

HICKMAN COUNTY BOARD OF EDUCATION
HCBOE Regular Meeting---June 3, 2019

The Hickman county Board of Education met on June 3, 2019, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Approval of May 6, 2019 Regular Board Meeting Minutes

Approval of May 13, 2019 Special Called Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Employee of the Year

Principal of the Year

Supervisor of the Year

Communications to the Board

Director's Report

Financial Report

Family Resource Center End of Year Report

Facilities Report

Items Requiring Board Action

Director of Schools Evaluation

Annual Agenda

HICKMAN COUNTY BOARD OF EDUCATION
HCBOE Regular Meeting---June 3, 2019

Budget Amendments

2019-2020 Board Meeting Dates

Resolution to Grant Authority to Designate Reserves

Authorize Director to Submit Reports, Applications, and Grants

2019-2020 Professional Personnel Decisions

2019-2020 Notice of Placement of Licensed Personnel

2019-2020 Re-Employment and Placement of Support Staff

Grant Executive Committee Authority to Close Out School Year

Declaration of Surplus

Centerville Municipal Golf Course Memorandum of Understanding

2019-2020 141, 142, 143 School Budgets (if needed)

Revised Board Policy 1.405, 3.400 (2nd Reading)

Board Policy Review

Announcements

Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---May 6, 2019

The Hickman County Board of Education met in regular session on Monday, May 6, 2019, at 7:00 p.m. in the library of Hickman County High School. Members present were: Chair Amy Bryant, Tim Hobbs, Jane Herron, Steve Gianakos, and Jim Hudgins. Ron Gammons and Vance Willis were absent from the meeting.

Tim Hobbs made a motion to approve the minutes from the board meeting held on April 1, 2019. Jim Hudgins seconded the motion.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 1, 2019

The Hickman County Board of Education met in regular session on Monday, April 1, 2019, at 7:00 p.m. in Room 203 of the Central Office building. Members present were: Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, Steve Gianakos, Vance Willis, and Jim Hudgins.

Vance Willis made a motion to amend the minutes from the board meeting on March 4, 2019, to reflect school bus purchases included seat belts as an accessory. Ron Gammons seconded the motion. On a voice vote the motion was approved 7-0.

Ron Gammons made a motion to approve the minutes from the board meeting on March 4, 2019, as amended. Tim Hobbs seconded the motion.

The Hickman County Board of Education met in regular session on Monday, March 4, 2019, at 7:00 p.m. in Room 203 of the Central Office building. Members present were: Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, Steve Gianakos, Vance Willis, and Jim Hudgins.

Vance Willis made a motion to approve the minutes from the board meeting on Monday, February 4, 2019. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Jane Herron made a motion to approve the agenda. Steven Gianakos seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, March 4, 2019, at 7:00 p.m. in Room 203 of the Central Office. A work session will be held in Room 203 of the Central Office at 6:00 p.m.

- I. Call to Order
- II. Approval of February 4, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month--Steve Gianakos
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Budget Calendar--Director of Schools
- VI. Items Requiring Board Action
 - A. Trip Requests--Sponsor and Students
 1. HCMS 8th Grade Class--Sponsor and Students
 2. EHHS Senior Class--Sponsor and Students
 3. HCHS FCCLA--Sponsor and Students

4. HCHS JROTC--Instructor and Cadets
 5. EHHS FFA--Sponsor and Students
 6. HCHS FFA--Sponsor and Students
 7. EHHS HOSA--Sponsor and Students
- B. Event Requests--
1. HCHS JROTC Adventure Camp--Instructor and Cadets
 2. HCHS JROTC Military Ball--Instructor and Cadets
- C. Budget Amendment #9 Correction--Business Officer
- D. Budget Amendments--Business Officer
- E. 2019-2020 Attendance Zones--Director of Schools
- F. Capital Project--Gym Floor Surfacing--Maintenance Director
- G. Capital Project--School Buses--Transportation Director
- H. Mowing Services--Maintenance Director
- I. Revised Board Policies (1st Reading)--Director of Accountability
- J. Board Policy Review 6.603-6.709, 1.405, 3.402--Director of Accountability
- VII. Announcements
- VIII. Adjourn
- On a voice vote, the motion was approved 7-0.

Steve Gianakos read a letter recognizing Barbara Brooks as the Employee of the Month for March.

Ron Gammons made a motion to approve the Director's Report. Jim Hudgins seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: February 22, 2019
 RE: March Director's Report

Leave of Absence

Professional

Support Staff

Cynthia Monroe

FMLA (extended through March 4, 2019)

Hiring

Professional

Mary Green

EHES Interim Pre-K

Support Staff

Marcille Pence

Food Service

Misty Newcomb

EHIS Special Education Assistant

Stephanie Bodine

EHES Special Education Assistant

Laura Harris

EHIS Special Education Assistant

Ruth Gardner

HCHS Special Education Assistant

Renee Parsley

CES Bookkeeper

Resignation

Professional

Suzi Miley

EL Services

Support Staff

Wanda Beard

Food Service

Karen Mangrum

CIS Special Education Assistant

Retirement

Professional

Support Staff

Jim Hudgins made a motion to approve budget amendment #10. 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.

Vance Willis made a motion for the attendance zones to remain as established currently for the 2019-2020 school year. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the capital project and award the gym floor bid to BAM floors for sealing except for EHES and EHHS and allocate \$26, 466.00 for sanding the gym floor at the EHHS to BAM Floors. Jim Hudgins 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.

Vance Willis made a motion to approve the capital project to purchase buses with seat belts as an accessory and award the bid to Central States with seat belts at \$96, 499.00 for each bus to purchase 4 buses.

<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.

Vance Willis made a motion to split the award for the mowing services bid between Petty and Sons and Three Rivers for mowing services, to be awarded for the lowest bid at each campus. Jim Hudgins seconded the motion.

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

Jane Herron

Tim Hobbs
Jim Hudgins
Vance Willis

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

Vance Willis made a motion to approve revised board policies 1.803, 4.209, 4.603 including the addition of exceptions to include: decisions made by a student's IEP team or extenuating medical or psychological situations. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the review of board policies 6.603-6.709, 1.405, 3.402, as presented and for 6.709 to remain as currently stated. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

The meeting was adjourned at 8:16 p.m.

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

Amy Bryant made a motion to amend the agenda to add item VI. N. Declaration of Surplus. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0

Steve Gianakos made a motion to approve the amended agenda for the board meeting. Jane Herron seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, April 1, 2019, at 7:00 p.m. in the library at East Hickman High School. A work session will be held at 6:00 p.m. to discuss the 2019-2020 school budget and board agenda topics.

- I. Call to Order
- II. Approval of March 4, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month--Amy Bryant
 - B. ACT Recognition--High School Principals
 - C. SCOPE Conference Recognition--High School Principals
 - D. 4-H Governor--Secondary Supervisor
 - E. Haslam Scholarship--Secondary Supervisor and TNAdvise Counselor
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Desktop Monitoring Results--Federal Programs Director
- VI. Items Requiring Board Action
 - A. Trip Requests--Sponsor and Students
 - B. Textbook Adoption Approval--Deputy Superintendent
 - C. Budget Amendments--Business Officer
 - D. Job Share Request--Principals and Supervisors
 1. CIS Physical Education--Principal and Supervisor
 2. EHES 2nd Grade--Principal and Supervisor
 - E. Capital Purchase Approval Desktop Computers--Technology Director
 - F. Capital Purchase Approval Chromebook Computers--Technology Director
 - G. Capital Outlay Project Security Cameras--Technology Director
 - H. Revised Board Policy 6.312 (1st reading)--Director of Schools
 - I. Addition of Board Policy --Director of Schools
 - J. Revised Board Policies 1.803, 4.209, 4.603 (2nd reading)--Director of Accountability
 - K. Board Policy Review 2.701, 2.702, 2.802, 2.803, 2.804, 2.806, 2.900--Director of Accountability
 - L. Board Policy Deletion 6.603, 6.702, 6.706 (1st reading)--Director of Accountability
 - M. Benefits - Memorandum of Understanding

- N. Declaration of Surplus--Maintenance Director
- VII. Announcements
- VIII. Adjourn

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

Amy Bryant read a letter to recognize Amy Bryant as the April Employee of the Month.

Principals from East Hickman High School and Hickman County High School recognized students that scored 29 and above on the ACT, students that attended the SCOPE Conference, the TN 4-H Governor, and the Haslam Scholarship recipient.

Jane Herron made a motion to accept the Director's Report. Jim Hudgins seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: March 20, 2019
RE: April Director's Report

Leave of Absence

Professional
Support Staff

Alison Brady

April 1-May 21, 2019 (FMLA)

Hiring

Professional
Support Staff

Resignation

Professional
Support Staff

Kendra Beard (coaching responsibilities)

HCMS Volleyball Coach

Retirement

Professional
Support Staff

Transfers

Professional
Chris Austin
Support Staff

HCMS History and Assistant Football Coach to EHHS History and Head Football Coach

Appointment

Professional

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

Ron Gammons made a motion to accept the Financial Report as presented. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

The Director of Schools reported that the Federal Programs for Title I and Special Education were desktop monitored during the fall semester. Our school system received good reports from the monitoring. Jim Hudgins made a motion to accept the report. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the submission of textbook adoption selections in the areas of Social Studies, Spanish, Economics, Business, and Computer Applications. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve Budget Amendments 11 and 12. Ron Gammons 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.

