Sale

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- Fruits, jellies, jams, and meat sticks will be sold by FFA and Agriculture students through the Christian Kropf Fundraising Traditions Company to the East Hickman / Hickman Community.

Method by which school will receive profit:

- The sale of fruits, jellies, jams, and meat sticks.

Requested By (Name and Title):

*[Signature]* Date: 8/10/2023

Approved By (Principal):

*[Signature]* Date: 8/10/23

Approved By (Director of Schools):

*[Signature]* Date: 8-11-23

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315  
Account Number: \_\_\_\_\_

Proposed Fundraising Activities:

- Donations at EHHS Football Tailgate Pregame Gathering

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- Students will tailgate before the start of home football games grilling hamburgers and hotdogs that can be purchased for a donation to the community.

Method by which school will receive profit:

- The sale of hamburgers, hotdogs, and drinks to the community.

Requested By (Name and Title):

Theresa Leigh Withers Date: 8/10/2023

Approved By (Principal):

[Signature] Date: 8/10/23

Approved By (Director of Schools):

John Mullins Date: 8-11-23

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315

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

Proposed Fundraising Activities:

- Annual Fall Meat Sale

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- Meats will be sold by FFA and Agriculture students through the Southern Heritage Company to the East Hickman / Hickman Community

Method by which school will receive profit:

- The sale of meats for Thanksgiving

Requested By (Name and Title):

*Myles Kyle Williams*

Date: 8/10/2023

Approved By (Principal):

*[Signature]*

Date: 8/10/23

Approved By (Director of Schools):

*John Mullins*

Date: 8-11-23

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315  
Account Number: \_\_\_\_\_

Proposed Fundraising Activities:

- Fall T-Shirt Sale

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- T-Shirts will be sold by and to FFA and Agriculture students, EHHS faculty and staff, and the community.

Method by which school will receive profit:

- The sale of FFA T- Shirts.

Requested By (Name and Title):

*Mylee Lyle Williams*

Date: 8/10/2023

Approved By (Principal):

*[Signature]*

Date: 8/10/23

Approved By (Director of Schools):

*John Mullins*

Date: 8-11-23

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

Revised 4/20/19

Proposed Fundraising Activities



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

Fund / Account Name: East Hickman Future Farmers of America Chapter 0315  
Account Number: \_\_\_\_\_

Proposed Fundraising Activities:

- Winter Strawberry Sale

Proposed Uses of Funds Raised :

- To support the East Hickman FFA chapter and its activities.
- To support EHHS Greenhouse

Expected Student Involvement (School-wide or Specific School Organization):

- Strawberries will be sold by FFA and Agriculture students through the Southern Heritage Company to the East Hickman / Hickman Community

Method by which school will receive profit:

- The sale of strawberries.

Requested By (Name and Title):

*Myra Leigh Crutten* Date: 8/10/2023

Approved By (Principal):

*[Signature]* Date: 8/10/23

Approved By (Director of Schools):

*John Mullens* Date: 8-11-23

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

Revised 4/20/19

BOB BRYANT  
3588 S. Lick Creek Rd. Lyles, TN 37080

RONALD GAMMONS  
6416 Rice Ln. Lyles, TN 37080

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

JIM HUGHINS  
2287 E. Gundersen Swick 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  
8752 Dogwood Cir. Bon Aqua, TN 37025

VANCE WILLIS  
2850 Hwy 45 N. Nashville, TN 37117

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band & Choir Booster

Proposed Fundraising Activity Car wash

Date(s) Aug 25<sup>th</sup> 2023

Location(s) Tractor Supply Decatur TN

Requested By [Signature] 6/13/23  
President/Chair of Organization Date

Recommended By [Signature] 8/14/23  
Principal Date

Approved [Signature] 8-14-23  
Director of Schools or Designee Date

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

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta

Proposed fundraising activities: snowcone sells

at ~~the~~ Two Football Games: Sept. 7<sup>th</sup> + Sept. 14<sup>th</sup>

Purposed Uses of funds raised <sup>Hcms</sup>  
to attend the state Beta  
Convention

