

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---October 5, 2020

The Hickman county Board of Education met on October 5, 2020, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Approval of August 3, 2020 Regular Meeting Minutes

Approval of September 21, 2020 Special Called Board Meeting Minutes

Approval of Agenda

Communications to the Board

Director's Report

Financial Report

Items Requiring Board Action

Election of 2020-2021 Board Officers

Budget Amendments

Additional School Nurse Request for 2020-2021

Request to Honor Bert Mathis

2020-2021 Contract to Audit Schools

BEP Resolution

Textbook Certification

Revised Board Policies 4.205, 6.319, 6.409, 4.2013 (2nd Reading)

Board Policy Review -- 5.200---5.310

Announcements

TSBA Leadership Conference and Convention -- CANCELLED

Adjourn

Monday, August 3, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, August 3, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, Jim Hudgins, and Vance Willis.

Steve Gianakos made a motion to approve the minutes from the board meeting held on Monday, July 6, 2020. Vance Willis seconded the motion.

Monday, July 6, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 6, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Vance Willis. Amy Bryant attended the meeting virtually. Tim Hobbs served as the Chair of the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on Monday, June 1, 2020. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to amend the board meeting agenda to add CARES ACT Purchases to the Items Requiring Board Action. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the amended board meeting agenda. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, July 6, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of June 1, 2020 Regular Board Meeting Minutes
- III. Approval of June 30, 2020 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Public Comment (5 minutes allocated)--Jennifer Kinney
- VI. Items Requiring Board Action
 - A. Close Out Budget Amendments--Business Officer
 - B. Student Discipline Hearing Authority--Director of Schools
 - C. 2020-2021 School Re-opening Plan--Director of Schools
 - D. 2020-2021 School Breakfast and Lunch Prices--Director of Schools

- E. Recommendations for Tenure--Director of Schools
 - F. Out-of-County Tuition Rate for 2020-2021--Director of Schools
 - G. 2020-2021 Centerville Municipal Golf Course--Director of Schools
 - H. 2020-2021 School Fees--Director of Schools
 - I. Revised Board Policies--4.605, 6.304, 6.3041, 6.305--1st Reading--Director of Accountability
 - J. Board Policy Review 5.100--5.110--Director of Accountability
 - K. Re-Bid - Concrete Pouring at Schools for 2020-2021--Director of Maintenance
 - L. Approval of CARES ACT Purchases--Director of Schools
- VII. Announcements
- A. TSBA Fall District Meeting--Franklin County--September 24, 2020
 - B. TSBA Leadership Conference and Convention--November 12-15, 2020
- VIII. Adjourn

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

Vance Willis made a motion to accept the Director's Report. Tim Hobbs seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: June 29, 2020
 RE: July Director's Report

Leave of Absence

Professional

Lauren Powell

August 10-December, 2020 (FMLA)

Support Staff

Hiring

Professional

Sarah Fraley

EHIS Intervention

Erin Morrow

EHES/EHIS Music Teacher

Abigail Loveless

EHMS Language Arts

Andrea Irwin

EHHS School Counselor

Ryan Harrison

HCMS History/Football

Support Staff

Lena Frazier

HCHS Attendance Secretary

Sheila Plunkett

HCHS Bookkeeper

Shayna Scoggins

Special Education Assistant

Jolean McNatt

Special Education Assistant

Resignation

Professional

Mandy Harrison

CES Teacher

Support Staff

Bernadette Mathis

Food Service

Vickie Middleton

Food Service

Jennifer Buchanan

Food Service

Laura Teet

Food Service

Nikki Tilley

HCHS Attendance Secretary

Retirement

Professional

Karen Bridges

CIS RTI

Peggy McClellan

EHIS Teacher

Support Staff

Transfers

Professional

Bethany Powers

Mollie Chessor

Debbie Gross

Support Staff

CIS Teacher to CIS Library Media Specialist

CIS Teacher to CIS Interventionist

EHIS RTI to HCSS Gifted Instructor

Appointment

Professional

Support Staff

Open Positions

1 Secondary English Position

1 Secondary History Position

1 K-5 ELA Position

2 Secondary Math Position

4 Special Education Positions

2 Intervention Positions

1 Regular Education Assistant

1 Student Support Project AWARE

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

Steve Gianakos made a motion to accept the Financial Report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Jennifer Kinney, a parent in the Hickman County School System made public comment to the board regarding her concerns towards nutrition in the school system.

Ron Gammons made a motion to approve Close Out Budget Amendments 19, 20, and 21 to close the financial year. Steve Gianakos seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Steve Gianakos made a motion to approve the recommendation of the appointment of the Student Discipline Hearing Authority members for the 2020-2021 school year. Tim Hobbs seconded the motion.

Student Discipline Hearing Authority
2020-2021

Beth Robinson--EHHS
Cynthia Hughes--EHIS
Bryan Anglin--EHMS
Eric Cannon--CIS
Clay Chessor--HCHS
Julia Thomasson--Special Programs
Becky Malugin--Chair

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

Vance Willis made a motion to approve the traditional portion of the plan to reopen schools for the 2020-2021 school year with the following amendments: under the Transportation component, remove siblings sit together, assigned seats, and unloading one at a time and add assigned seats per driver discretion. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the amended version of the School Re-Opening Plan. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the 2020-2021 prices for School Lunch and Breakfast. Jim Hudgins seconded the motion.

Breakfast \$1.50 for all schools
Lunch \$2.25 for grades PK-5
\$2.50 for grades 6-12

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

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

Steve Gianakos made a motion to approve the recommendations of tenure for Craig Shelton and Jennifer Lange. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the recommendation of setting out of county tuition at \$1,000 per year for the 2020-2021 school year. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the Memorandum of Understanding with the Town of Centerville for the use of the Centerville Municipal Golf Course. Steve Gianakos seconded the

Jim Hudgins
Vance Willis

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

Jim Hudgins made a motion to approve the expenditure of \$400,000 towards the purchase of Chromebooks for the 2020-2021 from the CARES ACT funding. Steve Gianakos seconded the motion.

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

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

The meeting was adjourned at 7:45 p.m.

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

Ron Gammons made a motion to amend the agenda to add to item VI.J. Telework and Personnel Positions. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the amended agenda. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, August 3, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of July 6, 2020 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Superintendent of the Year Recognition—Dale Lynch, Executive Director of TOSS (Tennessee Organization of School Superintendents)
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Financial Statement--Director of Schools
- VI. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. 2020-2021 School Re-Opening Plan--Director of Schools
 - C. 2020-2021 Chromebook Protective Cases--Technology Director
 - D. 2020-2021 Chromebook Charging Carts--Technology Director
 - E. 2020-2021 School Desks Bid--Director of Schools
 - F. 2020-2021 Patch Paving and Paving Services--Maintenance Director
 - G. 2020-2021 Propane Contract--Director of Transportation

- H. Revised Board Policies 4.205, 6.319, 6.409, 4.2013 (1st Reading)--Director of Accountability
- I. Revised Board Policies 4.605, 6.3041, 6.305 (2nd Reading)--Director of Accountability
- J. Board Policy Review 5.1101--5.118 and Telework/Personnel Questions--Director of Accountability and Ron Gammons
- K. Cooperative Purchasing--Director of Schools
- VII. Announcements
 - A. TSBA Fall District Meeting--Franklin County--September 24, 2020
 - B. TSBA Leadership Conference and Convention--November 12-15, 2020
- VIII. Adjourn

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

Dale Lynch, the Executive Director of the Tennessee Organization of School Superintendents (TOSS) recognized Michelle Gilbert as the 2020-2021 Superintendent of the Year for the South Central Region.

Michelle Gilbert reported that an amendment should be made under Retirement: Professional to add Myra Orton, HCMS teacher. Jim Hudgins made a motion to accept the Director's Report. Jane Herron seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: July 27, 2020
 RE: August Director's Report

Leave of Absence

Professional

Stacia Anglin July 29-August 19, 2020 (FMLA)

Support Staff

Lisa Gordon August 3-August 10, 2020 (FMLA)

Hiring

Professional

Wynona Constance	EHIS Intervention
Jill Bosarge	HCHS Biology
Sky Kelly	CIS Teacher
Katelyn Lambdin	CIS Teacher
Tracy Rivers	HCHS Intervention
Damien Clayton	HCHS History
Jessica Cook	EHMS English Language Arts
<u>Support Staff</u>	
Chris Redden	EHMS Assistant Football Coach
Daren J. Key	HCHS ISS
Ashley Welker	CES Special Education Assistant
Sarah Eisenhuth	CES Special Education Assistant
Beverly Smith	CES Special Education Assistant

Resignation

Professional

Support Staff

Amanda Mayberry CES Special Education Assistant

Retirement

Ron Gammons
Steve Gianakos
Jane Herron
Tim Hobbs

Jim Hudgins

Vance Willis

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

Vance Willis made a motion to add to the reopening plan to require board action to move between phases of the plan. Ron Gammons seconded the motion.

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

Ron Gammons
Steve Gianakos

Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approve the purchase of Chromebook cases from Rugged. Ron Gammons seconded the motion.

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

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

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

Ron Gammons made a motion to approve the purchase of Chromebook carts to Firefly and AG Parts. Jim Hudgins seconded the motion.

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

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

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

Michelle Gilbert reported that no bids were received for the student desks bid advertised online and in the newspaper.

Tim Hobbs made a motion to approve Items A, B, and C of the Paving Services bid for 4 Star Paving and Item D of the Paving Services bid to Sessions Paving. Ron Gammons seconded the motion.

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

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

Ron Gammons made a motion for the Superintendent to analyze the bids and negotiate with Ferrellgas and sign the contract. Vance Willis seconded the motion.

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

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

Vance Willis made a motion to approve revised board policies 4.205, 6.319, 6.409, and 4.2013 on first reading. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the revised board policies 4.605, 6.3041, and 6.305 on second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the review and update of board policies 5.1101-5.118. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons presented information and asked questions regarding teachers that were teaching remote students, including if new positions were established. The Director of Schools stated that no new positions were added to the budget, but duties of current teachers were modified at the building levels for the instruction of remote learners.

Amy Bryant made a motion to approve joining Omnia and Buy Board to be utilized for cooperative purchasing. Tim Hobbs seconded the motion.

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

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Amy Bryant announced that the TSBA Fall District Meeting would be held on September 24, 2020, and the TSBA Leadership Conference and Convention were scheduled for November 12-15, 2020.

The meeting was adjourned at 8:39 p.m.

Monday, September 21, 2020
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Monday, September 21, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, Jim Hudgins, and Vance Willis.

Steve Gianakos made a motion to approve the agenda. Jim Hudgins seconded the motion. The Hickman County Board of Education will meet in a special called meeting on Monday, September 21, 2020, at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- IV. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
- V. Adjourn

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

Jim Hudgins made a motion to approve budget amendments 2-4. Ron Gammons seconded the motion.

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

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

The meeting was adjourned at 6:06 p.m.