Jim Hudgins made a motion to approve the job share request from Centerville Intermediate School in physical education. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the job share request from East Hickman Elementary School in second grade. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made the motion to purchase computers from System Liquidation and monitors from STS for 110 work stations in the amount of \$27, 390.00. 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.

Jim Hudgins made a motion to purchase Chromebooks from Firefly for the price of \$252.00/unit for 300 Chromebooks in the amount of \$75,600.00. 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.

Jim Hudgins made a motion to approve the purchase of security cameras from BGC not to exceed \$81, 583.00. Steve Gianakos seconded the motion.

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

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

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

Vance Willis made a motion to approve revised board policy 6.312 on first reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve revised board policies 1.803, 4.209, and 4.603 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to revise board policy 2.806 to add "Hickman County Government" where the local governmental body is referenced. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to accept the review of board policies 2.701, 2.702, 2.802, 2.803, 2.804, 2.900, and to seek guidance regarding the approval of the mileage rate on board policy 2.804. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to delete board policies 6.603, 6.702, and 6.706 as recommended by TSBA on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the Benefits Administration Memorandum of Understanding and submit it to the state. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs made a motion to accept the list of declared surplus provided by the Maintenance Director. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Michelle Gilbert announced a budget work session would be held on Thursday, April 11, at 6:30 p.m. in Building B at HCHS.

The meeting was adjourned at 8:00 p.m.
On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to amend the agenda to replace item IV. D. with Special Recognition--Mr. Gary Hanes. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Jane Herron 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, May 6, 2019, at 7:00 p.m. in the library at Hickman County High School. A reception honoring the Teachers of the Year and the Hickman County Graduates of Distinction will be held at 6:30 p.m. in the library at Hickman County High School.

- I. Call to Order
- II. Approval of April 1, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Graduate Recognition--High School Principals and Secondary Supervisor
 - C. Teachers of the Year
 - A. Centerville Elementary School--Jim Hudgins
 - B. East Hickman Elementary School--Amy Bryant
 - C. Centerville Intermediate School--Vance Willis
 - D. East Hickman Intermediate School--Tim Hobbs
 - E. Hickman County Middle School--Jane Herron
 - F. East Hickman Middle School--Steve Gianakos
 - G. East Hickman High School--Ron Gammons
 - H. Hickman County High School--Vance Willis
 - I. Grades PK-4 Teacher of the Year--Jane Herron
 - J. Grades 5-8 Teacher of the Year--Ron Gammons
 - K. Grades 9-12 Teacher of the Year--Steve Gianakos
 - D. Special Recognition--Gary Hanes
 - E. Friend of Education--Amy Bryant
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Financial Statement--Board Chair
- VI. Items Requiring Board Action
 - A. Trip Requests--Sponsor and Students
 - 1. HCCH Senior Trip--Sponsor and Students
 - 2. EHHS Envirothon Trip--Sponsor and Students
 - 3. EHHS Band--Band Director and Students
 - B. Budget Amendments--Business Officer
 - C. Recommendations for Teacher Tenure--Academic Supervisors
 - D. CIS Job Share Request--Principals and Supervisor
 - E. Transportation Truck Replacement--Transportation Director
 - F. EHHS Capital Improvement Security Project--Maintenance Director
 - G. EHMS Capital Paving Project--Maintenance Director
 - H. HCMS Carpet Replacement Project--Maintenance Director
 - I. Fire Damper Inspection Services--Maintenance Director
 - J. Technology Service Plan--Technology Coordinator
 - K. Revised Board Policy 1.405 (1st reading)--Director of Accountability
 - L. Revised Board Policy 2.804 (2nd reading)--Director of Accountability
 - M. Revised Board Policy 2.806 (2nd reading)--Director of Accountability
 - N. Revised Board Policy 3.400 (1st reading) --Director of Schools
 - O. Revised Board Policy 6.312 (2nd reading)--Director of Schools
 - P. Board Policies 6.603, 6.702, 6.706 (2nd reading) Deletion--Director of Accountability
 - Q. Board Policy Review 1.100-1.108 --Director of Accountability
- VII. Announcements

- A. Director of Schools Performance Evaluation--Board Chair
 - B. Special Called Meeting on May 20, 2019--Director of Schools
- VIII. Adjourn

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

Katelyn Tanner, ELL Teacher, was recognized as Employee of the Month by Jim Hudgins.

Students receiving recognition at graduation for graduating with Honors and Distinction were recognized by the Board of Education.

Building Level Teachers of the Year were recognized: CES: Brandy Mayberry, EHES: Stephanie Neely, CIS: Mollie Chessor, EHIS: Diana Lankford, EHMS: Michael Redding, HCMS: Robin DeVault, EHHS: Connie Graves, HCHS: Ashley Totty.

District Level Teachers of the Year were recognized: Grades PK-4: Mollie Chessor, Grades 5-8: Michael Redding, Grades 9-12: Connie Graves

Jim Tanner, HCEMA Director, was recognized as the Friend of Education by Amy Bryant.

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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: April 24, 2019
 RE: May Director's Report

Leave of Absence

Professional

Support Staff

Brandi Jenkins
 Cynthia Monroe

FMLA (through May 6, 2019)

FMLA (extended through May 17, 2019)

Hiring

Professional

Support Staff

Loren Roberts
 Amanda Scott

HCMS Volleyball Coach
 School Food Service

Resignation

Professional

Laura Manning
 Demetria Worley
 Barry Eddings
 James Scruggs
 Christina Williams
 Rita Shull

EHES School Counselor
 EHHS Math
 EHHS Wellness
 EHHS English
 EHHS Library
 CES Teacher

Support Staff

Chloe Bell
 Hope Brewer
 Kyle Churchwell

CES Assistant
 HCMS Assistant
 HCHS ISS

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

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

Jane Herron made a motion to accept the OPEB Trust report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve an overnight trip for the EHHS Envirothon Team to Crossville, TN, for state competition on May 7-8, 2019. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to approve an overnight camp for the EHHS band to be held at EHHS on July 7-12, 2019. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve Budget Amendment #13. Steve Gianakos seconded the motion.

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

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

Steve Gianakos made a motion to approve Budget Amendment #14. Jane Herron seconded the motion.

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

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

The following teachers were recommended for tenure and their names read aloud to the Board: Lynne Anderson, Christine Hoover, Rachael Atkinson, Lindsey Nieuwenhuis, Ashley Maddox,

Rachel McCaleb, Jessica O'Daniel, Melinda Morton, Kim Smith, Michael Redding, Ashley Totty, Sarah Delaney, Mary Ellen Watson, Cynthia Gasparro, Stacey Alexa, Katelyn Tanner
Tim Hobbs made a motion to approve tenure for the teachers named. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the Job Share request for Centerville Intermediate School. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to approve the purchase of a capital purchase of a truck for the transportation as presented, not to exceed \$26,599.25, off state contract. Jim Hudgins seconded the motion.

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

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

Jim Hudgins made a motion to accept the quote of \$21,350.00 from Waverly Glass to enhance the security at the front entrance to East Hickman High School. Tim Hobbs seconded the motion.

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

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

Steve Gianakos made a motion to approve the paving of the EHMS parking lot at the 2 inch bid for \$69,380.00 and additional patch paving at discretion, with an allowance not to exceed \$80,000.00 in paving costs. Jim Hudgins seconded the motion.

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

Jim Hudgins

Vance Willis

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

Tim Hobbs made a motion to approve the capital project of the replacement of carpet in the HCMS Library, at the cost of \$11,310.00. Amy Bryant seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approve the contract of fire damper services with National HVAC for three years at \$21,778.00. 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 5-0.

Jane Herron made a motion to approve the bid for the Technology Service Plan at \$45,000 per year for the 2019-2020 school year. Tim Hobbs seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approved revised board policy 1.405 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve revised board policy 2.804. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve revised board policy 2.806 on second reading. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to approve revised board policy 3.400 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve revised board policy 6.312 on second reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve the deletion of board policies 6.603, 6.702, and 6.706 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to accept the review and update of board policies 1.100-1.108. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

A special called meeting scheduled for Monday, May 13, 2019, was announced.

The meeting was adjourned at 8:42 p.m.

Date _____

Board Chair _____

Director of Schools _____

HICKMAN COUNTY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING---May 13, 2019

The Hickman County Board of Education met in special session on Monday, May 13, 2019, at 6:00 p.m. in the annex Building B at Hickman County High School. Members present were: Chair Amy Bryant, Tim Hobbs, Jane Herron, Steve Gianakos, and Jim Hudgins. Ron Gammons and Vance Willis were absent from the meeting. Jim Hudgins entered the meeting late after the vote for the budget amendment.

Tim Hobbs made a motion to approve the agenda. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 4-0.

Jane Herron made a motion to approve Budget Amendment 15. Tim Hobbs seconded the motion.

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

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

Jane Herron made a motion to approve the bid for the Maintenance Contractor Services at \$60.00/hour plus mileage. Steve Gianakos seconded the motion. Michelle Gilbert stated for the record that she was not involved in the review or award of the bid and acknowledged that the bidder was an uncle in her family.

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

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

Steve Gianakos made a motion to consider the 141 School Budget. Tim Hobbs seconded the motion. Discuss regarding the budget included budgeted amounts for salaries, capital projects, and areas that could be budgeted with extra funding.

Jim Hudgins made a motion to approve the 141 School Budget with Salaries for licensed instructional personnel to include the step on the pay scale plus a retention bonus for 2019-2020. Jane Herron seconded the motion.

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

Tim Hobbs
Jim Hudgins

Vance Willis

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

Amy Bryant made a motion to add additional revenue for the 5 SRO positions and to the expenditures for 5 additional SRO positions, and to request an additional 5.55 cents property tax over what was already being requested. Steve Gianakos seconded the motion.