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

Beta Club / any person wanting a snow cone

Method by which school will receive profit currency from  
snow cone sells

Requested by Kim Totty / Sponsor Date 9-5-23  
Name/Title

Approved by Janie L. Shipp Date 9-5-23  
Principal

Approved by John Mullins Date 9-5-23  
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 Beta Club - Hickman Co. Middle School

Proposed fundraising activities: Tailgate Party - after  
school activities until volleyball game 9/15/23

Purposed Uses of funds raised  
Beta Club Convention

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

Method by which school will receive profit currency

Requested by Shelby Hoover / <sup>Student</sup> Advocate Date 9/5/23  
Name/Title

Approved by Jana S. Sheps Date 9-5-23  
Principal

Approved by John Mullins Date 9-5-23  
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 Spike Hike, September 15<sup>th</sup>, 2023

Proposed fundraising activities: Walk/Run

Purposed Uses of funds raised

~~General Funds~~  
(Ice Maker, Basketball Goal, Rock (landscape))  
for the gym                      for 6<sup>th</sup> gr. recess area                      for area outside of 8<sup>th</sup> gr. classrooms

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

School wide

Method by which school will receive profit donations

Requested by Shelly Owens  
Healthy School Team  
Name/Title

Date 9-5-23

Approved by Jina S. Shigler  
Principal

Date 9-5-23

Approved by John Mullins  
Director of Schools\*

Date 9-5-23

\* 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 \_\_\_\_\_

Proposed fundraising activities: Concession Stand, Trunk-or-treat + Outdoor Movie  
Concession booths, etc. (Friday, October 27<sup>th</sup>)

Purposed Uses of funds raised

maintain positive climate & culture  
of faculty and staff.

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

N/A

Method by which school will receive profit

proceeds from  
concessions & products sold

Requested by

Dereck Hale  
Name/Title

Date

8/31/2023

Approved by

Marcy Truitt  
Principal

Date

8-31-23

Approved by

John Mullins  
Director of Schools\*

Date

8-31-23

\* 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 FBLA

Proposed fundraising activities: Calendar Fundraiser

Purposed Uses of funds raised  
Competitions, T-shirts, Field Trips

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
5-7 students

Method by which school will receive profit donations received  
by students.

Requested by Becky Cude  
Name/Title

Date 9-8-23

Approved by [Signature]  
Principal

Date 9/8/23

Approved by John Muller  
Director of Schools\*

Date 9-8-23

\* 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 Walk the Dawg

Proposed fundraising activities: School-wide walk/run  
to receive pledge/donations

Purposed Uses of funds raised  
rewards and materials

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

Method by which school will receive profit Cash/check  
pledges/donations

Requested by Tarran Lawson/AP Date 9/8/23  
Name/Title

Approved by [Signature] Date 9/8/23  
Principal

Approved by John Mullins Date 9-8-23  
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 Boo Bash

Proposed fundraising activities: after school event with  
activities including trick or treat, haunted  
house, glow party & concessions  
Purposed Uses of funds raised

PBIS (rewards (materials

Expected student involvement (school-wide or specific school organization) 200

Method by which school will receive profit sale of concessions  
and haunted house

Requested by Tamara Lawson Date 9/8/23  
Name/Title

Approved by Rose Date 9/8/23  
Principal

Approved by John Mullin Date 9-8-23  
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.

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

---

## TSBA Fall District Meeting

1 message

---

**noreply@tsba.net** <[noreply@tsba.net](mailto:noreply@tsba.net)>

Tue, Aug 1, 2023 at 11:40 AM

To: [john.mullins@hickmank12.org](mailto:john.mullins@hickmank12.org)Cc: [debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net) . . .