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

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

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

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

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

The Hickman County Board of Education will meet in regular session on Monday, October 5, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of August 3, 2020 Regular Board Meeting Minutes
- III. Approval of September 21, 2020 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VI. Items Requiring Board Action
 - A. Election of 2020-2021 Board Officers--Board Chair
 - B. Budget Amendments--Business Officer
 - C. Additional School Nurse Request for 2020-2021--Director of Schools
 - D. Request to Honor Bert Mathis--Director of Schools
 - E. 2020-2021 Contract to Audit Schools--Director of Schools
 - F. BEP Resolution--Director of Schools
 - G. Textbook Certification--Deputy Superintendent
 - H. Revised Board Policies 4.205, 6.319, 6.409, 4.2013 (2nd Reading)--Director of Accountability
 - I. Board Policy Review--5.200--5.310--Director of Accountability
- VII. Announcements
 - A. TSBA Leadership Conference and Convention--CANCELLED
- VIII. Adjourn

Ashabahen Patel	Substitute Teacher
Shelly Patterson	Substitute Teacher
Tiffany Plunk	Substitute Teacher
Holly Poth	Substitute Teacher
Roger Puckett	Substitute Teacher
Janice Reyome	Substitute Teacher
Stephen Sain	Substitute Teacher
Hannah Simmons	Substitute Teacher
Tanya Sims	Substitute Teacher
Molli Staggs	Substitute Teacher
Helen St. Germain	Substitute Teacher
Ronnie Sullivan*	Substitute Teacher
Ann Webster	Substitute Teacher
Drew Wilson	Substitute Teacher
Hawkins Wolcott	Substitute Teacher
Hailey Carter	Substitute Teacher
Loretta Harrington	Substitute Teacher
Alexys Harrington	Substitute Teacher
Ambrosia Malloy	Substitute Teacher
Amanda McRee	Substitute Teacher
Preston Reyome	Substitute Teacher
Linda Gail Tidwell	Substitute Teacher
Ashley Totty	Substitute Teacher
Jenny Weber	Substitute Teacher
Marcia Wickersham	Substitute Teacher
Jacky Lyn Ambaoa	Food Service
Brittney Burgess	Food Service
Crystal Malugin	Food Service
William McDonald	Food Service
Peggy Moats	Food Service
Linda Goodwin	Food Service
Ashton Mayberry	Food Service
Heather Jefferson	Food Service
Madison Tidwell	Food Service
Randi Flynn	Food Service
Lori Overby	Food Service

Resignation

Professional

Sindra Jones	EHHS Biology
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Support Staff

Kimberly Hunter	Food Service
Dawn Johnston	Food Service
Joyce Stone	Food Service
Iris Hopkins	Food Service
Lori Clinard	Food Service
Kasey Ducharme	Food Service
Lauren Johnson	Food Service

Retirement

Professional

Support Staff

Angie Christensen

Food Service

Transfers

Professional

Abigail Loveless

Robyn Emerson

EHMS Teacher to HCMS Teacher

HCHS Biology to EHHS Biology

Support Staff

Appointment

Professional

Support Staff

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary Math Position

2 Special Education Positions

2 Secondary Science Positions

1 Alternative Learning Environment Position

Bus Drivers

*denotes a relationship under the nepotism policy 1.108

The prospective employee(s) is duly qualified to occupy the position.

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
Revenues								
40110		Current Property Tax	3,042,197.00	(93.06)	0.00 %	253,516.42	0.00	0.00 %
40120		Trustee's Collections - Prior Year	100,000.00	(15,495.78)	15.50 %	8,333.33	(8,321.66)	99.86 %
40125		Trustee's Collections - Bankruptcy	0.00	(118.79)	0.00 %	0.00	(33.03)	0.00 %
40130		Cir-Clk/Clk & Master Collections-Pr Yr	55,000.00	(3,960.90)	7.20 %	4,583.33	0.00	0.00 %
40140		Interest And Penalty	21,000.00	(1,447.39)	6.89 %	1,750.00	(836.72)	47.81 %
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(869.07)	21.73 %	333.33	(291.77)	87.53 %
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	1,550,000.00	(366,523.60)	23.65 %	129,166.67	(182,581.40)	141.35 %
40270		Business Tax	30,000.00	(2,447.75)	8.16 %	2,500.00	(704.11)	28.16 %
40320		Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
40350		Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
41110		Marriage Licenses	1,300.00	(313.50)	24.12 %	108.33	(161.50)	149.08 %
43517		Tuition - Other	2,000.00	(2,300.00)	115.00 %	166.67	(200.00)	120.00 %
43570		Receipts From Individual Schools	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
43582		Community Service Fees - Adults	200.00	(52.00)	26.00 %	16.67	0.00	0.00 %
44120		Lease/Rentals	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
44170		Miscellaneous Refunds	40,000.00	(7,948.89)	19.87 %	3,333.33	(849.34)	25.48 %
44530		Sale Of Equipment	5,000.00	(12,422.90)	248.46 %	416.67	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	(754.00)	5.03 %	1,250.00	(524.00)	41.92 %
46511		Basic Education Program	22,516,000.00	(4,508,375.68)	20.02 %	1,876,333.33	(2,254,187.84)	120.14 %
46515		Early Childhood Education	419,362.00	0.00	0.00 %	34,946.83	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	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
46590		Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
46591		Coordinated School Health	90,000.00	(47,895.85)	53.22 %	7,500.00	0.00	0.00 %
46594		Family Resource Centers	59,223.00	(14,805.83)	25.00 %	4,935.25	(14,805.83)	300.00 %
46610		Career Ladder Program	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
46851		State Revenue Sharing -T.V.A.	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46980		Other State Grants	300,000.00	0.00	0.00 %	25,000.00	0.00	0.00 %
46981		Safe Schools	88,000.00	0.00	0.00 %	7,333.33	0.00	0.00 %
46990		Other State Revenues	20,000.00	(5,046.06)	25.23 %	1,666.67	(5,046.06)	302.76 %
47640		Rotc Reimbursement	60,000.00	(6,421.05)	10.70 %	5,000.00	(6,421.05)	128.42 %
48990		Other	40,000.00	(2,500.00)	6.25 %	3,333.33	(2,500.00)	75.00 %
49700		Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800		Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
Total Revenues			29,176,782.00	(4,999,792.10)	17.14 %	2,431,398.50	(2,477,464.31)	101.89 %

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		
				Budget Estimate	Actual	% of Budget	Avg/Mth	Actual
Expenditures								
71100		Regular Instruction Program	(14,303,581.00)	2,475,280.05	17.31 %	(1,191,965.08)	1,212,669.34	101.74 %
71150		Alternative Instruction Program	(169,526.00)	13,441.58	7.93 %	(14,127.17)	6,433.28	45.54 %
71200		Special Education Program	(3,048,933.00)	396,400.73	13.00 %	(254,077.75)	208,211.49	81.95 %
71300		Career and Technical Education	(1,104,098.00)	158,047.74	14.31 %	(92,008.17)	63,393.83	68.90 %
72110		Attendance	(155,621.00)	39,196.64	25.19 %	(12,968.42)	18,275.22	140.92 %
72120		Health Services	(362,750.00)	55,576.16	15.32 %	(30,229.17)	25,926.69	85.77 %
72130		Other Student Support	(988,313.00)	125,783.78	12.73 %	(82,359.42)	58,321.19	70.81 %
72210		Regular Instruction Program	(1,292,398.00)	180,643.70	13.98 %	(107,699.83)	84,250.42	78.23 %
72220		Special Education Program	(119,202.00)	34,092.92	28.60 %	(9,933.50)	8,262.23	83.18 %
72230		Career and Technical Education	(109,671.00)	28,819.08	26.28 %	(9,139.25)	7,425.93	81.25 %
72250		Technology	(326,901.00)	163,797.67	50.11 %	(27,241.75)	12,382.17	45.45 %
72290		Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310		Board Of Education	(669,000.00)	240,694.26	35.98 %	(55,750.00)	2,070.02	3.71 %
72320		Director Of Schools	(283,150.00)	90,263.70	31.88 %	(23,595.83)	21,395.69	90.68 %
72410		Office Of The Principal	(1,693,269.00)	348,888.66	20.60 %	(141,105.75)	101,740.12	72.10 %
72510		Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %
72610		Operation Of Plant	(2,356,000.00)	584,808.40	24.82 %	(196,333.33)	152,830.73	77.84 %
72620		Maintenance Of Plant	(952,438.00)	284,203.81	29.84 %	(79,369.83)	42,184.07	53.15 %
72710		Transportation	(2,332,170.00)	336,554.76	14.43 %	(194,347.50)	164,953.24	84.88 %
72810		Central And Other	(253,500.00)	3,462.40	1.37 %	(21,125.00)	1,602.75	7.59 %
73100		Food Service	(28,110.00)	0.00	0.00 %	(2,342.50)	0.00	0.00 %
73300		Community Services	(132,475.00)	19,783.19	14.93 %	(11,039.58)	7,866.40	71.26 %
73400		Early Childhood Education	(453,163.00)	74,682.15	16.48 %	(37,763.58)	32,868.26	87.04 %
76100		Regular Capital Outlay	(105,000.00)	77,192.14	73.52 %	(8,750.00)	(307.86)	-3.52 %
99100		Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
Total	141	Expenditures	(31,484,269.00)	5,731,613.52	18.20 %	(2,623,689.08)	2,232,755.21	85.10 %
		General Purpose School	(2,307,487.00)	731,821.42	31.72 %	(192,290.58)	(244,709.10)	-127.26

142	School Federal Projects	Year-To-Date			Month-To-Date				
		Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
44170		Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
47131		Vocational Educ - Basic Grants To	115,977.07	(34,724.00)	29.94 %	9,664.76	(34,724.00)	359.28 %	
47141		Title 1 Grants To Local Educ Agencies	1,221,964.10	(159,456.79)	13.05 %	101,830.34	(60,341.60)	59.26 %	
47143		Special Education - Grants To States	1,029,540.71	(130,002.57)	12.63 %	85,795.06	(69,210.51)	80.67 %	
47145		Special Education Preschool Grants	34,359.88	(9,879.50)	28.75 %	2,863.32	0.00	0.00 %	
47146		English Language Acquisition Grants	73,762.00	(11,604.56)	15.73 %	6,146.83	0.00	0.00 %	
47148		Rural Education	173,963.39	(15,473.72)	8.89 %	14,496.95	0.00	0.00 %	
47189		Eisenhower Prof Development State	224,055.14	(72,706.59)	32.45 %	18,671.26	(21,075.68)	112.88 %	
47301		ARRA Grant #1	879,730.25	(322,214.38)	36.63 %	73,310.85	0.00	0.00 %	
47590		Other Federal Through State	285,000.00	(145,831.97)	51.17 %	23,750.00	0.00	0.00 %	
49800		Transfers In	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
		Total Revenues	4,038,352.54	(901,894.08)	22.33 %	336,529.38	(185,351.79)	55.08 %	
Expenditures									
71100		Regular Instruction Program	(1,689,532.24)	534,454.49	31.63 %	(140,794.35)	103,711.73	73.66 %	
71200		Special Education Program	(719,384.14)	85,725.15	11.92 %	(59,948.68)	44,152.08	73.65 %	
71300		Career and Technical Education	(101,848.07)	39,926.45	39.20 %	(8,487.34)	3,501.23	41.25 %	
72120		Health Services	(20,000.00)	8,573.58	42.87 %	(1,666.67)	(975.75)	-58.55 %	
72130		Other Student Support	(352,516.32)	63,374.27	17.98 %	(29,376.36)	26,158.13	89.04 %	
72210		Regular Instruction Program	(587,736.56)	110,100.74	18.73 %	(48,978.05)	36,580.96	74.69 %	
72220		Special Education Program	(462,790.46)	52,605.40	11.37 %	(38,565.87)	22,273.43	57.75 %	
72250		Technology	(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %	
72610		Operation Of Plant	(30,000.00)	800.00	2.67 %	(2,500.00)	(200.00)	-8.00 %	
72710		Transportation	(1,900.00)	0.00	0.00 %	(158.33)	0.00	0.00 %	
99100		Transfers Out	(22,644.75)	0.00	0.00 %	(1,887.06)	0.00	0.00 %	
		Total Expenditures	(4,038,352.54)	895,560.08	22.18 %	(336,529.38)	235,201.81	69.89 %	
Total	142	School Federal Projects	0.00	(6,334.00)	100.00 %	0.00	49,850.02	0.00 %	