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

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

Amy Bryant made a motion to approve the 141 School Budget for 2019-2020, based on the amendments passed. Jim Hudgins seconded the motion. Amy Bryant, Tim Hobbs, Jane Herron, and Steve Gianakos disclosed their potential conflict of interest but stated they would vote on behalf and in the best interests of the constituents in their district.

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

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

Tim Hobbs made a motion to approve the 142 Federal Projects School Budget for 2019-2020. Steve Gianakos seconded the motion.

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

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

Amy Bryant made a motion to approve the 143 Cafeteria School Budget for 2019-2020. Jim Hudgins seconded the motion.

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

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Ron Gammons

Vance Willis

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

Amy Bryant announced a special called board meeting is scheduled for Monday, May 20, 2019, at 6:00 p.m. in Room 203 of the Central Office building to reconsider the school budgets, if needed.

The meeting was adjourned at 8:53 p.m.

Date _____

Board Chair _____

Director of Schools _____



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., Nunnally, 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, June 3, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. A work session will be held in Room 203 of the Central Office Building at 6:00 p.m.

- I. Call to Order
- II. Approval of May 6, 2019 Regular Board Meeting Minutes
- III. Approval of May 13, 2019 Special Called Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Employee of the Year--Ron Gammons
 - C. Principal of the Year--Tim Hobbs
 - D. Supervisor of the Year--Jane Herron
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Director of Schools
 - C. Family Resource Center End of Year Report--Family Resource Center Directors
 - D. Facilities Report--Dr. Jesse Register
- VII. Items Requiring Board Action
 - A. Director of Schools Evaluation--Board Chair
 - B. Annual Agenda--Director of Schools
 - C. Budget Amendments--Director of Schools
 - D. 2019-2020 Board Meeting Dates--Director of Schools
 - E. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - F. Authorize Director to Submit Reports, Applications, and Grants--Director of Schools
 - G. 2019-2020 Professional Personnel Decisions--Director of Schools
 - H. 2019-2020 Notice of Placement of Licensed Personnel--Director of Schools
 - I. 2019-2020 Re-Employment and Placement of Support Staff--Director of Schools
 - J. Grant Executive Committee Authority to Close Out School Year--Director of Schools
 - K. Declaration of Surplus--Director of Schools
 - L. Centerville Municipal Golf Course Memorandum of Understanding--Director of Schools
 - M. 2019-2020 141, 142, 143 School Budgets (if needed)--Director of Schools
 - N. Revised Board Policy 1.405, 3.400 (2nd reading)--Director of Accountability
 - O. Board Policy Review --Director of Accountability
- VII. Announcements
- VIII. Adjourn



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

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

RONALD GAMMONS
 6419 Rice Ln., Lyles, TN 37098

JIM 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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: May 21, 2019
 RE: June Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Brandon Smith
 Billy Sawyer
 Faith Armstrong

EHHS Math/Assistant Football Coach
 EHHS Special Education/Assistant Football Coach
 HCMS 7th Grade English Language Arts

Support Staff

Resignation

Professional

Kayla McCormick
 Alice Dahlstrom
 Trevor Winters

EHIS Special Education
 EHES Teacher
 HCHS Special Education

Support Staff

Brandi Jenkins
 Bill Cude

EHIS Attendance Secretary
 HCMS Coaching Duties and Athletic Director (extra duties only)

Retirement

Professional

Peggy McClellan
 Jeannie Hansford
 David Carter
 Vicki Chessor
 David Flowers
 Kathy Dick
 Ronnie Sullivan

EHIS Teacher
 HCMS Teacher
 HCHS/EHHS Teacher
 HCHS Teacher
 EHHS Teacher
 Secondary Supervisor
 EHMS Teacher

Support Staff

Sandy Barnes
 Judy Parker

Bus Driver
 School Food Service

Transfers

Professional

Rachel Smith

EHIS Teacher to EHES Teacher

Support Staff

Jody Loveless

CIS Special Education Asst. to HCMS Special Education Asst.

Appointment

Professional

Support Staff

Loren Roberts

HCMS Volleyball Coach



Hickman County Schools Board Agenda Item Request

Date: 5-10-19

Name of School: Centerville Family Resource / East Hickman FRC

Item Request: End of Year Report

Explanation:

Mandatory report

25th Anniversary for Centerville

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Becky Coleman

Signature of Building Principal:



It has been 25 years, since the Hickman County Board of Education opened the doors of the Centerville Family Resource Center to serve children and families in the Centerville area. We have reason to celebrate, as we reflect on the last quarter century to see how truly incredible the Centerville Family Resource Center has been to meet the needs of 29,527 children and 16,967 families with the aid of 1,375 volunteers in the Centerville area.

Centerville

Family

Resource

Center

Established August 1993



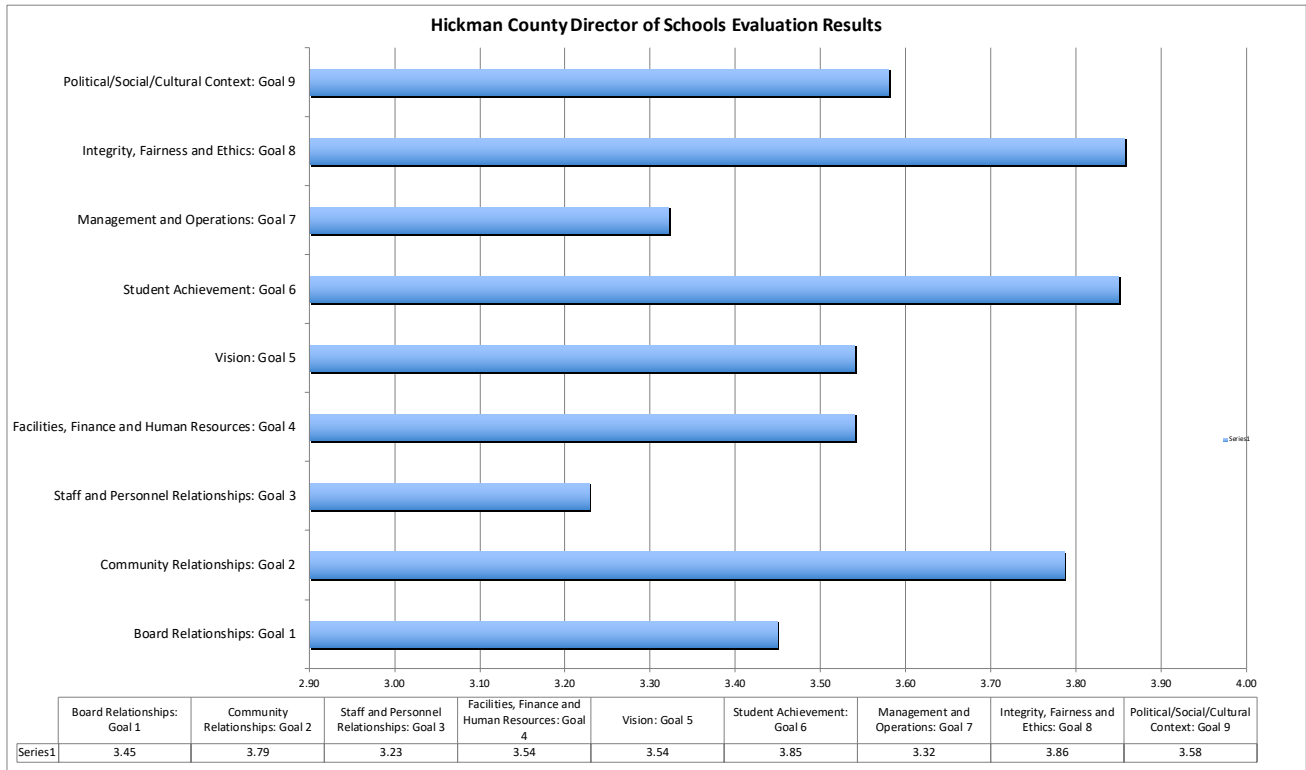
Hickman County Director of Schools Evaluation Results

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

May 2019

2019 Hickman Co. Director of Schools Evaluation Results

Performance Goal	Average
Board Relationships: Goal 1	3.45
Community Relationships: Goal 2	3.79
Staff and Personnel Relationships: Goal 3	3.23
Facilities, Finance and Human Resources: Goal 4	3.54
Vision: Goal 5	3.54
Student Achievement: Goal 6	3.85
Management and Operations: Goal 7	3.32
Integrity, Fairness and Ethics: Goal 8	3.86
Political/Social/Cultural Context: Goal 9	3.58
AVERAGE: 1.1-9.5	3.57



2019 Hickman Co. Director of Schools Evaluation Results	
BUILDING RELATIONSHIPS: Goal 1	Rating Out of 5
1.1 Keeps all board members informed on issues, needs and operation of the school system including employment, promotion and dismissal of personnel.	3.29
1.2 Has a harmonious relationship with the board.	3.57
1.3 Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	3.29
1.4 Recommends policies to the board that comply with state law and State Board of Education and Tennessee Department of Education rules and regulations; that protect the security and integrity of the district infrastructure and the data it contains; and that protect the rights and confidentiality of staff and students.	3.71
1.5 Interprets and executes the intent of board policy through the development of administrative procedures.	3.43
1.6 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.	3.86
1.7 Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.	3.00
Average	3.45
COMMUNITY RELATIONSHIPS: Goal 2	
2.1 Is an effective spokesperson for the school system.	3.67
2.2 Builds public support for the school district.	4.00
2.3 Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.	3.86
2.4 Uses public resources and funds appropriately and wisely.	3.57
2.5 Encourages parental involvement.	3.83
Average	3.79
STAFF AND PERSONNEL RELATIONSHIPS: Goal 3	
3.1 Develops good staff morale and loyalty to the system.	2.71
3.2 Treats all personnel fairly.	3.14
3.3 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.	3.43
3.4 Uses technologies in teaching and learning.	3.43
3.5 Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.	3.43
Average	3.23