Dear John Mullins,

We have received your registration for the following TSBA Event:

Event: TSBA Fall District Meeting - Mid Cumberland

Date: Monday September 25, 2023

Time: 4:30 PM - 7:00 PM

Location: Creek Wood High School

3499 TN-47

Charlotte, TN 37036

If you are unable to attend the above event, please contact TSBA at [registrar@tsba.net](mailto:registrar@tsba.net) or call 615-815-3900. For a full refund, cancellations must be received in writing by 9/11/2023.

Sincerely,

Brittany Massey  
TSBA Director of Finance and Member Services  
615-815-3908

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net).

Debbie Breece <[debbie.breece@hickman12.org](mailto:debbie.breece@hickman12.org)>

---

## TSBA Fall District Meeting

1 message

---

**noreply@tsba.net** <[noreply@tsba.net](mailto:noreply@tsba.net)>

Tue, Aug 1, 2023 at 11:35 AM

To: [tim.hobbs@hickman12.org](mailto:tim.hobbs@hickman12.org)Cc: [debbie.breece@hickman12.org](mailto:debbie.breece@hickman12.org)

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net). . .

Dear Tim Hobbs,

We have received your registration for the following TSBA Event:

Event: TSBA Fall District Meeting - Mid Cumberland

Date: Monday September 25, 2023

Time: 4:30 PM - 7:00 PM

Location: Creek Wood High School

3499 TN-47

Charlotte, TN 37036

If you are unable to attend the above event, please contact TSBA at [registrar@tsba.net](mailto:registrar@tsba.net) or call 615-815-3900. For a full refund, cancellations must be received in writing by 9/11/2023.

Sincerely,

Brittany Massey  
TSBA Director of Finance and Member Services  
615-815-3908

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net).

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

---

**TSBA Fall District Meeting**

1 message

---

**noreply@tsba.net** <[noreply@tsba.net](mailto:noreply@tsba.net)>

Tue, Aug 1, 2023 at 11:35 AM

To: [christy.mays@hickmank12.org](mailto:christy.mays@hickmank12.org)Cc: [debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net). . .

Dear Christy Mays,

We have received your registration for the following TSBA Event:

Event: TSBA Fall District Meeting - Mid Cumberland

Date: Monday September 25, 2023

Time: 4:30 PM - 7:00 PM

Location: Creek Wood High School

3499 TN-47

Charlotte, TN 37036

If you are unable to attend the above event, please contact TSBA at [registrar@tsba.net](mailto:registrar@tsba.net) or call 615-815-3900. For a full refund, cancellations must be received in writing by 9/11/2023.

Sincerely,

Brittany Massey  
TSBA Director of Finance and Member Services  
615-815-3908

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net).

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

---

**TSBA Fall District Meeting**

1 message

**noreply@tsba.net** <[noreply@tsba.net](mailto:noreply@tsba.net)>

Tue, Aug 1, 2023 at 11:40 AM

To: [ronald.gammons@hickmank12.org](mailto:ronald.gammons@hickmank12.org)Cc: [debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net) . .

Dear Ronald Gammons,

We have received your registration for the following TSBA Event:

Event: TSBA Fall District Meeting - Mid Cumberland

Date: Monday September 25, 2023

Time: 4:30 PM - 7:00 PM

Location: Creek Wood High School

3499 TN-47

Charlotte, TN 37036

If you are unable to attend the above event, please contact TSBA at [registrar@tsba.net](mailto:registrar@tsba.net) or call 615-815-3900. For a full refund, cancellations must be received in writing by 9/11/2023.

Sincerely,

Brittany Massey  
TSBA Director of Finance and Member Services  
615-815-3908

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net).

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

---

## TSBA Fall District Meeting

1 message

---

**noreply@tsba.net** <[noreply@tsba.net](mailto:noreply@tsba.net)>  
To: [sherri.baker@hickmank12.org](mailto:sherri.baker@hickmank12.org)  
Cc: [debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)

Fri, Aug 11, 2023 at 4:20 PM

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net). . .