143	Central Cafeteria	Account	Description	Year-To-Date		Month-To-Date		% of Budget	Estimate Avg/Mth	Actual	% of Avg
				Budget Estimate	Actual	Budget Estimate	Actual				
Revenues											
43521			Lunch Payments - Children	240,000.00	(25,338.21)	10.56 %	20,000.00	0.00	0.00 %		
43522			Lunch Payments - Adults	65,000.00	(3,244.78)	4.99 %	5,416.67	0.00	0.00 %		
43523			Income From Breakfast	65,000.00	(6,585.87)	10.13 %	5,416.67	0.00	0.00 %		
43525			A La Carte Sales	244,100.00	(8,253.62)	3.38 %	20,341.67	211.50	-1.04 %		
43570			Receipts From Individual Schools	0.00	(27,000.00)	0.00 %	0.00	(27,000.00)	0.00 %		
44110			Investment Income	200.00	(53.18)	26.59 %	16.67	(35.66)	213.96 %		
47111			USDA School Lunch Program	1,065,000.00	(161,322.20)	15.15 %	88,750.00	(69,834.10)	78.69 %		
47113			Breakfast	480,000.00	(59,076.62)	12.31 %	40,000.00	(22,741.36)	56.85 %		
47114			USDA - Other	15,000.00	(704.64)	4.70 %	1,250.00	(352.32)	28.19 %		
			Total Revenues	2,174,300.00	(291,579.12)	13.41 %	181,191.67	(119,751.94)	66.09 %		
Expenditures											
73100			Food Service	(2,174,271.00)	676,426.83	31.11 %	(181,189.25)	205,778.79	113.57 %		
			Total Expenditures	(2,174,271.00)	676,426.83	31.11 %	(181,189.25)	205,778.79	113.57 %		
Total	143		Central Cafeteria	29.00	384,847.71	-	2.42	86,026.85	-		

Hickman County Board of Education
 Budget Amendment No. 5
 General Purpose - Fund 141
 October 5, 2020

Account	Description	Debit	Credit	Justification
72120 - 189 -	Other Salaries & Wages	\$102,750.00		
72120 - 189 - CHG	Other Salaries & Wages		\$102,750.00	To move CSH related salaries into proper cost center
72120 - 201 -	Social Security	7,861.00		
72120 - 201 - CHG	Social Security		7,861.00	
72120 - 735 -	Health Equipment	1,000.00		To cover expenditures in excess of original budget for Line Item - 413
72120 - 413 -	Drugs and Medical Supplies		1,000.00	
72320 - 348 -	Postal Charges	1,000.00		To cover expenditures in excess of original budget for Line Item - 336
72320 - 499 -	Others Supplies & Materials	1,000.00		
72320 - 336 -	Maintenance & Repair Svc		2,000.00	
72710 - 146 -	Bus Drivers	63,000.00		
72710 - 146 - SE	Bus Drivers		63,000.00	To move SPED Transportation expense into proper cost center
72710 - 201 -	Social Security	4,820.00		
72710 - 201 - SE	Social Security		4,820.00	
72810 - 499 -	Other Supplies & Materials	15,000.00		To track expenditures related to outside contributions
72810 - 499 - SS	Other Supplies & Materials		15,000.00	
73300 - 499 -	Other Supplies & Materials	\$ 5,000.00		To track expenditures related to location for Family Resource Center
73300 - 499 - FRC	Other Supplies & Materials		2,500.00	
73300 - 499 - FRE	Other Supplies & Materials		2,500.00	
TOTALS		\$ 181,431.00	\$ 181,431.00	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

Discussion Item: Additional School Nurse for 2020-2021

Request: 1 additional LPN to work in the Hickman County School System

Cost: Salary and Benefit Package

Reason: School nurses provide vital care for students each day. Our school system is in need of a substitute nurse that can work and provide students with their medical care in the event a nurse is away from the school building. Due to travel lengths between school zones, it is difficult for nurses to fill in for each other if someone should be absent for more than a day at a time.

CONTRACT TO AUDIT ACCOUNTS
OF
Hickman County Schools - Internal School Funds

FROM July 01, 2020 TO June 30, 2021

This agreement made this 11th day of September 2020, by and between Greg Lemon CPA, PLLC, 102 West 7th Street, Suite 100, Columbia, TN 38401, hereinafter referred to as the "auditor" and Hickman County Schools - Internal School Funds, of 115 Murphree Avenue, Centerville, TN 37033, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2020, and ending June 30, 2021 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Section 9-3-407, *Tennessee Code Annotated* and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **25** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to **December 31, 2021**, but in no case, shall be filed later than six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30.) Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the

office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8, relate exclusively to contracts to audit components of a group under AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g. a fund, component unit, or other component) of a county government that is audited by the Division of Local Government Audit (LGA). Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions)

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **\$27,500.00**) or (Estimated gross fee:)

(If not a fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been

or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

11. As the authorized representative of the firm, I do hereby affirm that:
- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
 - our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
 - all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
 - all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

13. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

Greg Lemon CPA, PLLC

Audit firm

Governmental Unit or Organization



D. Gregory Johnson, CPA

By

Signature

By

Signature

Title/Position:

Director of Auditing

Title/Position:

E-mail address

gjohnson@lemon-cpa.com

E-mail address

Date:

September 14, 2020

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

**RESOLUTION OF THE HICKMAN COUNTY BOARD OF EDUCATION
IN SUPPORT OF A BASIC EDUCATION PROGRAM HOLD HARMLESS
LEGISLATION FOR THE 2021-2022 SCHOOL YEAR**

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a global pandemic that can lead to serious illness or death and spreads through close contact among individuals; and

WHEREAS, COVID-19 continues to spread in Tennessee and has impacted school districts across the state; and

WHEREAS, Tennessee schools, in order to comply with Tennessee State Board of Education requirements, will likely have to engage in remote learning, in whole or in part, during the 2020-2021 academic school year due to the continued spread of COVID-19; and

WHEREAS, Tennessee school districts will be implementing different plans for learning from county to county across the state for the 2020-2021, based upon the needs of their students and COVID-19 outbreaks in each county; and

WHEREAS, the Basic Education Program (BEP) is the funding formula through which state education dollars are generated and distributed to Tennessee schools; and

WHEREAS, Student enrollment (average daily membership) is the primary driver of funds generated by the BEP; and there are 47 BEP components, most of which are based on student enrollment; and the funds generated by the BEP are divided into state and local shares for each of the three major categories: instructional, classroom and non-classroom; and

WHEREAS, because of COVID-19, it is likely that many families across the state may remove their students from public schools during the 2020-2021 school year and choose other learning options; and

WHEREAS, Tennessee schools may see a decrease in attendance in the 2020-2021 school year as families take precautions to combat the spread of COVID-19; and

WHEREAS, there is a one-year lag in how enrollment affects BEP funding amounts; and

NOW, THEREFORE, be it resolved unanimously by all of the Board Members on this ___ day of _____, 2020 that the Hickman County Board of Education:

Supports and respectfully requests that BEP funding will not decrease for the 2021-2022 school year. The Hickman County Board of Education requests the BEP allocation amounts provided to districts for the 2021-2022 school year be equal to or greater than the allocations for the 2020-2021 school year. The BEP allocations should not be negatively impacted based on student ADM of the 2020-2021 school year.

Amy Bryant
Board Chair

Tim Hobbs
Board Vice Chair

Ronald Gammons
Board Member

Steve Gianakos
Board Member

Jane Herron
Board Member

Jim Hudgins
Board Member

Vance Willis
Board Member

**Certification of Compliance with Tennessee Code Annotated
Section 49-3-310(4)(A)**

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

In conformity with TCA 49-3-310(4) (A) we, the undersigned, hereby certify that all the children attending the schools of the Hickman County school system have been furnished all required textbooks.

Chairman, Board of Education

Superintendent

October 5, 2020

Date

RETURN BY OCTOBER 15 TO:

Morgan Branch, Director
Textbook Services
State Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379



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

To: School Board Members
From: Misty Shelton
Date: September 2020

2nd Reading:

Policy 4.205 - Enrollment in College Level Courses- The State Board of Education modified its regulation on students taking college level courses. TSBA has revised their model policy to more clearly align with the updated regulation.

In response to this change, they also recommend that Boards delete policy 4.203 - Advanced College Placement as this information is no longer supported by the regulation.

Policy 6.319 - Alternative Education- The General Assembly recently passed Public Chapter 603, which clarifies that students who commit zero tolerance offenses are not required to be placed in alternative schools or programs. Additionally, the State Board recently approved a regulation clarifying the differences between alternative schools and programs as well as the reasons that may justify removing a student from an alternative school or program. As a result, TSBA has updated and retitled their model policy to align with these changes.

Policy 6.409 - Reporting Child Abuse- This month, the General Assembly made significant changes to several statutes that govern child abuse reporting requirements. Two of the most notable changes are: (1) the requirement to have one employee designated as the Child Abuse Coordinator at each school; and (2) the prohibition against notifying parents/guardians of suspected child abuse that occurs on school property. TSBA has revised their model policy to align with the new law.

Policy 4.2013 Family Life Education- Informational Item on Family Life Education

For school districts that offer a program of family life education, new legislation requires the family life curriculum to include instruction on the prevention of dating violence.

View Senate Bill 2269 by [clicking here](#).

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Up for Review:

5.200 Separation Practices for Tenured Teachers

5.201 Separation Practices for Non-Tenured Teachers

5.202 Separation Practices for Non-Certified Employees

5.203 Recommendations and File Transfers

5.300 Short Term Leaves of Absence

5.301 Emergency and Legal Leave

5.302 Sick Leave

5.303 Personal and Professional Leave

5.304 Long Term Leaves of Absence

5.3041 Long Term Absence for Support Personnel

5.305 Family and Medical Leave

5.3051 FFCRA Leave

5.306 Military Leave

5.307 Physical Assault Leave

5.310 Vacations and Holidays

Suggested revisions to these policies from TSBA .

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

* New Policy *

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due
6 to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and class valedictorian or salutatorian.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
11 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
12 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.³

Legal References

1. TRR/MS 0520-01-03-.03(8)
2. TRR/MS 0520-01-03-.03(8)(b)
3. TRR/MS 0520-01-03-.03(8)(a)

Hickman County Board of Education			
	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 01/07/19
		Rescinds: 6.319	Issued: 04/02/18

1 *General*

2 The Board shall operate an alternative school program for students in grades 6-12 who have been
 3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
 4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
 5 programs shall be mandatory and students attending an alternative school located other than at their
 6 home school shall provide their own transportation.