2019 Hickman Co. Director of Schools Evaluation Results	
FACILITIES AND FINANCE: Goal 4	
4.1 Ensures the maintenance of school property and the safety of personnel and property.	3.57
4.2 Meets and works collaboratively with the Board and appropriate staff to determine priorities for budgeting and the effective allocation of space and human resources.	3.43
4.3 Provides accurate and timely reports to the board on the financial condition of the school system.	3.57
4.4 Develops and monitors long-range plans for school and district technology and information systems and makes informed district decisions about computer hardware and software and staff developing needs while allocating resources consistent with district plan.	3.67
4.5 Creates and maintains a safe, clean, and aesthetically pleasing environment at all schools.	3.71
4.6 Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring and oversees the district's fiduciary responsibilities.	3.29
Average	3.54
VISION: Goal 5	
5.1 Works effectively with board, staff, and community to develop long-range strategic plans.	3.71
5.2 Keeps board and community informed of progress towards long-range goals.	3.43
5.3 Clearly articulates system's vision, mission and priorities to community and media.	3.67
5.4 Inspires others to achieve the vision of the school system.	3.50
5.5 Ensures that the vision shapes the educational programs, plans, and activities.	3.50
5.6 Monitors, evaluates and advises the vision, mission, and implementation plans regularly.	3.43
Average	3.54
STUDENT ACHIEVEMENT: Goal 6	
6.1 Develops, implements, promotes and monitors continuous improvement in student achievement by using a variety of appropriate techniques.	3.50
6.2 Applies effective methods of providing, monitoring, evaluating and reporting student achievement.	3.83
6.3 Establishes curriculum planning to anticipate occupational trends and school-to-career needs.	4.20
6.4 Provides equitable access for students and staff to technologies that facilitate productivity and enhance learning.	4.00
6.5 Reviews analyses of student academic achievement through standardized test results and other academic sources.	4.00
6.6 Applies and communicates qualitative and quantitative findings to identify strengths and weaknesses in programs and practices in order to ensure continuous improvement.	3.50
6.7 Develops, monitors and assesses district and school improvement plans, including the regular review and analysis of district's test scores by school and sub-groups.	3.67

2019 Hickman Co. Director of Schools Evaluation Results	
6.8 Formulates plan to assess appropriate teaching methods and classroom management strategies for all learners.	3.60
6.9 Works collaboratively with members of the staff in using student achievement data to determine relevant professional development opportunities.	3.80
6.10 Meets with principals regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.	4.25
6.11 Reviews, reports and reacts appropriately to state accountability measures.	4.00
Average	3.85
MANAGEMENT AND OPERATIONS: Goal 7	
7.1 Identifies potential problems and opportunities.	3.29
7.2 Confronts and resolves problems in a timely manner.	3.00
7.3 Uses effective group-process and consensus building skills.	3.57
7.4 Uses effective communication skills.	3.43
Average	3.32
INTEGRITY, FAIRNESS AND ETHICS: Goal 8	
8.1 Serves as a role model.	3.71
8.2 Treats people fairly, equitably, and with dignity and respect.	4.00
8.3 Protects the rights and confidentiality of students and staff.	4.14
8.4 Applies laws and procedures fairly, wisely, and considerately.	3.57
Average	3.86
POLITICAL/SOCIAL/CULTURAL CONTEXT: Goal 9	
9.1 Ensures that communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.	4.00
9.2 Ensures that there is ongoing dialogue with representatives of diverse community groups.	3.80
9.3 Ensures that lines of communication are developed with decision-makers outside the school community.	3.33
9.4 Establishes a culture that encourages responsible risk-taking while requiring accountability for results.	3.17
Average	3.58
AVERAGE: 1.1-9.4	3.57

2019 Hickman Director of Schools Evaluation Results - Admin													
Respond	1	2	3	4	5	6	7	8	9	10			
	Administrators' Perceptions of Director's Performance										<i>AVERAGE</i>		
1.1	3	5	3	3	4	4	4	5	4	3	3.80		
1.2	5	5	5	3	5	4	4	4	4	3	4.20		
1.3	5	5	5	5	5	5	4	5	5	5	4.90		
1.4	5	5	5	4	5	5	3	5	3	3	4.30		
1.5	5	5	5	4	4	4	4	5	4	4	4.40		
1.6	5	5	5	4	4	5	3	5	4	3	4.30		
1.7	5	5	5	4	5	4	4	5	5		4.67		
1.8	5	5	4	3	4	4	4	5	5	3	4.20		
1.9	5	5	5	5	4	5	3	5	4	3	4.40		
1.10	5	5	5	5	4	4	4	5	4	4	4.50		
1.11	4	4		3	3	3	3	4	4	3	3.44		
1.12	5	5	5	4	4	5	3	5	5	3	4.40		
1.13	4	5	5	3	4	4	4	5	5	3	4.20		
1.14	5	5	5	4	4	3	4	4	5	2	4.10		
1.15	5	5	5	5	4	4	5	5	3	3	4.40		
1.16	5	5	5	3	5	3	5	5	4	3	4.30		
1.17	5	4	5	4	4	4	5	5	5	4	4.50		
1.18	5	5	5	3	4	4	3	4	3		4.00		
1.19	5	5	4	2	4	3	5	5	3	2	3.80		
1.20	5	5	5	5	4	5	5	5	5	4	4.80		
TOTAL AVERAGE											4.28		

**2019 Hickman Director of Schools Evaluation Results -
Administrators**

Administrators' Perceptions of Director's Performance	Rating Out of 5
1. The director develops clear expectations.	3.80
2. The director models good communication skills.	4.20
3. The director is knowledgeable about the curriculum.	4.90
4. The director ensures that funds are spent wisely.	4.30
5. The director holds me accountable for my job responsibilities.	4.40
6. The director supports professional learning activities for teachers and administrators.	4.30
7. The director maintains positive relationships with administrators.	4.67
8. The director enforces board policy in a fair and consistent manner.	4.20
9. The director ensures the safety of students and school personnel.	4.40
10. The director administers the schools in accordance with state laws.	4.50
11. The director has an effective plan to recruit effective employees.	3.44

12. The director takes an active leadership role in the instructional improvement.	4.40	
13. The director evaluates my performance in a fair and consistent manner.	4.20	
14. The director interacts effectively with system employees.	4.10	
15. The director is accessible to administrators.	4.40	
16. The director develops good staff morale and loyalty to the system.	4.30	
17. The director works effectively with the school board.	4.50	
18. The director involves administrators as much as possible in decision-making.	4.00	
19. The director listens to suggestions from the administrative staff.	3.80	
20. The director demonstrates a caring attitude.	4.80	
Average	4.28	

Hickman County Board of Education
Annual Agenda 2019-2020

July

Student Discipline Hearing Authority Designation

August

Approval of School Audit Services Contract

September

October

Election of Officers of the Board (3rd meeting of the fiscal year)

Compliance Report

Textbook Certification

Approval of School Calendar

November

Approval of Supplement Splitting

December

Tenure (if available)

January

Set Board Retreat

February

Set Budget Calendar

March

Set School Attendance Zones

April

Adoption of Textbooks

May

Approval of 141, 142, 143 Budgets

Authorize Superintendent Submit Grants, Applications, Reports, Amendments, and Addenda

Personnel Decisions and Placement

June

Adopt Board Meeting Schedule for 2020-2021

Grant Executive Committee authority to close out fiscal year

Report of Director's Evaluation

Hickman County Board of Education
Budget Amendment 16
Fund 143 - Food Service
June 3, 2019

Account			Description	Debit	Credit	Justification
143	73100	207	Medical Insurance	\$ 8,000.00		
143	73100	210	Unemployment Compensation	6,500.00		
143	73100	399	Other Contracted Services	10,000.00		
143	73100	119	Accountants/Bookkeepers		13,500.00	To cover expenditures in excess of anticipated budget
143	73100	165	Cafeteria Personnel		4,000.00	
143	73100	336	Maintenance & Repair Services		3,000.00	
143	73100	499	Other Supplies & Materials		4,000.00	
TOTALS				<u>\$ 24,500.00</u>	<u>\$ 24,500.00</u>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 17
 Fund 141 - General Purpose
 June 3, 2019

Account	Description	Debit	Credit	Justification
141 - 46515	Early Childhood Education	\$ 3,850.00		Additional funds provided for PreK
141 - 73400 - 429	Instructional Supp & Mat		3,850.00	
141 - 71100 - 198 - CES	Substitute Teachers	1,000.00		Redistributing TELN funds
141 - 71100 - 198 - EHES	Substitute Teachers	1,000.00		
141 - 71100 - 429 - CES	Instructional Supplies & Mat		1,000.00	
141 - 71100 - 429 - EHES	Instructional Supplies & Mat		1,000.00	
TOTALS		<u>\$ 5,850.00</u>	<u>\$ 5,850.00</u>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

2019-2020

Hickman County Board of Education

Board Meeting Dates

July 1, 2019

August 5, 2019

September 16, 2019 (work session only)

October 7, 2019

November 4, 2019

December 2, 2019

January 7, 2020

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

Resolution 19-17

Assignment Authority
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 3rd day of June, 2019, that the Director of Schools shall have the authority to establish the amounts of funds that will be ASSIGNED for specific purposes for the fiscal year ended June 30, 2019.