Dear Sherri Baker,

We have received your registration for the following TSBA Event:

Event: TSBA Fall District Meeting - Mid Cumberland

Date: Monday September 25, 2023

Time: 4:30 PM - 7:00 PM

Location: Creek Wood High School

3499 TN-47

Charlotte, TN 37036

If you are unable to attend the above event, please contact TSBA at [registrar@tsba.net](mailto:registrar@tsba.net) or call 615-815-3900. For a full refund, cancellations must be received in writing by 9/11/2023.

Sincerely,

Brittany Massey  
TSBA Director of Finance and Member Services  
615-815-3908

Please DO NOT REPLY to this email, as this inbox is not monitored. If you have questions or updates please email [registrar@tsba.net](mailto:registrar@tsba.net).



## Fall District Meeting Agenda

- 4:30 p.m.      **Registration and Reception**
- 5:00 p.m.      **Welcome**      TSBA District Director
- *Roll Call of Boards*
  - *100 % Boards*
  - *Introduction of Guests*
- 5:10 p.m.      **Awards Ceremony**      Dr. Tammy Grissom, TSBA  
Executive Director
- *Student Recognition Award*
  - *School Volunteer Recognition Award*
  - *Levels I, II, III and IV Boardsmanship Awards*
  - *Recognition of Boards of Distinction and Master School Board Members*
  - *District Director Elections in Delta, Southeast, Mid-Cumberland and Upper Cumberland*
- 5:20 p.m.      **Preparing For 2024 Legislative Session**      Emily Warren, TSBA  
Director of Government Relations &  
Staff Attorney
- Ben Torres, TSBA  
Assistant Executive Director &  
General Counsel
- 6:10 p.m.      **Follow the Money: How School Funding Works**      Ben Torres and Emily Warren
- An analysis of school funding & overview of state funds available to assist school districts – topics include TISA, school safety grants, funding for third grade retention, mental health, etc.*
- 6:55 p.m.      **Wrap up and Evaluations**
- 7:00 p.m.      **Adjourn**

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

---

## Utrust Member Appreciation Dinner

1 message

---

**Kristi Coleman** <[kcoleman@ustrust.org](mailto:kcoleman@ustrust.org)>

Thu, Aug 24, 2023 at 3:28 PM

**To:** Superintenden**From:** Dan Tollett, Utrust Administrator**Re:** Membership Appreciation Dinner**Date:** August 24, 2023

The Trustees of Utrust are excited to invite you, your school board members and your spouses to be our guests at the 22<sup>nd</sup> Annual Utrust Member Appreciation Dinner aboard General Jackson on **Friday, November 17** at 7:00 p.m. We also invite you to bring central office staff members who deal with either the Utrust Appreciation Program or unemployment issues. Invitations are limited to school board members and school staff members plus one guest per person.

**The boat will depart at 7:00 p.m. sharp.** The dock from which it will depart is within walking distance of the Opryland Hotel. For those who wish to ride a bus, they will begin loading at 6 p.m. at the **Cascades Lobby** of the Opryland Hotel and will depart as soon as loaded. The last bus will depart at 6:45 p.m. in time to arrive for departure of the boat at 7:00 p.m. Parking is available for those wishing to drive.

**Reservations are required.** Because meals must be guaranteed by Utrust, we ask that you guarantee attendance of each person you register by agreeing to pay for anyone you register **who does not attend**. Please register online at <https://ustrust.org/22nd-member-appreciation-dinner> ASAP. Reservations must be made by October 25.

We'll have a short program of awards and recognitions including awards to three school systems with the lowest percentage of unemployment compensation claims. We'll recognize the systems that win the award for the state's Best Appreciation Program in East, West and Middle Tennessee.

Come join us for a fun night and an outstanding meal. We hope that you and all of your board members will attend our appreciation dinner. We encourage members of your board or staff to attend our dinner whether or not they attend the TSBA Convention.

We look forward to receiving your registration soon.