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

10 The director of schools shall develop procedures that provide appropriate educational opportunities for
 11 all students assigned to an alternative education program. These educational opportunities shall utilize
 12 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
 13 instructional techniques, and provide the resources necessary to foster student learning and
 14 achievement.³

15 Annually, the director of schools/designee shall submit the following information to the Department of
 16 Education:³

- 17 1. Alternative school(s) or program(s) currently in operation in the district;
- 18
- 19 2. Number and grade level of students served in an alternative education program;
- 20
- 21 3. Primary reason for student assignment to an alternative education program; and
- 22
- 23 4. Number of faculty and staff serving each alternative education program.

24 **ASSIGNMENT³**

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

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

1 placement of students in the program, taking in to consideration the impact of exclusionary discipline
2 practices.

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

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

7 **TRANSITION PLANS³**

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

Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

Cross References

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 The Board shall operate an alternative school and/or program for students in grades seven through
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 **[If the district maintains both an alternative school and program, adopt both definitions. If your
5 district only has one option, choose the appropriate definition.]**

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

9 An alternative program is a short-term intervention program designed to provide educational services
10 outside the regular school program for students who have been suspended or expelled. Alternative
11 programs may be located within the regular school or be a self-contained program within a school.
12 Alternative programs shall include, but are not limited to, the following: _____ [e.g. **night
13 school or in-school suspension**].

14 The alternative school and/or program shall be operated in accordance with state laws and the rules of
15 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
16 the instructional program at the student's regular school. The Director of Schools shall develop
17 procedures that provide appropriate educational opportunities for all students assigned to the
18 alternative school or program. These educational opportunities shall adhere to Tennessee's academic
19 standards.²

20 **ASSIGNMENT**

21 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
22 alternative school or program if there is staff and space available.³ Availability of staff and space shall
23 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
24 make this determination by evaluating factors including, but not limited to, the following:

- 25 1. Level of supervision available;
26
27 2. Safety considerations; and
28
29 3. Type of infraction.

30 Students who have committed zero tolerance offenses are not required to be assigned to alternative
31 schools or programs.⁴

1 Prior to the assignment of the student to the alternative school or program, the Director of
 2 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
 3 student's placement.⁵

4 Placement in an alternative education setting shall be reserved for students who significantly disrupt
 5 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
 6 suspected of having a disability, all state and federal laws and rules and regulations related to special
 7 education shall be followed. The Director of Schools/designee shall develop procedures regarding
 8 placement of students in the program, taking into consideration the impact of exclusionary discipline
 9 practices.⁶

10 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
 11 student enrolled in the alternative school.

12 **REMOVAL⁷**

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

- 14 1. He/she violates the rules of the alternative school or program; or
- 15 16 2. He/she is not benefitting from the assignment and all interventions have been exhausted
 17 unsuccessfully.

18 **ADDITIONAL OFFENSES⁸**

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

22 **TRANSITION PLAN⁹**

23 The Director of Schools/designee shall develop procedures regarding the implementation of transition
 24 plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
5. TRR/MS 0520-01-02-.09(9)(i)
6. TRR/MS 0520-01-02-.09(9)(h)
7. Public Acts of 2020, Chapter No. 603
8. TRR/MS 0520-01-02-.09(9)(g)(2)
9. TRR/MS 0520-01-02-.09(m)

Cross References

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

* Model Policy *

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
7
- 8 3. Supply the Coordinator with all necessary resources;
9
- 10 4. Ensure that all school personnel annually complete the child abuse training program required
11 by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴

19 The report shall include, to the extent known by the reporter:⁵

- 20 1. The name, address, telephone number, and age of the child;
21
- 22 2. The name, telephone number, and address of the parents or persons having custody of the child;
23
- 24 3. The nature and extent of the abuse or neglect; and
25
- 26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
27 abuse or neglect.

28 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
29 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;
TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen.
Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

** Replace w/ model policy **

Hickman County Board of Education			
	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 02/04/19
		Rescinds: 6.409	Issued: 08/06/18

1 **REPORTING**

2 All personnel shall be alert for any evidence of child abuse or neglect.

3 Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of
4 such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on
5 the basis of available information reasonably appears to have been caused by such. Staff members
6 having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such
7 harm immediately.^{1,2} The report shall be made to the judge having juvenile jurisdiction, the office of
8 the chief law-enforcement official where the child resides, or to the Department of Children's Services
9 in a manner specified by the department, either by contacting a local representative of the department
10 or by utilizing the department's centralized intake procedure where applicable.¹

11 The report shall include:³

- 12 1. The name, address and age of the child;
- 13
- 14 2. The name and address of the parents or persons having custody of the child;
- 15
- 16 3. The nature and extent of the abuse or neglect; and
- 17
- 18 4. Any evidence to the cause or any other information that may relate to the cause or extent of
- 19 the abuse or neglect.¹

20 The person reporting shall be immune from liability and his identity shall remain confidential except
21 when the juvenile court determines otherwise.⁴

22 Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be
23 verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall
24 be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe
25 that the parent or legal guardian may be the perpetrator or in any way responsible for abuse.⁵

26 The director of schools shall develop reporting procedures, including sample indicators of abuse and
27 neglect, and shall disseminate the procedures to all school personnel. However, nothing in the
28 reporting procedures shall eliminate the staff member's legal responsibility to directly make a report to
29 the authorities stated above.⁶

1 INVESTIGATIONS

2 School administrators and employees have a duty to cooperate, provide assistance and information in
3 child abuse investigations ⁷ including permitting child abuse review teams to conduct interviews while
4 the child is at school; the principal may control the time, place and circumstances of the interview, but
5 may not insist that a school employee be present even if the suspected abuser is a school employee or
6 another student. The principal is not in violation of any laws by failing to inform parents that the child
7 is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304

Hickman County Board of Education

	Descriptor Term: Family Life Education	Descriptor Code: 4.2013	Issued Date: 05/04/20
		Rescinds: 4.2013	Issued: 02/03/20

1 Boards of education in counties in which the pregnancy rates exceed 19.5 pregnancies per 1,000
2 females ages fifteen (15) through seventeen (17) shall devise, adopt and implement a program of
3 family life education according to the guidelines established by the State Board of Education.¹

4 The Board shall annually evaluate the program and shall conduct public hearings and parental
5 conferences at least once (1) each September as part of the evaluation.

6 A parent who chooses not to have a student participate in the family life education program shall
7 submit such request in writing to the director of schools. A student who is excused from family life
8 instruction shall be assigned alternative activities and shall not be penalized academically.

9 Prior to implementing the family life education curriculum, the Board shall conduct at least one (1)
10 public hearing at which the plan will be explained and parents and community members shall be given
11 the opportunity to express their opinions.

12 The goals of instruction for the family life education program shall be to:²

- 13 1. Provide accurate information about human reproduction, including conception, birth, and
14 prenatal care, with specific emphasis on the family unit and the responsibilities and
15 consequences relating to sexual activity;
- 16 2. Adapt this information to the age and grade level of students;
- 17 3. Promote, encourage and increase communication between parents and students;
- 18 4. Increase decision-making skills;
- 19 5. Offer information that will help students act responsibly; and
- 20 6. Enhance and develop the student's self-esteem.
- 21 7. Provide instruction on the prevention of dating violence.

22 Within these goals and at appropriate age and grade levels, the information presented will include:

- 23 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 24 2. Marriage and responsibilities of family life;
- 25 3. Responsibilities of parents and child care;
- 26 4. Legal aspects of sexual conduct;
- 27 5. Self-respect, self-control, and individual differences among people;
- 28 6. Community resources;
- 29 7. Pregnancy and childbirth; and

- 1 8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse,
2 including such abuse that may occur in the home, in accordance with the declarations and
3 requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the
4 victim is a child.
- 5 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
6 method of protection that is 100% effective.
- 7 Personnel involved in instruction regarding human sexuality will conduct such instruction with
8 maturity and discretion. Personnel providing family life instruction shall receive in-service training
9 prior to presenting such instruction.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1301
3. TCA 49-6-1304 (a)

<BillNo> <Sponsor>

SENATE BILL 2269

By Yarbro

AN ACT to amend Tennessee Code Annotated, Title 49,
Chapter 6, Part 13, relative to the family life
curriculum.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-6-1304(a), is amended by adding
the following language as a new subdivision:

(14) Provide instruction on the prevention of dating violence.

SECTION 2. This act shall take effect July 1, 2020, the public welfare requiring it.



Misty Shelton <misty.shelton@hickmank12.org>

Re: up for review

1 message

Emily Warren <ewarren@tsba.net>
To: Misty Shelton <misty.shelton@hickmank12.org>
Cc: Jennifer White <jwhite@tsba.net>

Tue, Aug 18, 2020 at 2:30 PM

Good afternoon, Misty!

I have reviewed the policies that will be up for review in September and wanted to bring to your attention potential legal concerns.

As to policy 5.200, it states that a teacher breach of contract will be reported to the Commissioner of Education (page 2, lines 33-36). However, state law requires that these reports be submitted to the State Board of Education which will also conduct the hearing. I recommend the board revise this policy to align with state law. Additionally, page 3, line 9, speaks to the Director of Schools certifying in writing to the board; however, per state law (TCA 8-36-805), the Director of Schools is required to certify in writing to the Division of Retirement. I recommend also making this change to align with what is found in state law.

As to policy 5.201, the same issues as found in policy 5.200 exist here as well. I recommend the board revise this policy to align with state law on page 3, lines 8-11, as well as page 3, line 22.

As to policy 5.202, page 1, lines 3-4, could be interpreted as creating due process rights for non-certified employees that is not supported by state law. I recommend removing these lines for consistency and for implementation purposes.

As to policy 5.302, I recommend removing lines 1-4, page 2, as this information is covered in board policy 5.305. Likewise, line 1 of page 2 states that leave for maternity purposes may be taken during the period of physical disability only. However, this is no longer the case due to a change in state law. Teachers can use leave for maternity purposes if pregnancy is verified by a physician. The same rationale goes for lines 18-19 of page 2. I recommend removing these lines as well. Additionally, it seems that line 19 is incomplete and missing the second half of that sentence. I've searched our archives to see if that was an error on our end, and I was unable to find a document that contained the rest of that sentence. If you have that information, please let me know, and I will get that corrected.

As to policy 5.303, state law maintains a list of when approval of the principal is required to take personal leave. However, the board's current policy doesn't contain this complete list. I recommend including items (d) and (e) from our model policy to align with what is required per state law.

As to policy 5.304, I recommend removing lines 1-9, page 2, as this information is covered under board policy 5.305.

As to policy 5.305, I recommend removing lines 2-3 on page 1 as this doesn't include a complete list of reasons to take FMLA leave. I also would recommend taking the phrase "next of kin" out of line 15, page 1. This term specifically relates to military caregiver leave and removal of this term from this section would eliminate any confusion. Additionally, line 28, page 1, is speaking to "any teacher who goes on maternity leave". However, per a change in state law, this would apply to "any teacher who goes on maternity or paternity leave."

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 06/04/18
		Rescinds: 5.200	Issued: 07/07/14

1 **SUSPENSION PENDING AN INVESTIGATION**¹

2 The director of schools may suspend a teacher at any time that may seem necessary, pending investigation or
3 final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for
5 dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration.
6 Under no circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the
7 teacher shall be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS**^{2,3,4}

9 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
10 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1) provided
11 with written notice, including the reasons for the suspension along with an explanation of the evidence; (2)
12 given an opportunity to respond to the director at a conference, if requested within five (5) days; and (3) given a
13 written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
14 conference, which shall be recorded.

15 Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the tenured
16 teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
17 appropriate penalty.