Upon approval, this resolution will be placed in the minutes of the Board of Education. The resolution must be passed each fiscal year.

Action: _____ Aye _____ Nay _____ Absent

Adopted:

Attest:

Sample Motion

I authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2018-2019 school year and for the rising 2019-2020 school year on behalf of the Hickman County School System.

III. B.

Professional Employment Decision for the 2018-2019 School Year

The Director of Schools is making the following employment decisions regarding licensed personnel for the 2018-2019 school year.

Sample Motion:

I move that the Board acknowledge receipt of the Director of Schools employment of Licensed Personnel for the 2018-2019 school year and authorize such be placed in the minutes of the Board.

Centerville Elementary School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2018-2019 School Year**

Centerville Elementary School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Nychelle McKissack	4	Yes
Jennifer Brewer	4	Yes
Rita Shull	3	Yes
Patrica Qualls	2	Yes
Kendra Beard	2	Yes
Brandy Mayberry	1	Yes
Meredith Qualls	5	Yes
Lindsay Nieuwenhuis	5	Yes
Christine Hoover	5	Yes
Rachael Atkinson	5	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

Centerville Elementary School

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
-------------	----------------------	--

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
-------------	-----------------

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

Shelda Qualls	resignation
---------------	-------------

Centerville Elementary School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
-------------	---------------------------------------	-------------------------------

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
-------------	-----------------------------	---

Centerville Elementary School

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Kim Jenkins
Amber Kelley
Dionne Yablonski
Heather Martin
Stephanie Spitzer
Marissa Tidwell
Mandy Harrison
Teresa Totty
Mendy Davis
Andrea Ragsdale
Stephanie Ragsdale
Ashley Rochelle
Daniel Bey
Lori Cochran
Beth Copley
Tara Gilbert
Karen Murphy
Kathy French
Carol Anderson
Janie Choate
Dawn Mayberry
Mindy James
Cary Wright
Jennifer Hudgins
Amber Givens
Allison Horner
Tarrah Lawson

Centerville Intermediate School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

Centerville Intermediate School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Allie Sue Hughes	4	Yes
Shamekia Jenkins	4	Yes
Savannah Anglin	4	Yes
Bethany Powers	4	Yes
Jennifer Prosser	3	Yes
Patricia Qualls	3	Yes
Amy Johnston	2	Yes
Kittie Atencio	1	Yes
Brooke Rogers	1	Yes
Shelby Hoover	1	Yes
Emily Mobley	4	Yes
Bethany Ring	5 ½	Yes
Priscilla Jennings	5	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

Centerville Intermediate School

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Ashley Maddox	6	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Kristen Watkins	4th grade math

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

Centerville Intermediate School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
-------------	---------------------------------------	-------------------------------

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
-------------	-----------------------------	---

Centerville Intermediate School

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Lea Ann Buchanan
Mollie Chessor
Carolyn Middleton
Susan Prince
Jana Willis
Michelle Atkinson
Jamie Lawson
Dusty Covington
Kevin Johnston
Linda Warren
Daniel Bey
Brendlyn Durham
Mike Kelley
Stacy LaRue
Karen Bridges
Denise Hudgins
Becky Gatewood

East Hickman Elementary School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

East Hickman Elementary School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Jamie Manor	10	yes
Sara Lawson	8	Yes
Allison Gilbert	5.5	yes
Tonya Haley	5	yes
Brandy Warren	4	yes
Tonda Gainey	3.5	yes
Ashley Wenner	2.5	yes
Justin Warren	2	yes
Michele Griggs	1	yes
Cathy Sheriff	1	yes
Rebekah Sorensen	1	yes
Heather Turner	1	yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

East Hickman Elementary School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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East Hickman Elementary School

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Jessica Armstrong
Beth Beard
Angela Campbell
Elizabeth Cannon
Yvonne Daniel
Amy Dunn
Angelica Essary
Alisa Keller
Ella Lissan
Patty Leonard
Stephanie Neely
Michelle O'Guin
Angie Petty
Shelda Qualls
Cathy Smith
Amanda Spivey
Kim Taylor
Amanda Tidwell
Penny Wilson
Angela West

East Hickman High School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

East Hickman High School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommended For Re-Election</u>
Emily Cross	5	yes
Cheri Cutulle	5	yes
Lyndsey Spain	5	yes
Charlotte Boehms	4	yes
Connie Graves	4	yes
Wesley Roberts	4	yes
Cody McNeal	2	yes
Paul Ewing	1	yes
Lauren Buttrey	1	yes
Matt Salewsky	1	yes
Catherine Roseberry	1	yes
Sindra Jones	1	yes
Aaron Saunders	1	yes
Bonnie Kelly	1	yes
Robyn Emerson	5	yes

East Hickman High School

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

III. Non-Tenured But Not To Be Re-Elected

David Wilson	P.E
Sandie Luna	Special Education

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

Name

Reason

East Hickman High School

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
David Flowers	Retirement

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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East Hickman High School

VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Name

Name

Scott Angell
Keith Boehms
David Carter (1/2 year)
Robin Castleberry
Todd Collins
Dana Cook
James Dickson
Alice Guardo
Sheryl Guire
Greg Gunther
Mickey Mathis
Greg Matney
Leanna McCaleb
Pam Mitchell Clark (1/2 year)
Cindi Morgan
Kenda Polk
Tracy Poth
Beth Robinson
Teresa Tharpe
Jennifer Turpin
Crystal Wilson
Amy Matney
Drew Smith

East Hickman Intermediate School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

East Hickman Intermediate School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Chenille Bonin	4	Yes
Diana Lankford	4	Yes
Jennifer Lange	4	Yes
Sandra Pape	3	Yes
Emily VanHook	2	Yes
Elizabeth Goad	2	Yes
Justin Warren	2	Yes
Dillon Shelby	1	Yes
Mason Rochelle	1	Yes
Freda Rushton	3	Yes
Rachel Smith	5	Yes
Sarah Booker	5	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

East Hickman Intermediate School

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Kim Smith	6	Yes
Melinda Morton	6	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
Peggy McClellan	retirement

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>

East Hickman Intermediate School

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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East Hickman Intermediate School

VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Name

Debbie Gross
Celine Powell
Eden Creasy
Judi Culver
Tiffany Semore
Tonia Breece
Lora (Nicki) Cole
Michael Hanes
Cheryl Kiessling
Suzanne Lewis
Joy Mangrum
Anndrea Eubanks
Michelle Lambert
Deana Graham
Jacqueline Applegate (1/2 year)

East Hickman Middle School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

East Hickman Middle School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Zach Thomas	1	Yes
Robert Philips	1	Yes
Tori Hughes	1	Yes
Elizabeth Roberson	1	Yes
Barbara Brooks	1	Yes
Preston Hall	1	Yes
Rose Korte	3	Yes
Jennifer Clendenion	3	Yes
Lauren Sauls	3	Yes
Cayla Moulton	3	Yes
Cassie Hale	4	Yes
Dereck Hale	4	Yes
Amber Warren	4	Yes
Myles Williams	7	Yes
Julie Albright	1	No
Tara Rhea	3	Yes
Becky Powers	8	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

East Hickman Middle School

II. Non-Tenured But Going On Tenure:

A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Michael Redding	10	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
Julie Albright	Reading RTI

IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
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V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
Ronnie Sullivan	Retirement

East Hickman Middle School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019</u> <u>Yes/No</u>	<u>Position</u> <u>Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current</u> <u>Position</u>	<u>Is To Be</u> <u>Re-Elected</u> <u>Yes/No</u>
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East Hickman Middle School

VIII. Tenured And Recommended for Re-Election
(Administrators are not to recommend themselves)

Name

- Melanie Livengood
- Darrell Hanes
- Christian Fisher
- Melinda Stone
- Karissa Campbell
- Brian Graham
- Kerri Crafton
- Greg Gunther
- Shannon Nolen

Hickman County High School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

Hickman County High School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Thomas Stanley	4	Yes
Anna Macbean	4	Yes
Brett Lovett	4	Yes
Chris Dawson	4	Yes
Eddie Boone	4	Yes
Jennifer Cooper	4	Yes
Chris Austin	5	Yes
Scott Riley	4	Yes
Brent Beard	1	Yes
Craig Shelton	2	Yes
Terri Barber	3	Yes
Kristin Carter	4	Yes
Emily Cross	5	Yes
Charles Price	2	Yes
Heather McCord	1	Yes
Ed Medford	1	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

Hickman County High School

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
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IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
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V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

Vicki Chessor
David Carter

Retirement
Retirement

Hickman County High School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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Hickman County High School

VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Name

Alice Anne Jacobs
Melissa Istre
Ashley Totty
Sarah Delaney
Mark Delaney
Bruce Jackson
Eric Istre
Suzette Boehms
Becky Cude
Clay Chessor
Raven Davidson
Libby Claud
Larry Rochelle
Tony Choate
Ron Mayberry
Wanda Warren
Brian Qualls
Tabby Plunkett
Pam Mitchell Clark
Cynthia Hughes
Jennifer Lynn
Jim Herron
Matthew Dotson
Talitha Beard
Julie Rice
Michael Harrison