18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS**⁵

19 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial
20 hearing officers, as defined under Tennessee law.

21 When charges are made against a tenured teacher, charging the teacher with offenses which may justify
22 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the
23 offenses which are charged and shall be signed by the party or parties making the charges.

24 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater
25 than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a
26 copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education
27 advising the teacher of his/her legal duties, rights and recourse.

28 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
29 of notice give written notice to the director of schools of his/her request for a hearing.

30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
31 maintained by the Board.

1 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
2 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
3 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
4 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
5 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
6 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct
7 of the proceedings.

8 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within
9 ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
10 The director of schools shall prepare a copy of the proceedings, including all transcripts and evidence,
11 documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the
12 notice of appeal.

13 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
14 appealing party may appear before the Board to argue why the adverse ruling should be over- turned. In no
15 event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend
16 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of
17 the Hearing officer, send the record back for additional evidence, revise the penalty or reverse the decision. The
18 Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event
19 that the decision of the Board is appealed to the Chancery court, the Board shall transmit the entire record
20 prepared by the director and reviewed by the Board to the Chancery court for its review.

21 RESIGNATION

22 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date
23 of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating
24 circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and
25 permit a teacher to resign in good standing.

26 The conditions under which it is permissible to break a contract with the Board are as follows:

- 27 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
28 of a physician approved by the Board;
- 29 2. The release by the Board of the teacher from the contract which the teacher has entered into with the
30 Board.⁶

31 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of
32 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to
33 render such notice may be considered a breach of contract.⁷

34 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State
35 Board of Education and request the suspension of a teacher's certificate. After the State Board of Education has
36 provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate
37 for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸

1 RETIREMENT

2 Retirement shall mean a termination of services under conditions which will allow the employee to draw
3 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
4 elect to retire at any age according to the provisions of the retirement system.

5 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
6 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
7 office. It shall be the responsibility of the retiring employee to file for benefits.

8 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
9 of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the director of
10 schools certifies in writing to the **Division of Retirement** that no other qualified personnel are available to
11 substitute teach.⁹

12 The director of schools may employ teachers retired for at least one year for full-time employment as a
13 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or
14 suspended under certain conditions, which include but are not limited to the following:¹⁰

- 15 1. The director of schools of the employing system must certify in writing that no other qualified
16 individuals are available to fill the position;
- 17 2. The Commissioner of Education must certify that the employing school system serves an area that lacks
18 qualified teachers to serve in the position to be filled;
- 19 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 20 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive
21 medical insurance coverage; and
- 22 5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board
23 for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the
24 rate of compensation set by Board for teachers with comparable training and years of experience filling
25 similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301 (b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511 through 513
5. TCA 49-5-512, 513
6. TCA 49-5-508
7. TCA 49-5-706
8. TCA 49-5-411
9. TCA 8-36-805
10. TCA 8-36-821

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 06/04/18
		Rescinds: 5.201	Issued: 08/07/17

1 **SUSPENSION PENDING AN INVESTIGATION**¹

2 The director of schools may suspend a teacher at any time that may seem necessary, pending
3 investigation or final disposition of a case before the board or an appeal. If the matter under
4 investigation is not the subject of an ongoing criminal investigation or a department of children's
5 services investigation, and if no charges for dismissal have been made, a suspension pending
6 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the director
7 of schools suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher
8 shall be paid full salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS**²

10 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
12 provided with written notice, including the reasons for the suspension along with an explanation of the
13 evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both
15 parties may be represented by counsel at the conference, which shall be recorded.

16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher
18 **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or
19 neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete
21 hearing before an impartial hearing officer.²

22 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to
29 the affected employee within ten (10) working days following the close of the hearing. The employee
30 may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the
written decision to the employee. Written notice of appeal to the Board shall be given to the director of

1 schools. Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the
2 proceedings, transcript, documentary and other evidence presented and provide the Board a copy of the
3 same.

4 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
5 appear in person or be represented by counsel and argue why the decision should be modified or
6 reversed. The Board shall take one of the following actions:

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

10 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
11 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
12 after the conclusion of the hearing.

13 The director of schools shall also have the right to appeal any adverse ruling by the Hearing Officer in
14 same manner as the non-tenured teacher.

15 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
16 the chancery court in the county where the school system is located. The Board shall provide the entire
17 record of the hearing to the court.

18 **NONRENEWAL**

19 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
20 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
21 or tenure protections.

22 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
23 tenured teacher and providing assistance for overcoming these deficiencies.

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their
25 con- tract period. If the director of schools determines not to renew the contract of a non-tenured
26 teacher,¹ the following action shall be taken:

- 27 1. The Board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered
29 mail so that it will be received by the employee within five (5) business days following the last
30 instructional day for the school year.³

31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
33 effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
34 permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

- 1 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
2 statement of a physician approved by the Board;
- 3 2. The release by the Board of the teacher from the contract which the teacher has entered into
4 with the Board.

5 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the
6 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
7 Failure to render such notice may be considered a breach of contract.⁵

8 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
9 the State Board of Education and request the suspension of a teacher's certificate. After the State
10 Board of Education has provided the teacher an opportunity for defense during a hearing, the
11 Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred
12 sixty-five (365) days.⁶

13 RETIREMENT

14 Retirement shall mean a termination of services under conditions which will allow the employee to
15 draw benefits from retirement plans and/or social security benefits.

16 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
17 the retirement system. Central office personnel shall assist employees in securing retirement benefits;
18 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
19 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file
for benefits.

21 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
22 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
23 director of schools certifies in writing to the Division of Retirement that no other qualified personnel
24 are available to substitute teach.⁷

25 The director of schools may employ teachers retired for at least one year for full-time employment as a
26 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
27 or suspended under certain conditions, which include but are not limited to the following:⁸

- 28 1. The director of schools of the employing system must certify in writing that no other qualified
29 individuals are available to fill the position;
- 30 2. The Commissioner of Education must certify that the employing school system serves an area
31 that lacks qualified teachers to serve in the position to be filled;
- 32 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 33 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
34 receive medical insurance coverage; and
- 35 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
36 Board for teachers with no experience filling similar positions, nor more than eighty-five
37 percent (85%) of the rate of compensation set by Board for teachers with comparable training
38 and years of experience filling similar positions.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
3 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
4 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this*
policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. Public Acts of 2017, Chapter No. 287
8. TCA 8-36-821

Cross References

Recommendations and File Transfers 5.203

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date: 06/04/18
		Rescinds: 5.202	Issued: 12/05/11

1 SUSPENSION

2 A director of schools/designee may suspend an employee at any time when deemed necessary.[†] ~~Before~~
3 ~~an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an~~
4 ~~opportunity to respond; and (3) given a written decision of the suspension.~~

5 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the
6 employee shall be paid full salary for the period of suspension, unless suspension without pay is
7 deemed to be an appropriate penalty.

8 DISMISSAL

9 All non-certified (classified) employees are employed at the will of the director. The director of
10 schools may dismiss any non-certified employee during the contract year for any reason.

11 RESIGNATION

12 Support personnel shall give the immediate supervisor written notice of resignation at least two (2)
13 weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10)
14 working days may be waived by the director of schools for justifiable reason.

15 The immediate supervisor shall forward copies the day received to the director of schools' office. The
16 payroll office will prepare final payment for the next appropriate scheduled pay day.

17 RETIREMENT

18 Retirement shall mean a termination of services under conditions which will allow the employee to
19 draw benefits from retirement plans and/or social security benefits.

20 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
21 the retirement system.

22 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
23 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
24 central office. It shall be the responsibility of the retiring employee to file for benefits.

25 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
26 without loss of retirement benefits.

27

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Cross References

Recommendations and File Transfers 5.203

Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;">Recommendations and File Transfers</p>	Descriptor Code: <p style="text-align: center;">5.203</p>	Issued Date: <p style="text-align: center;">08/06/18</p>
		Rescinds: <p style="text-align: center;">5.203</p>	Issued: <p style="text-align: center;">06/04/18</p>

1 Other than the routine transmission of administrative and personnel files, district employees are
 2 prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual
 3 knows, or has probable cause to believe, that the person seeking a job change engaged in sexual
 4 misconduct regarding a minor or student in violation of the law.

5 These requirements shall not apply if:

- 6 1. The information giving rise to probable cause has been properly reported to the appropriate law
 7 enforcement agency; and
- 8 2. The matter has been officially closed in one of the following ways:
 - 9 a. The prosecutor or police have investigated the allegations and notified school officials
 10 that there is insufficient information to establish probable cause;
 - 11 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;
 12 or
 - 13 c. The case remains open, and there have been no charges or indictment filed within four
 14 (4) years of the date the information was reported to the law enforcement agency.
 15
 16
 17
 18

19 Neither the district nor the Board shall enter into, or require a current or former employee to enter into,
 20 a non-disclosure agreement during a settlement for any act of sexual misconduct.¹

21 The director of schools shall develop administrative procedures to enforce this policy and comply with
 22 federal law.

Legal References

1. 20 USCA § 7926; Public Acts of 2018, Chapter No. 938

Cross References

Application and Employment 5.106
 Separation Practices for Tenured Teachers 5.200
 Separation Practices for Non-Tenured Teachers 5.201
 Separation Practices for Non-Certified Employees 5.202
 Child Abuse and Neglect 6.409

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Short Term Leaves of Absence</h2>	Descriptor Code: 5.300	Issued Date: 06/04/18
		Rescinds: 5.300	Issued: 08/02/99

- 1 Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal, and
- 2 professional leave.¹
- 3

Legal References

1. TRR/MS 0520-1-2-.04(8)

Cross References

- Emergency & Legal Leave 5.301
- Sick Leave 5.302
- Personal & Professional Leave 5.303
- Vacations and Holidays 5.310

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 06/04/18
		Rescinds: 5.301	Issued: 10/03/16

1 EMERGENCY LEAVE

2 An immediate supervisor may grant a certified employee emergency leave during the workday for a
3 sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal
4 leave,¹ sick leave or leave without pay. The employee who uses emergency leave shall confirm said
5 leave on appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees
7 are released under this policy and when the total time reaches one (1) day, the employee shall be
8 charged with one (1) day of applicable leave.

9 JURY DUTY

10 When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period
11 within twelve months that s/he will be available for jury duty. The following procedures shall regulate
12 the leave for jury duty for teachers:

13 1. The teacher shall present written evidence that s/he had been summoned to serve on a jury;
14 and,

15 2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.³

16 COURT APPEARANCES

17 If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant or
18 witness or voluntarily appears in behalf of family or friends, or when an employee is required to appear
19 in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be
20 granted in accordance with the established board policies on leaves.

21 *Support Personnel*

22 Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or
23 other documents which give reporting instructions to the immediate supervisor. The employee shall
24 obtain a form indicating the days served and the court pay to be received from the court's clerk for
25 submitting to the payroll office. The employee shall receive the usual compensation less the amount
26 paid by the court.³

Legal References

1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
2. TCA 22-1-103 (a)(3)
3. TCA 22-4-108 (b)(1)

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 06/04/18
		Rescinds: 5.302	Issued: 09/13/99

1 **LICENSED PERSONNEL**

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month
3 employed during the school year and shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or
5 illness or death of a member of the immediate family of a teacher, including the teacher's wife or
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the director of schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay.¹

13 In case of doubt, the Board of Education shall have final authority as to who is entitled to leave under
14 this section and the time for which the leave may be allowed.³

15 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
16 which such teacher may accumulate during the remainder of the school year in which he is employed.
17 Such advance use of sick leave shall be charged to sick leave accumulated in the same school year.⁴

18 Upon termination of the employment of such teacher-before-such-days are earned or at the end of the
19 school year, there shall be deducted from the final salary of each teacher an amount based on his daily
20 rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is
21 insufficient for this purpose the teacher shall be liable for reimbursement of any amount in excess of
22 his final salary.⁴

23 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
24 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
25 permit and must be paid according to the state salary scale.

26 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
27 director of schools' office.

28 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
29 school system, provided that the director of schools of the system in which the accumulated leave was
30 held provides notarized verification.¹

- 1 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher~~
 2 ~~may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive~~
 3 ~~parents are teachers only one parent may request leave. Written verification from the adoption agency~~
 4 ~~or other entity handling the adoption shall be required before the leave is granted.⁴~~
- 5 **SUPPORT PERSONNEL**
- 6 Sick leave shall be the same for support personnel as for certified employees.
- 7 The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is
 8 employed except bus drivers, who shall earn one half (1/2) day for each month employed.
- 9 Sick leave shall be cumulative for all earned days not used.
- 10 At the termination of the employment of any employee, all unused sick leave accumulated by the
 11 employee shall be terminated.
- 12 The immediate supervisor may require a physician's certificate stating the reason for absence.
- 13 Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's
 14 certificate stating the reason for absence.
- 15 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
 16 school system, provided that the director of schools of the system in which the accumulated leave was
 held provides notarized verification.¹
- 18 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher~~
 19 ~~may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive~~

 Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-710(a)(2)

 Cross References

- Workers' Compensation 3.602
 Short Term Leaves of Absence 5.300
 Family and Medical Leave 5.305
 Physical Assault Leave 5.307

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 06/04/18
		Rescinds: 5.303	Issued: 08/02/99

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and
2 rules and regulations of the State Board of Education.

3 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
4 employed for a total of two (2) days per year. Employees may have their days of personal leave prior
5 to having earned it. Any personal and professional leave remaining unused at the end of a year shall be
6 credited to sick leave.¹

7 If, at the termination of services, any employee has been absent for more days than leave has been
8 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final
9 salary payment.

10 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

11 1. Except in emergency, each employee shall give the principal at least one day's notice in
12 writing of intent to take leave;

13 2. The approval of the principal of the school shall be required:²

14 a. If more than ten percent (10%) of the teachers in any given school request its
15 use on the same day;

16 b. If requested during any prior established student examination period;

17 c. If requested on the day immediately preceding or following a holiday or
18 vacation period.

19 d. If personal leave is requested for days scheduled for professional development
20 or in-service training, according to a school calendar adopted by the Board prior
21 to the commencement of the school year; or

22 e. If personal leave is requested for days scheduled for parent-teacher conferences,
23 according to a school calendar adopted by the Board prior to the commencement
24 of the school year.
25
26

From Model Policy

27 Professional leave is a short, temporary absence for the purpose of attending workshops and other
28 meetings relating to school business or serving on boards and commissions which meet during daytime
29 hours when appointed by a mayor, city council, county executive or county commission.³

30 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

31 In addition, certified employees shall be granted leave to serve on any board or commission of the state
when the appointment is made by the Governor or General Assembly. Such leave shall not be counted

- 1 against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.
- 3 Support Personal may use two (2) leave days per school year as "personal leave". Personal leave may
- 4 be used for religious holidays, deaths not covered by sick leave, civic duties, personal business, or for
- 5 attendance of professional meetings excluding optional in-service meetings).

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)
3. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Long-Term Leaves of Absence for Professional Personnel	Descriptor Code: 5.304	Issued Date: 06/04/18
		Rescinds: 5.304	Issued: 11/03/03

1 Any person holding a position requiring a license to teach shall be granted leave for military service,
2 legislative service, maternity, adoption, recuperation of health, educational improvements or other
3 sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits.¹ All
4 leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the
5 director of schools. The 30-day notice may be waived or reduced by the director of schools upon
6 submission of a certified statement by a physician. The application for leave forms shall require:

- 7 1. A description of the type of leave requested;
- 8 2. The requested dates for beginning and ending the leave; and
- 9 3. A statement of intent to return to the position from which leave is granted.¹

10 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each
11 applicant shall be notified in writing of the action of the director and the beginning and ending dates of
12 the leave which is granted.² All leaves, except military leave, shall be from a specific date to a specific
13 date. However, any leave may be extended by the director of schools upon written request from the
14 teacher. Military leave shall be granted for whatever period may be required. The procedure and
15 condition for extending a leave are the same as those used when originally requesting and granting the
16 leave.³

17 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim
18 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim
19 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be
20 placed in the same or a comparable position upon return.⁴

21 Part-time leaves may be granted by the director of schools upon written request for the same conditions
22 as for full-time leave.

23 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of
24 return if the teacher does not intend to return to the position from which he/she is on leave. Failure to
25 give such notice shall be considered breach of contract.⁵

26 PAY AND BENEFITS

27 All leave granted in conformance with this policy shall be without pay except as may be covered by
28 sick leave in the case of maternity and recuperative leaves. All benefits provided by the Board
29 terminate at the beginning date of the leave. Employees shall have the opportunity to continue
30 participation, at their own expense, in group insurance plans subject to restrictions of the insuring
31 carriers.

1 ~~If the leave qualifies as FMLA leave, the Board shall keep the employee under its group health~~
2 ~~insurance plan only, provided the employee participates in the group health insurance plan and chooses~~
3 ~~to remain in the group health insurance plan, for the first twelve weeks of the leave. After such time,~~
4 ~~the employee shall have the opportunity to continue participation, at their own expense, in the group~~
5 ~~insurance plan subject to restrictions of the insuring carrier.~~

6 ~~Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have~~
7 ~~the same portion of their insurance premiums paid by the Board as is paid for active employees. This~~
8 ~~leave is limited to twelve (12) weeks and subject to the restrictions and conditions of the Family and~~
9 ~~Medical Leave Act.~~

Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Hickman County Board of Education

	Descriptor Term: Long-Term Leaves of Absence for Support Personnel	Descriptor Code: 5.3041	Issued Date: 08/06/18
		Rescinds: 5.3041	Issued: 06/04/18

1 LONG TERM LEAVES OF ABSENCE

2 Support personnel shall be granted a long term leave of absence for sufficient reason without pay or
3 loss of accumulated leave credits. All leaves shall be requested in writing at least thirty (30) days in
4 advance on forms provided by the director of schools upon submission of a certified statement by a
5 physician. The application for leave forms shall require:

- 6 1. A description of the type of leave requested:
- 7 2. The requested dates for the beginning and ending the leave; and
- 8 3. A statement of intent to return to the position from which leave is granted.¹

9 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each
10 applicant shall be notified in writing of the action of the director and the beginning and ending dates of
11 the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific
12 date. However, any leave may be extended by the director of schools upon written request. Military
13 leave shall be granted for whatever period may be required. The procedure and condition for
14 extending a leave are the same as those used when originally requesting and granting the leave.

15 Part-time leaves may be granted by the director of schools upon written request for the same conditions
16 as for full-time leave.

17 Any employee on leave shall notify the director of schools at least thirty (30) days prior to the date of
18 return if the employee does not intend to return to the position from which he is on leave.

Legal References

1. TCA 49-5-702

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Hickman County Board of Education

Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 08/06/18
	Rescinds: 5.305	Issued: 06/04/18

1 **PURPOSE**

2 ~~To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for~~
3 ~~the care of a child, spouse, or parent who has a serious health condition.~~

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at
6 least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for
7 purposes of FMLA eligibility¹) during the previous twelve-month period.²

8 **GENERAL PRINCIPLES**

9 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
10 calendar year for the following reasons:

- 11 1. the birth of a child;
- 12 2. the placement of a child with the employee for adoption or foster care;
- 13 3. a serious health condition of the employee that makes the employee unable to perform the essential
14 functions of his or her job position;
- 15 4. ~~the care of a spouse, child, parent, or next of kin of the employee~~ who has a serious health condition;
16 and
- 17 5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on
18 covered active duty, or has been notified of an impending call or order to covered active duty, in the
19 Armed Forces.

20 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable
21 federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid
22 leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

23 **MATERNITY/PATERNITY LEAVE**

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Act leave*- FMLA leave shall run
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees
26 leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a
27 newborn child.³
- 28
- 29 1. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave
31 for maternity or paternity leave purposes. In order to be eligible to use sick leave, written
32 request of the teacher accompanied by a statement from the teacher's physician verifying
pregnancy shall be submitted. Upon verification by a written statement from an adoption

1 agency or other entity handling an adoption, a teacher may also be allowed to use accumulated
2 leave for adoption of a child. If both adoptive parents are teachers employed by the district,
3 however, only one (1) parent is entitled to use such leave.⁴

4
5 Spouses who are both eligible employees of the school district are limited to a combined total of twelve
6 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and
7 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who
8 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or
9 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA
10 reasons.⁵

11 LEAVE FOR A SERIOUS HEALTH CONDITION⁶

12 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is
13 unable to work because of a serious health condition or to care for an immediate family member with a serious
14 health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws.
15 Employees shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical
16 Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable,
17 the employee shall notify Human Resources as soon as practicable—generally, either the same or next business
18 day.

19 LEAVE FOR MILITARY FAMILY MEMBERS

- 20 1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks of leave
21 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of
22 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call
23 to active duty, or has been notified of an impending call to active duty status, in the Armed Forces.

24 Qualifying exigencies may include:

- 25 a. issues arising from the service member's short notice deployment;
26 b. military events and related activities (e.g. official ceremonies, support programs);
27 c. making or updating financial and legal arrangements, attending counseling;
28 d. taking up to fifteen (15) days leave to spend time with a covered service member who is on
29 short-term rest and recuperation leave during deployment; or
30 e. attending post-deployment activities.

- 31
32 2. *Military Caregiver Leave*⁸ - An eligible employee who is the spouse, son, daughter, parent, or next of kin
33 of a covered service member or covered veteran with a serious injury or illness is entitled to up to
34 twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member
35 is a current member of the Armed Forces, including a member of the National Guard or Reserves, who
36 is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is
37 otherwise on the temporary disability retired list, for a serious injury or illness.

38
39 A covered veteran is an individual who was a member of the Armed Forces at any time during the
40 period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a
41 serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

42
43 The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8,
44 2013. The “single twelve (12) month period” for leave to military caregiver leave begins on the first
45 day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service
member. The maximum of twenty-six (26) workweeks may include no more than twelve (12)

workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE⁹

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the director of schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹²

2. Certification Requirement¹³

- a. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. the date on which the serious health condition commenced;
 - ii. the probable duration of the condition;
 - iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater

1 than two (2) weeks duration and the return to employment would occur during the two (2) week
 2 period before the end of the term.