Hickman County Middle School

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

Hickman County Middle School

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Terry Webster	4	Yes
Mary Ellen Pernell	10	Yes
Ethan Horner	7	Yes
Shelby Owens	5.5	Yes
Cynthia Gasparro	7	Yes
Kassi Holloway	3	Yes
R.E. McDonald	2	Yes
Shannon Tays	1	Yes
Mandy Mercer	1	No

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

Hickman County Middle School

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
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III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
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IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
Jeannie Hansford	Retirement

Hickman County Middle School

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2019-2020 Yes/No</u>	<u>Position Last Held</u>
Kathy Brown	Yes	Library Media Specialist

VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
Mandy Mercer	Library Media Specialist	No

Hickman County Middle School

VIII. Tenured And Recommended for Re-Election (Administrators are not to recommend themselves)

Name

Beth Copley
Lynette Harris
Karen Cost
Lonnie Mayberry
Myra Orton
Robin DeVault
Jeff Church
Paul Gilbert
Christopher Wright
Tammy Worley
Christie Carter
Gayle Mathis
Tony Roder
Ron Puckett
Shaun Lawson

System-Wide

HICKMAN COUNTY SCHOOLS



**Recommendations For Re-Election or Dismissal of Professional Staff
For The 2019-2020 Year**

System-Wide

1. Non-Tenured And Not Going On Tenure:

- A. Teachers completing less than one (1) year (i.e., less than 100 days) - zero (2) years of service in this system;
- B. Teachers completing one (1) year of service in this system;
- C. Teachers completing two (2) years of service in this system;
- D. Teachers completing three (3) years of service in this system;
- E. Teachers completing four (4) years of service in this system;
- F. Teachers who have not completed work for an Apprentice License;

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Pauline Hibbs	5	Yes
Courtney Crawford	5	Yes
James Stone	2	Yes
Michael Beem	5	Yes
Kara Hobbs	1	Yes
Keri Hanes	1	Yes
Rose Korte	2	Yes
Bethany Ring	5	Yes

*upon two years of service, returning teachers who were previously awarded tenure would be eligible for tenure to be reinstated if requirements are met

System-Wide

II. Non-Tenured But Going On Tenure:

- A. Teachers completing five (5) years of service in this System and who have attained at least an Apprentice License AND above average overall effectiveness for the last two years

<u>Name</u>	<u>Years Service</u>	<u>Recommendation For Re-Election Yes/No</u>
Stacey Alexa	6	Yes

III. Non-Tenured But Not To Be Re-Elected

<u>Name</u>	<u>position</u>
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IV. Tenured But Recommended For Dismissal (Attach Reason and Documentation)

<u>Name</u>	<u>Reason</u>
-------------	---------------

V. Tenured But Not To Be Re-Elected (e.g., abolition of position, expiration of waiver, Permit, et cetera)

<u>Name</u>	<u>Reason</u>
-------------	---------------

Kathy Dick	Retirement
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System-Wide

VI. Non-Tenured Or Tenured Who Are On A Leave of Absence

<u>Name</u>	<u>Returning 2018-2019 Yes/No</u>	<u>Position Last Held</u>
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VII. Replacements For Teachers Who Are On A Leave of Absence

(Replacement teachers cannot be re-elected unless the teacher who is on a leave of absence resigns their position or is granted a continuing leave of absence - information in VI. and VII. should be in agreement)

<u>Name</u>	<u>Current Position</u>	<u>Is To Be Re-Elected Yes/No</u>
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System-Wide

VIII. Tenured And Recommended for Re-Election

(Administrators are not to recommend themselves)

Name

Bryan Anglin
Stacia Anglin
Eric Cannon
Sylina Cannon
Leigha Coble
Darin Cochran
Bill Cude
Katrina Davis
Michael Elkins
Jennifer Hudgins
Becky Malugin
Angie Manor
Don Qualls
Misty Shelton
Nick Simmons
Katelyn Tanner
Tina Thigpen
Julia Thomasson

III. C.

Notification to the School Board of the Placement of Licensed Personnel for the 2019-2020 School Year.

The Director of Schools is placing all Licensed Personnel, re-employed for the 2019-2020 school year in the school and position which they currently hold.

Sample Motion:

I move that the Board acknowledge the Director of Schools placement of Licensed Personnel and authorize such be placed in the minutes of the Board.

**EHHS Support Staff
re-election list
2019-2020**

Teacher	Re-elected
Aaron Taylor	yes
Donna Holt	yes
Condi Wallace	yes
Mark Pawlak	yes
JoJo Nordke	yes
Priscilla Smith	yes
Lisa Gordon	yes
Missy Collins	yes

**HCHS Non-Professional Support Staff
Re-Election List
2019-2020**

Non-Professional/ Support Staff	Position	Re-Elected Yes or No
Ruth Gardner	ELC Assistant	Yes
Tonya Bragg	ELC Assistant	Yes
Patsy Pinkard	SPED Assistant	yes
Judy Kennedy	Bookkeeper	Yes
Doris White	Guidance Secretary	Yes
Nikki Tilley	Attendance Secretary	Yes

EHIS Re-election List for Support Employees 2019-20:

*All recommended for re-election

Kim Stiles

Jill Warren

Misty Newcomb

Carol (Keri) Thomason

Laura Harris

Hillarie Barber

Rhonda Deal

Deborah Lampley

Keri Hanes
Principal

5/22/19
Date

CIS Support Staff Re-Election List
2019-2020

Mary Copley
Jill Ward
Donna Qualls
Brandy Wesbrooks
Kelly Cochran
Renee Hill
Misty Willis

CES SCHOOL STAFF LIST

Re-Election Support List 2019-2020

Support Personnel Recommended for Re-Election:

Angie Osborne- attendance

Renee Parsley- bookkeeper

Amy Gossett- nurse

Vincent Coates- SRO

Helen Simmons - Pre-K Assistant

Janna Smithson - Pre-K Assistant

Dana Atkinson - Kindergarten Assistant

Vanessa McMullin - 1st Grade Assistant

Christi Coiner - 2nd Grade Assistant

Nan Thomas - Special Education Assistant

Jennifer Oakley - Special Education Assistant

Amanda Mayberry- Special Education Assistant

Jessica Whimbush- Special Education Assistant

EHMS Re-election list
March 22, 2019

To be rehired:

Tanya Williams, Bookkeeper
Twyla Tucker, DVA
Michelle Weatherspoon, ISS
Liz Brunisma, 6th-Grade Special Ed. Assistant
Wanda Lemaster, 7th-Grade Special Ed. Assistant
Casey Lawhon, 8th-Grade Special Ed. Assistant
Jim Bates, ELC Assistant
Crystal Webb, ELA Assistant
Shelita Showell, P.E. Assistant

Retirement:

Not to be rehired:

Jim Bates, ELC Assistant- Only due to funding

Mr. Eric Cannon
March 22nd, 2019

**HCMS Non-Professional Support Staff
Re-Election List
2019-2020**

Non-Professional/ Support Staff	Position	Re-Elected Yes or No
Jennie Morley	ELC Assistant	Yes
Kim Totty	7th Grade SPED Assistant	Yes
Glenda Newsom	In-School Suspension	Yes
Lisa Williams	6th Grade SPED Assistant	No
Tammy Carroll	Bookkeeper	Yes
Anita Long	8th Grade SPED Assistant	Yes
Mitzi Wolcott	P.E. Assistant	Yes
Leah Owens	DBA	Yes

East Hickman Elementary School Support Staff 2019-2020

Rehire for the upcoming school year

Tabby Breece
Tina Truett
Darlene Saleh
Hope Clark
Jennifer Morgan
Trina Capps
Brian Armstrong
Lela Evans
Tatia Capley
Amanda Adcox
Stephanie Bodine
Valerie King
Donna Gossett
Sandra Johnson



Michelle Gilbert
Director of Schools
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

System-Wide Support Staff Re-Election List
2019-2020

Debbie Breece
Amanda Bowman
Becky Coleman
Mislessa Orton
Alison Jacobs
Sharon Burns
Connie Fitts
Shirley Krueger
Elaine Dean
Brad Gilbert
Brenda Burchard
Mike Plunkett
Steven George
Jennifer Lewis
Michelle Bates
Leah Conder
Marla Beard
Tabby Davis
Amy Gossett
Kim McCaleb
Melissa Lovell

Michelle Gilbert
5/21/19

Re-Hire Support Staff

Alison Jacobs- East Hickman Family Resource Center
Mislessa Orton-Centerville Family Resource Center

Becky Coleman
Feb. 27, 2019

HICKMAN COUNTY FOOD SERVICE

EMPLOYEES 2019-2020

Centerville Elementary

Jera Petrowski
Wendy Long *Sub now - go to Full time*
Kimberly Harman
Michelle Cochran
Mary Hams
Bernadette Thomas

EAST ELEMENTARY

Denise Graves
Rita Griffin
Shelly Wann
Joanne Ezell
Vickie Middleton
Judy Organ
Iris Hopkins

EAST HICKMAN MIDDLE

Stella Clem - *TD EHS*
Kayla Hill
Deborah England
Flecia Johnson
Jacob Clem
Shyla Lampley

HICKMAN MIDDLE

Renee Hurst
Dorenda Strickland
Shaina Schwartz
Lori Clinard
Jennifer Buchanan
Cynthia Monroe

HICKMAN COUNTY HIGH

Pam Graham
Dana Davis
Kandy Treadwell
Patty Edwards
Brooke Williams
Deborah McCoy
Laura Teet

CENTERVILLE INTERMEDIATE

Tammy King
Sharon Ducharme
Angela Thornton
New Hire - *Judy Parker - Retire*
Coleen Beasley
Kelly Tharp

EAST INTERMEDIATE

Diane Jackson
Elaine Engler
Melinda Rhea
Pam Allen
Debbie Lampley
Kim Gunther

EAST HIGH

Angie Christensen
Amy Gwaltney
Regina Baker
Jessica Thomas
Joyce Stone
Kaitlin Aulidge
Susan Ezell / Corey Jones
Sub L to EMS

Subs:

Sharon Burr 5-20-19



Mike Plunkett 
Director of Maintenance
115 Murphree Avenue
Centerville, TN 37033
Phone – 931-729-3391 Fax – 931-729-5328

March 22, 2019

Please renew for hiring the following support staff for the Maintenance Dept. for 2019-20 school year.