3 **REQUIREMENTS OF THE BOARD**¹⁵

- 4 1. The employee shall be restored to the same position of employment or an equivalent position with no
 5 loss of benefits, pay, or other terms of employment.
- 6 2. The employee shall be kept under any group health plan for the duration of the leave.
- 7 3. The board may recover the premium paid under the following conditions:
 8 a. the employee fails to return from leave after the period of leave has expired.
 9 b. the employee fails to return to work for a reason other than the continuation, recurrence, or
 10 onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act 1993, 29 U.S.C.A. § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 U.S.C.A. § 2614

Cross References

Sick Leave 5.302
 Long Term Leaves 5.304

Hickman County Board of Education			
	Descriptor Term: FFCRA LEAVE	Descriptor Code: 5.3051	Issued Date: 05/04/20
		Rescinds:	Issued:

1 *General*¹

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

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

7 **PAID SICK LEAVE**

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

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

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

32 **EXPANDED FMLA LEAVE**

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

6 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or
7 telework due the need to care for his/her son or daughter because of a school or child care facility closure
8 or because the person who regularly provides child care (i.e. this could include a family member or a
9 neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is
10 defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing
11 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care
12 because of a mental or physical disability.

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

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

Legal References

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

Cross References

Sick Leave 5.302
Family and Medical Leave 5.305

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Military Leave</h2>	Descriptor Code: 5.306	Issued Date: 06/04/18
		Rescinds: 5.306	Issued: 05/05/08

1 Employees who are members of any reserve component of the Armed Forces of the United States shall
 2 be granted leave of absence for all periods of military service during which they are engaged in the
 3 performance of duty or training in the service of the state or the United States. Reservists who anticipate
 4 military duty during the school year must give written notice to the director of schools, within thirty (30)
 5 days of the beginning of the school year, of the dates of the anticipated duty. While performing such
 6 duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20)
 7 working days in any one (1) calendar year, plus such additional days as may result from any call to active
 8 state duty.¹ An employee called to active duty by the governor to enforce the laws of the state shall be
 9 paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any
 10 time spent in active state duty shall not count against the twenty-day period of leave allowed for military
 11 service.²

12 Request for leaves and extension of leaves shall conform to state law and board policy governing all
 13 leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for
 14 dismissal.

15 The employee shall supply a copy of the orders for duty, including the dates of departure and return it to
 16 the director of schools prior to, or simultaneous with, requesting leave.

Legal References

1. TCA 8-33-109; TCA 49-5-702(a); Public Acts of 2018; Chapter No. 886
2. TCA 58-1-106(d); TCA 58-1-109

Cross References

Long Term Leaves of Absence 5.304

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 06/04/18
		Rescinds: 5.307	Issued: 08/05/13

- 1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
2 or other violent criminal acts committed in the course of the teacher's employment duties, shall receive
3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or
4 professional leave.¹
- 5 The school system shall continue to pay the teacher's full benefits including, but not limited to health
6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's
7 physician to return to work or the date on which the teacher is determined by the teacher's physician to
8 be permanently disabled from returning to work.²
- 9 A signed statement listing the cause of the absence shall be provided by the employee on forms
10 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
11 of all claims. A certificate from the physician on forms furnished by the director of schools may also
12 be required to verify the extent of the injury.³
13

Legal References

1. TCA 49-5-714(a)
2. TCA 49-5-714(b)
3. TRR/MS 0520-01-02-.04(5)(b)

Cross References

- Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Vacations and Holidays</h2>	Descriptor Code: 5.310	Issued Date: 06/04/18
		Rescinds: 5.310	Issued: 08/01/05

1 **VACATIONS**

2 Full-time support personnel shall have ten (10) vacation days per year. The time of vacation must be
 3 approved by the director of schools and immediate supervisor.¹

4 **HOLIDAYS**

5 Support personnel, if on active payroll at the time, shall be entitled to the following holidays:

- 6 Memorial Day
- 7 July 4
- 8 Labor Day
- 9 Thanksgiving (3 days)
- 10 December 24
- 11 December 25
- 12 New Year's
- 13 Good Friday

14 Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends
 15 or school is in session.

Legal References

- 1. TCA 5-23-104

Cross References

School Calendar 1.800

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pictures

Proposed fundraising activities: school pictures

Purposed Uses of funds raised General Fund

Expected student involvement (school-wide or specific school organization) students
will have pictures made and parents can order
from proofs

Method by which school will receive profit will receive a check
for 30% of net profit

Requested by Jina Jewett, Bookkeeper Date 8-6-20
Name/Title

Approved by Reigha Coble Date 8-6-20
Principal

Approved by Michelle Hewitt Date 8/6/20
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.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: School Store.com

(an online shopping mall)

Purposed Uses of funds raised Instructional Supplies

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

will purchase items online from various participating stores (example: Walmart, Old Navy, Kohl's, Disney Store, Sams - over 400 stores)

Method by which school will receive profit

school will receive a percentage of sales

Requested by Jinae Innett, Bookkeeper Date 9-11-20
Name/Title

Approved by Reigha Able Date 9/11/2020
Principal

Approved by Michelle Hebert Date 9/14/20
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.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: Catalog & Cookie Dough
Sale — October 19 — November 4

Purposed Uses of funds raised Instructional Supplies

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

Method by which school will receive profit Company will give school
50% of total amount sold

Requested by Jina Jurett, Bookkeeper Date 9-11-20
Name/Title

Approved by Raigha Coble Date 9/11/2020
Principal

Approved by Michelle Filvert Date 9/14/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name E H M S FOOTBALL

Proposed fundraising activities: CAR WASH

Purposed Uses of funds raised
TRANSPORTATION COSTS / PURCHASE FOOTBALL
EQUIPMENT

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

Method by which school will receive profit DONATIONS / CAR WASH FEES

Requested by Robert Phillips Coach Date 8/20/20
Name/Title

Approved by Bryan Andrie Date 8/20/2020
Principal

Approved by Michelle Gilbert Date 8/20/20
Director of Schools*

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Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Middle School Girls Soccer

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised Referee Fees

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

Method by which school will receive profit Cash

Requested by Wendell Gordon - Coach Date 8-26-20
Name/Title

Approved by Bryan Auler Date 8/27/2020
Principal

Approved by Michelle Stewart Date 8/27/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name FACS

Account Number 820

Proposed fundraising activities: DonorsChoose

Purposed Uses of funds raised: Materials will be requested for classroom especially items which may be needed for remote learning labs.

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

None. Materials will be posted on my Donorschoose.org account requesting these materials.

Method by which school will receive profit: Materials will be delivered to school.

Requested by: Charlotte Boehms
Name/Title

07/31/2020
Date

Approved by: *Andre Be...*
Principal

8-4-20
Date

Approved by: *Michelle Hiver*
Director of Schools*

8/6/20
Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name FACS, FCCLA, Fundamentals of Education

Account Number 820, 832, 855

Proposed fundraising activities: Sell EHHS Neck Gaitors

Purposed Uses of funds raised: Club and classroom activities

Expected Student involvement (school-wide or specific school organization): Students will sell the neck gaitors at school and to family and friends.

Method by which school will receive profit: cash/check

Requested by: Charlotte Boehms
Name/Title

7/31/2020
Date

Approved by: *Michelle Bean*
Principal

8-4-20
Date

Approved by: *Michelle Gilbert*
Director of Schools*

8/6/20
Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Football

Account Number 601

Proposed fundraising activities: sell EHHS cloth face masks

Purposed Uses of funds raised: football team apparel

Expected Student involvement (school-wide or specific school organization): students and coaches
will sell students and their families customized EHHS masks.

Method by which school will receive profit: cash or check

Requested by: Chris Austin / Head Football Coach
Name/Title

7/31/2020
Date

Approved by: Muel Beem
Principal

8-4-20
Date

Approved by: Michelle Hebert
Director of Schools*

8/6/20
Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cheerleading

Account Number 614

Proposed fundraising activities: Buff City Soap

Purposed Uses of funds raised: crop tops, bus expense & paint & paper supplies

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

Method by which school will receive profit: Cash, check

Requested by: Disaiah Smith, Cheer Coach 7-13-20
Name/Title Date

Approved by: Michael Brown 7-13-20
Principal Date

Approved by: Michelle Hilbert 8/6/20
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS FFA

Account Number 831

Proposed fundraising activities: Fruit Sale

Purposed Uses of funds raised: To supplement and support EHHS FFA activities

Expected Student involvement (school-wide or specific school organization): Students will sell fruit from Dunn-Wright.

Method by which school will receive profit: School will receive a percentage of sales

Requested by: Myles Williams, FFA Advisor 8/11/2020
Name/Title Date

Approved by: Michael Green 8/17/20
Principal Date

Approved by: Michelle Hewitt 8/14/20
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS FFA

Account Number 831

Proposed fundraising activities: _____

Purposed Uses of funds raised: To support and supplement EHHS
FFA Activities

Expected Student Involvement (school-wide or specific school organization): Students will produce
plants for plant sale in the spring for gardens and
landscaping

Method by which school will receive profit: Money will be made from the
sale of plants

Requested by: Lyles Williams, FFA Adviser 8/11/2020
Name/Title Date

Approved by: Michelle Bevan 8/14/20
Principal Date

Approved by: Michelle Hebert 8/14/20
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Golf

Account Number 602

Proposed fundraising activities: Little Leasor Pizza

Purposed Uses of funds raised: To supplement and support EHHS Golf Activities

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

students will sale Little Leasor Pizza packs via phone, email.

Method by which school will receive profit: company will pay percentage of sales to school

Requested by: Myles Williams Golf Coach
Name/Title

8/11/2020
Date

Approved by: Muhl Been
Principal

8/14/20
Date

Approved by: Michelle Silver
Director of Schools*

8/14/20
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name CDC

Account Number 824

Proposed fundraising activities: Selling a plate Lunch (to go)
(teachers will serve own food in a to go container)

Purposed Uses of funds raised: ELC class funds and rewards

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

Method by which school will receive profit: Cash or check

Requested by: Sheryl Robinson / ELC Teacher
Name/Title Sheryl Robinson / ELC Teacher Date 8-17-20

Approved by: David Brown
Principal David Brown Date 8/17/20

Approved by: Michelle Hebert
Director of Schools* Michelle Hebert Date 8/18/20

* 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 Girls Soccer

Account Number _____

Proposed fundraising activities: Car Wash

Purposed Uses of funds raised: Referee Fees

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

Method by which school will receive profit: Cash

Requested by: Wendell Gordon - Coach
Name/Title

6-15-20
Date

Approved by: Amel Beem
Principal

6-25-20
Date

Approved by: Michelle Gilbert
Director of Schools*

7/5/20
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2023

Account Number 703

Proposed fundraising activities: The Sale of Country Meats from August - May of the 2020-2021 School year

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

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

Method by which school will receive profit: Cash

Requested by: Whitly Mott / Best teacher ever
Name/Title

8-17-20
Date

Approved by: Arnold Dean
Principal

8-17-20
Date

Approved by: Michelle Herbert
Director of Schools*

8/17/20
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name

HOSA

Account Number _____

Proposed fundraising activities:

students will sell hand sanitizer, first aid kits, & masks

Purposed Uses of funds raised:

HOSA member shirts, program equipment, Nursing Ed fees, CPR fees.

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

Students will sell items.

Method by which school will receive profit:

Items will be sold for profit.

Requested by:

Bonnie Kelley, RN, Health Science CNA Instructor
Name/Title

8/20/20
Date

Approved by:

Michael Bevin
Principal

8/21/20
Date

Approved by:

Michelle Elvert
Director of Schools*

8/25/20
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 Cheerleading

Proposed fundraising activities: Fan Cloth

Purposed Uses of funds raised
crop tops, socks, shirts,
Paint & supplies for banner

Expected student involvement (school-wide or specific school organization)
Cheer Squad

Method by which school will receive profit Check from Fan Cloth

Requested by Discille Smith Cheer Coach Date 8-21-20
Name/Title

Approved by Michael Beaman Date 8-21-20
Principal

Approved by Michelle Rivett Date 8/25/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS FFA

Account Number _____

Proposed fundraising activities: Meat Sale

Purposed Uses of funds raised: To raise funds for FFA Activities of EHHS

Expected Student involvement (school-wide or specific school organization): Students will conduct annual meat sale with Southern Heritage.