Jennifer Lewis

Bill Lynch

Toby Warren

Barry Talley

James Atkinson

Thank you,

Mike Plunkett

VII. L.

Closing out 2018-2019 Financial Books

The Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director close out the financial books. All members are provided with a report at the next board meeting.

Motion will be needed to grant the Executive Committee such authority.



Steven George
Director of Transportation
115 Murphree Avenue
Centerville, TN. 37033

I am recommending the following vehicles be declared surplus property and sold at the next public auction

White Fleet Recommended for Surplus :

<u>Qty</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Plate#</u>	
1	1997	Dodge	Caravan	GU4146	<u>22 years old</u> , several electrical issues causing battery drain making unreliable.
1	1999	Dodge	Caravan	1390GA	<u>20 years old</u> , transmission failure from not checking fluids for daily usage
1	1995	Ford	F150 Truck	GS6779	<u>24 years old</u> , Replaced with new truck last year, rusted cab mounts causing it to be unsafe for daily use.
1	2005	Chevy	2500 Truck	1391GA	15 years old, well over <u>300,000</u> miles odometer stopped working.

Buses Recommended for Surplus :

<u>Qty</u>	<u>#</u>	<u>Year</u>	<u>Make</u>	<u>Plate#</u>	<u>VIN#</u>	
1	#18	2009	International	GZ4060	4DRBUSKN69A135049	Totaled bus and no usable parts left to use on other like buses.
1	#34	1999	Bluebird	GS6773	1BABKCPA7YF091256	20 years old, exceeds the state spec. of 18 years, no like buses.
1	#15	2000	Bluebird	GU4121	1BABKCPA51F095635	19 years old, exceeds the state spec. of 18 years, no like buses.
1	#26	2000	Bluebird	GU4123	1BABKCPA91F095637	19 years old, exceeds the state spec. of 18 years, no like buses.

MEMORANDUM OF UNDERSTANDING

For the Use of Centerville Municipal Golf Course between

Hickman County Schools, TN and Town of Centerville

This Memorandum of Understanding (MOU) is between the School Board of the County of Hickman, and the Town of Centerville on behalf of the Centerville Municipal Golf Course, for the use of the golf course facilities by the golf athletic programs at the following schools: East Hickman Middle School, Hickman County Middle School, East Hickman High School, and Hickman County High School.

I. Responsibilities of the Hickman County Board of Education:

The Hickman County Board of Education shall provide:

1. An annual fee of \$8750.00 payable to the Centerville Municipal Golf Course, due by June 30, 2020.
2. Communicate clearly and consistently with the Golf Course Superintendent regarding the scheduling of practices and matches for the golf teams for each school.
3. Students in grades 6-12 that participate on the golf team will be responsible for paying the fee approved by the Centerville Municipal Golf Course for each use of the golf course facilities or purchase a junior or family pass for the use of the Centerville Municipal Golf Course facilities.

II. Responsibilities of the Town of Centerville:

The Town of Centerville shall provide:

1. Use of the facilities at Centerville Municipal Golf Course including the course, clubhouse restrooms, and practice areas during scheduled practices and matches. The golf course will be unavailable for use by the school teams on Thursday and Friday of each week. The range and practice green will be available for school team use on Thursday of each week.
2. Closure of the golf course for afternoon golf matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.
3. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

III. General Terms and Conditions

The agreed upon fee of \$8,750.00, will be paid in a one-time installment, due by no later than June 30, 2020. This signed agreement will remain in effect, with no additional fees to be assessed to the Hickman County Board of Education, or one of its schools listed in the MOU for use of the Centerville Municipal Golf Course and will be reviewed annually.

Any amendments to this Memorandum of Understanding shall be submitted to each party in writing and approved by each party in writing. The parties hereto have executed this Memorandum of Understanding as of June 3, 2019.

READ CAREFULLY BEFORE SIGNING

_____ Centerville Municipal Golf Course Superintendent

_____ Town of Centerville Mayor

_____ Hickman County Board of Education Chair

_____ Hickman County Director of Schools

DRAFT

Hickman County Board of Education

Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 03/05/19
	Rescinds: 1.405	Issued: 08/02/99

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the
2 Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable
3 to the Board, or by policies of this Board including the following exceptions:

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on
6 the basis of a majority of the membership of the Board.¹

7 Roll call votes will be used at the discretion of the chairman or upon the request of any board member.
8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
9 individual vote may be recorded in the minutes. No secret votes shall be used.²

10 **CHAIRMAN'S PARTICIPATION**

11 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
12 any other member without relinquishing the chair.³

13 **SUSPENSION OF RULES**

14 ~~Rules of order may be suspended by a two-thirds vote at any regular or special meeting.~~

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

DRAFT

Hickman County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 05/06/19
		Rescinds: 3.400	Issued: 08/01/05

General

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations.¹

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to replace a certain number of buses each year on a rotating basis.

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

TRANSPORTATION SUPERVISOR³

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁴

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
 - a. Written complaints shall be submitted on forms located on the district’s website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁵

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.
5. D

SCHOOL BUS SAFETY RESTRAINT SYSTEMS

The Hickman County Board of Education operates some school buses with three-point lap/shoulder seat restraint systems (and integrated child restraint systems).

Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this safety technology.

SEAT RESTRAINT NON-COMPLIANCE

Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students removing their seat restraint during the route or refusing to wear their seat restraint will be issued a written discipline referral. The local school authority will discipline the student in a manner consistent with other safety-related behavioral infractions.

SEAT RESTRAINT TRAINING

The transportation supervisor will conduct annual training for all school bus drivers on the implementation and use of seat restraints.

School bus drivers will train students on the proper implementation and use of seat restraints annually at the start of each school year to ensure each passenger is familiar with the operation of seat restraints. The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened at all times during their ride.

All students will receive additional instruction on the proper use of seat restraints at least two (2) additional times per year.

Bus drivers will instruct students to put on their seat restraints at three time periods:

1. Morning: When students board the bus, the driver will inform student to buckle up.
2. On Route: If a student takes their restraint off (visibly) while riding.
3. Afternoon: The driver will walk from the front to the back of the bus one time prior to departure.

Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint and/or referring the student for discipline if the student refuses to be compliant with seat restraint utilization.

SEAT RESTRAINT MALFUNCTION

If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and, if necessary, cut the belt to relieve the restraint and safely remove the passenger.

SCHOOL BUS IDLING POLICY

This policy applies to the operation of every district-owned and/or contracted school bus.

Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste fuel and financial resources.

Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses (including activity buses) and minimize idling time in all aspects of school bus operation.

Guidance:

1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather, idling in direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
2. Limit idling time during early morning warm-up to what is recommended by the manufacturer (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip inspection and idling necessary to defrost windows and mirrors for safe operation of the school bus.
3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
4. In cold weather, schools are directed to provide a space inside the school where bus drivers can wait if they have shut down their bus.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down if there is a wait time of more than fifteen (15) minutes.
6. All currently employed drivers shall receive a copy of this policy and be trained regarding the policy’s requirements. As a part of the onboarding and/or new hire process,

all new drivers shall receive a copy of this policy and be trained regarding the policy's requirements.

7. Excessive idling by the driver may result in disciplinary action.

General Exemptions: The actions outlined in the guidance section above need not apply for the period(s) during which idling is necessary:

1. While stopped:

a. For an official traffic control device;

b. For an official traffic control signal;

c. For traffic conditions over which the driver has no control, including, but not limited to, stopped in a line of traffic; or

d. At the direction of a law enforcement officer;

2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;

3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;

4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to exceed 5 minutes (as per the recommendation of the manufacturer);

5. To operate:

a. A lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or

b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional medical needs aboard whose IEP requires such;

6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers;

7. To recharge a battery or other energy storage unit of a hybrid electric bus.

Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy as

they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired heaters).

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

DRAFT

Memorandum

TO: Board Members

RE: Revised Board Policies

Date: May 23, 2019

Up for 2nd reading: 1.405, 3.400

Up for Review: 1.200-1.303

Up for 2nd reading:

1.405—Rules of Order

TSBA wanted you to know about a potential legal concern with policy 1.405. This policy states that the rules of order may be suspended by a two-thirds vote (line 14). TSBA recommends against using this language as it conflicts with TCA 49-2-202 (g) (“A majority of all of the members constituting the board, and not merely a majority of the quorum, shall be required to transact all business coming before the board in regular or special meetings.”).

3.400—This policy updates the policy and add provision for seat belts on school buses.