Method by which school will receive profit: Percentage of sales will go to EHHS

Requested by: Myles Williams / As
Name/Title

8/25/2020
Date

Approved by: Michael Bivins
Principal

8/25/20
Date

Approved by: Michelle Shiver
Director of Schools*

8/25/20
Date

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHHS Senior Class

Proposed fundraising activities: Homecoming t-shirts

Purposed Uses of funds raised Graduation!

Expected student involvement (school-wide or specific school organization) EHHS Senior class

Method by which school will receive profit Profit from sale of t-shirts

Requested by Cindi Morgan ^{Senior sponsor}
Name/Title Date 9-9-20

Approved by R. Masters
Principal Date 9-9-20

Approved by Michelle Helbert
Director of Schools* Date 9/10/20

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2023

Account Number 703

Proposed fundraising activities: Selling Class t-shirts

Purposed Uses of funds raised: Class / Graduation expenses

Expected Student involvement (school-wide or specific school organization): Class of 2023

Method by which school will receive profit: Cash

Requested by: Crystal Nelson 2023 Sponsor 9-1-2020
Name/Title Date

Approved by: R. Master 9-1-2020
Principal Date

Approved by: Michelle Stewart 9/10/20
Director of Schools* Date

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PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Class of 2024

Account Number 702

Proposed fundraising activities: sale class shirts

Purposed Uses of funds raised: graduation and class expenses

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

Method by which school will receive profit: cash or check

Requested by: Sheryl Robinson / class sponsor
Name/Title

9-4-20
Date

Approved by: R. Masters
Principal

9-4-20
Date

Approved by: Michelle Hewitt
Director of Schools*

9/10/20
Date

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHHS Senior Class

Proposed fundraising activities: Sell Little Caesar's pizza Kits online (no person to person selling)

Purposed Uses of funds raised Graduation!

Expected student involvement (school-wide or specific school organization) EHHS Senior class

Method by which school will receive profit Check from Little Caesars

Requested by Cindi Morgan ^{Senior Sponsor}
Name/Title Date 9-9-20

Approved by R. Masters
Principal Date 9-9-2020

Approved by Michelle Shiver
Director of Schools* Date 9/11/20

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Junior class 2022

Proposed fundraising activities: T-Shirt sales - Junior
class shirts -

Purposed Uses of funds raised
graduation fund for 2022 - end of
year plaques / certificates / awards

Expected student involvement (school-wide or specific school organization) Junior
class

Method by which school will receive profit each shirt cost 8⁰⁰ -
Sell for 10⁰⁰ - 2⁰⁰ profit - Hope to sell
60 shirts 120.00 profit

Requested by Terry Poth Date 9/9/2020
Name/Title

Approved by R Masters Date 9-9-2020
Principal

Approved by Michelle Hewitt Date 9/11/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Spirit links for homecoming -
10¢ per link; \$1.00 to steal links from another class

Purposed Uses of funds raised
Pay for homecoming expenses; remaining funds used for
student/teacher rewards

Expected student involvement (school-wide or specific school organization) anyone
in the school may participate

Method by which school will receive profit donations from students for
spirit links

Requested by Beth Robinson - Student Council Date 9-11-2020
Name/Title Sponsor

RMasters Date 9-14-2020
Approved by See attached email Date 9-11-2020
Principal

Approved by Michelle Hilbert Date 9/14/20
Director of Schools*

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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS
1257 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
2568 Hwy 49 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 1ST & GOAL FOOTBALL BOOSTERS

Proposed Fundraising Activity APPAREL FOR SALE

Date(s) FOOTBALL SEASON (SEPT 2020)

Location(s) EAGLE STADIUM

Requested By Michelle Gilbert
President/Chair of Organization

09-23-20
Date

Recommended By Michelle Gilbert
Principal

9-24-20
Date

Approved Michelle Gilbert
Director of Schools or Designee

9/24/20
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 Library
Proposed fundraising activities: Book fair (Oct 19-Nov 1)
online only
Purposed Uses of funds raised free materials / books

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

Method by which school will receive profit free materials / books

Requested by Joison Cochran / Library Date 9/22/20
Name/Title

Approved by Jennifer Hudson Date 9/22/20
Principal

Approved by Michelle Bevent Date 9/23/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Library

Proposed fundraising activities: Annual Fall Book Fair

Purposed Uses of funds raised The funds will be used to replace last books and purchase new books.

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

Method by which school will receive profit Check from Scholastic

Requested by Bethany Powers - Librarian Date 9-18-2020
Name/Title

Approved by Eri Cannon Date 9-18-2020
Principal

Approved by Michelle Hilvert Date 9/24/20
Director of Schools*

over
↓

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: Boo Bash - One class at a time in the gym during their P.E. class.

Purposed Uses of funds raised
PBIS/Rewards

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

Method by which school will receive profit Cash / Check

Requested by Eui Cannon Date Sept. 11th, 2020
Name/Title

Approved by Eui Cannon Date Sept. 11th, 2020
Principal

Approved by Michelle Hilvert Date 9/16/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising

Proposed fundraising activities: WALK THE DAWG - One class
at a time outside on three different tracks.

Purposed Uses of funds raised

PBIS / Rewards

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

School-Wide

Method by which school will receive profit Cash / Checks

Requested by Eri Cannon Date Sept. 11, 2020
Name/Title

Approved by Eri Cannon Date Sept. 11, 2020
Principal

Approved by Michelle Hebert Date 9/16/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Soccer

Proposed fundraising activities: Soccer Team shirts

Purposed Uses of funds raised
buy soccer balls, pennies,
nets, field maintenance

Expected student involvement (school-wide or specific school organization) _____
sell shirts to friends & family members

Method by which school will receive profit sale of the shirts

Requested by Jennifer Brewer/Coach Date 8/17/2020
Name/Title

Approved by Jana S. Hugger Date 8-20-20
Principal

Approved by Michelle River Date 8/20/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Football

Proposed fundraising activities: Discount cards

Purposed Uses of funds raised Football related expenses

Expected student involvement (school-wide or specific school organization) Football Players

Method by which school will receive profit Money Collected

Requested by Lyn Harris Name/Title Date 8/20/20

Approved by Uma S. Hughes Principal Date 8-20-20

Approved by Michelle Gilbert Director of Schools* Date 8/27/20

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Library

Proposed fundraising activities: Scholastic Book Fair

Mon. 9-28 to Fri. 10-9, 2020

Purposed Uses of funds raised Library books and
Supplies

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

School - wide

Method by which school will receive profit Cash

Requested by Kathy Brown, LMS Date 8-31-20
Name/Title

Approved by Ana S. Hopper Date 8-31-20
Principal

Approved by Michelle Helvert Date 9/4/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Boys & Girls Basketball

Proposed fundraising activities: Free throw shoot a thon

Purposed Uses of funds raised

Jerseys/Practice Gear/shooting shirts

Expected student involvement (school-wide or specific school organization) Boys & Girls Basketball Teams

Method by which school will receive profit Donations based on player's shooting - Free Throws

Requested by Zach Bentley/Couch Date 9-2-20
Name/Title

Approved by Jina S. Higgins Date 9/3/20
Principal

Approved by Michelle Gilbert Date 9/10/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Concessions during "WIN Time"

Purposed Uses of funds raised

Funds will be used for teacher/student rewards
throughout the year.

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

School-wide

Method by which school will receive profit Currency

Requested by Beth Copley Date 9/10/20
Name/Title

Approved by Ima S. Shippen Date 9-10-20
Principal

Approved by Michelle Hewitt Date 9/10/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls & Boys Basketball

Proposed fundraising activities: BSU MyTeam Shop

Purposed Uses of funds raised

Apparel & Gear

Expected student involvement (school-wide or specific school organization) Boys & Girls Basketball teams - community

Method by which school will receive profit Money from each purchase will go into basketball BSU account

Requested by Zach Bentley - Coach Date 9-9-20
Name/Title

Approved by [Signature] Date 9-9-20
Principal

Approved by Michelle Hixson Date 9/14/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Golf Team

Proposed fundraising activities: Golf Scramble at DGC

Purposed Uses of funds raised

TMSAA Fees/ Plaques for District/ Player Course Fees

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

Method by which school will receive profit people will pay to
play at DGC

Requested by Zach Bentley/Coach Date 9-11-20
Name/Title

Approved by [Signature] Date 9-11-20
Principal

Approved by [Signature] Date 9/17/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CDC / Bulldog Bakery 806

Proposed fundraising activities: gofundme.com

Purposed Uses of funds raised Classroom supplies

Bakery supplies

Expected student involvement (school-wide or specific school organization) CDC students

use funds to learn Budgeting / math skills / Life skills

Method by which school will receive profit _____

Requested by Levi Griego / SPED Teacher Date 7.30.20
Name/Title

Approved by Ken D. Reef Date 7/30/2020
Principal

Approved by _____ Date _____
Director of Schools*

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denied - Michelle Hilbert
7/31/20

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CDC / Bulldog Bakery 806

Proposed fundraising activities: cooking & selling of Hot Coco, coffee, cookies, & other pastries.

Purposed Uses of funds raised classroom supplies, Bakery supplies

Expected student involvement (school-wide or specific school organization) Vocational skills. Taking orders, cooking math, social skills, moneymath etc.

Method by which school will receive profit _____

Requested by Levi Griego SPED Teacher Date 7.30.20
Name/Title

Approved by [Signature] Date 7/30/2020
Principal

Approved by Michelle Gilbert Date 7/30/20
Director of Schools*

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* Be sure not to compete with cafeteria

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CDC / Bulldog Bakery 806

Proposed fundraising activities: Dazz Cycle.com/Recycle of use printer cartridges, buyback program

Purposed Uses of funds raised Classroom supplies / Bakery supplies

Expected student involvement (school-wide or specific school organization) Vocational skills training, Separating by type, brand, #, packaging, etc multi skills

Method by which school will receive profit _____

Requested by Levi Griego SPED Teacher
Name/Title

Date 7.30.20

Approved by Ken D. Esch
Principal

Date 7/30/2020

Approved by Michelle Gilbert
Director of Schools*

Date 7/31/20

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Football Cheerleading

Proposed fundraising activities: car wash

Purposed Uses of funds raised rain gear, cold gear,

homecoming supplies, other supplies needed

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

Football Cheerleaders

Method by which school will receive profit cash, check

Requested by Tori McClanahan/coach Date 8-10-2020
Name/Title

Approved by Ken D. Esf Date 8/7/2020
Principal

Approved by Michelle Hebert Date 8/10/20
Director of Schools*

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PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cross Country

Proposed fundraising activities: Hat Day - Students
pay \$1.00 to wear their hat

Purposed Uses of funds raised
new uniforms

We'd like to have "Hat Day" this Friday to show our support for our Cross Country runners who run in the State tour. on Sat. 😊

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

Method by which school will receive profit All profit

Requested by Jammy Worley/coach Date 9/30/2020
Name/Title

Approved by [Signature] Date 9-30-20
Principal

Approved by [Signature] Date 10/1/20
Director of Schools*

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