Up for review:

1.200-1.303

Board Policy Review

Year 1			
May 2019	1.100 - 1.108		11
June 2019	1.200 - 1.303		11
July 2019	1.400 - 1.503		12
August 2019	1.600 - 1.808		16
October 2019	2.100 - 2.601		11
November 2019	2.700 - 2.900		14
December 2019	3.100 - 3.219		10
January 2020	3.300 - 3.602		9
February 2020	4.100 - 4.211		14
March 2020	4.300 - 4.407		11
April 2020	4.408 - 4.607		12
May 2020	4.700 - 4.804		8
Year 2			
June 2020	5.100 - 5.110		11
July 2020	5.111 - 5.118		9
August 2020	5.200 - 5.310		13
		Work Session-- Would be voted on in October	
September 2020	5.400 - 5.603		11
October 2020	5.605 - 5.803		13
November 2020	6.100 - 6.209		11
December 2020	6.300 - 6.309		12
January 2021	6.310-6.319		11
February 2021	6.400-6.4081		13
March 2021	6.409-6.602		16
April 2021	6.603-6.712		15

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 04/03/17
		Rescinds: 1.200	Issued: 08/05/13

- 1 At the third regular meeting in each fiscal year, the Board shall organize by electing a chairman ¹ and a
- 2 vice chairman to serve one-year terms or until a successor is named. A chairman pro tem shall be
- 3 elected to preside during a meeting when neither the chairman or the vice chairman is present. In the
- 4 event that an officer's seat on the board is vacated, the board shall elect a successor to serve the
- 5 remainder of the officer's term. Each board officer shall be eligible for re-election.

- 6 If no officer of the Board is serving at the third meeting date of the fiscal year, any member shall call
- 7 the meeting to order and preside until a chairman is elected as the first order of business.

- 8 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
- 9 assume all responsibilities of the chairman until a new chairman is elected.

Legal References

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

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 04/03/17
		Rescinds: 1.201	Issued: 08/02/99

1 **CHAIRMAN**

2 The chairman of the Board shall have the following duties:

- 3 1. To assist the director of schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;¹
- 5 3. To appoint committees authorized by the Board;¹
- 6 4. To function as chairman of the executive committee;¹
- 7 5. To countersign all warrants authorized by the Board and issued by the director of schools for all
- 8 expenditures of the school system;¹
- 9 6. To conduct Board hearings;²
- 10 7. To prepare the school budget with the director of schools;³
- 11 8. To authorize the use of mechanical checkwriting equipment;⁴
- 12 9. To certify the value of surplus property valued less than \$250;⁵ and
- 13 10. To carry out other such duties as may be assigned by the Board.

14 **VICE CHAIRMAN**

15 The vice chairman shall assume the duties of the chairman in his/her absence or function as the
16 chairman until a new chairman can be elected in the event the chairman is incapacitated or the office
17 becomes vacant.

18 **SECRETARY**

19 The director of schools, as the executive officer of the Board, shall serve as secretary to the Board. He/
20 she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all
21 reports acquired by the Board, and see that such reports are in proper form.⁶ He/she has the right to
22 advise on any question under consideration but has no vote.

23 The Board on the recommendation of the director of schools, may assign the keeping of the minutes to
24 a clerk; however, the responsibility resides with the director of schools.

25 **CHAIR PRO TEM**

26 The Chairman Pro Tem shall assume the duties of the vice chairman in his/her absence or function as
27 the vice chairman until a new vice chairman can be elected in the event the vice chairman is
28 incapacitated or the office becomes vacant.

Legal References

1. TCA 49-2-205
2. TCA 49-5-512(c)
3. TCA 49-2-203(a)(10)(A)(i)
4. TCA 49-2-113
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

Role of the Board of Education 1.101
Duties of Board Members 1.202

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: 1.202	Issued Date: 04/03/17
		Rescinds: 1.202	Issued: 08/02/99

1 The duties of an individual board member shall be as follows:

- 2 1. To become familiar with State school laws,¹ regulations of the State Department of Education,
3 and school board policies, rules and regulations;
- 4
- 5 2. To have a general knowledge of the educational aims and objectives of the system;
- 6
- 7 3. To work harmoniously with other board members without trying either to dominate the Board
8 or neglect his/her share of the work;
- 9
- 10 4. To vote and act impartially for the good of the school system;
- 11
- 12 5. To accept the will of the majority vote in all cases and give support to the resulting action;
- 13 6. To represent the Board and the school system to the public in such a way as to promote both
14 interest and support; and
- 15
- 16 7. To refer complaints to the director of schools and to abstain from individual counsel and action
17 in regard to staff members.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11

Cross References

- Role of the Board of Education 1.101
Code of Ethics 1.106

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date: 04/03/17
		Rescinds: 1.203	Issued: 08/02/99

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

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

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

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 04/03/17
		Rescinds: 1.204	Issued: 08/02/99

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

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

5 1. A calendar of school board conferences, conventions and workshops shall be maintained by the
6 board secretary and provided to each board member. At least annually the Board will identify
7 which meetings should be attended and the benefits which would be derived from participation
8 in such meetings;

9
10 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a
11 whole shall retain the authority to approve or disapprove the participation of members in
12 planned activities;

13
14 3. Reimbursement to board members for their travel expenses shall be in accord with the travel
15 expense policy for staff members;¹

16
17 4. When a conference, convention or workshop is not attended by the full Board, those
18 participating will be requested to share information, recommendations and materials acquired at
19 the meeting; and

20
21 5. The public shall be kept informed through the news media about the Board's continuing
22 inservice education and about the programs anticipated for short- and long-range benefits to the
23 schools.

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

26 1. Participation in school board conferences, workshops and conventions held by the State and
27 National School Boards Associations;²

28
29 2. Local and district-sponsored training sessions for board members; and

30
31 3. Subscriptions to publications addressing the concerns of board members.

Legal References

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

Cross References

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

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date: 04/03/17
		Rescinds: 1.205	Issued: 08/02/99

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

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

Legal References

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

Cross References

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

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Board Committees</h2>	Descriptor Code: 1.300	Issued Date: 04/03/17
		Rescinds: 1.300	Issued: 08/02/99

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

- 6 1. A special committee serving in an advisory capacity shall ordinarily consist of less than a
 7 quorum of board members;
- 8
- 9 2. The committee will be advisory only;
- 10
- 11 3. The committee will not hold hearings without Board approval;
- 12
- 13 4. The committee will look forward to the long-range effect of actions and recommend
 14 implementation calendars;
- 15
- 16 5. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 17
- 18 6. A committee shall serve no longer than the annual organization meeting of the Board unless
 19 reappointed to finish a designated task; and
- 20
- 21 7. Committee meetings shall be held in accordance with the Open Meetings law.²

Legal References

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

Cross References

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

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: 1.301	Issued Date: 04/03/17
		Rescinds: 1.301	Issued: 11/03/14

- 1 The chairman of the Board and the director of schools shall constitute the executive committee of the
 2 Board, with the chairman of the Board serving as the chairman of the executive committee.¹ The duties
 3 shall be:
- 4 1. To prepare an agenda for each meeting of the Board;
 - 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
 6 submitted to the Board for its approval;²
 - 7 3. To meet at the office of the director of schools as often as necessary to perform the duties
 8 required;
 - 9 4. To advertise for bids and let contracts authorized by the Board;
 - 10 5. To serve as the purchasing agent for the Board;
 - 11 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
 12 exceeded;
 - 13 7. To submit for approval at each regular meeting of the Board a full report of all business
 14 transacted since the last regular meeting;
 - 15 8. To transact any other business assigned to the committee by the Board; and¹
 - 16 9. To transfer funds from 141 to 142 and/or 143 to meet cash flow needs that arise in the
 17 District.

Legal References

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

Cross References

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

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Advisory Committees	Descriptor Code: 1.3011	Issued Date: 04/03/17
		Rescinds: 1.611	Issued: 08/02/99

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

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

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

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

11 In creating advisory committees, the Board shall:

- 12 1. Approve the appointment of persons from names submitted and such others as deemed
13 appropriate by the Board;
- 14 2. Appoint an administrator to serve as liaison between committee and Board;
- 15 3. Define the committee assignments in writing in terms of topics for study or well-defined areas
16 of activity; and
- 17 4. Set a date for a preliminary and/or final report.
18
19
20

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

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

26 GUIDELINES FOR ADVISORY COMMITTEES

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

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

Cross References

Board Committees 1.300
Staff Meetings 5.603

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School Attorney	Descriptor Code: 1.302	Issued Date: 04/03/17
		Rescinds: 1.302	Issued: 08/02/99

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

Legal References

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

Hickman County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date: 04/03/17
		Rescinds: 1.303	Issued: 08/02/99

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

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

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

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

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

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CES Library

Proposed fundraising activities: Fall Book Fair 2019

Purposed Uses of funds raised Books + supplies

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

Method by which school will receive profit Final fair records reflect profit and is withheld from check sent to Scholastic

Requested by John Cochran
Name/Title

Date 5/20/19

Approved by Jennifer Hudgins
Principal

Date 5/20/19

Approved by Michelle Helvert
Director of Schools*

Date 5/20/19

* 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.

Fall 2019
 Bookfair date
 8/22/19

**Scholastic Book Fairs (SBF)
 Certificate of Agreement**

We're in this together! From fair planning to delivery, a team of consultants will assist you every step of the way to make sure you have the best book fair ever.

Here are some of the helpful products and services we promise to provide you:

- Books and educational products
- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Quick and easy product restock
- Planning Kit & Setup Kit with how-to guides and promo materials
- Access to online shopping for up to 21 days (not available on BOGO Fairs)
- The Book Fairs app for leveling, shopping, videos, and more
- Convenient point-of-sale system that allows you to accept all major credit cards

As a Scholastic Book Fairs (SBF) customer, the school or organization listed agrees to:

- Use SBF as the exclusive provider of all books, merchandise, and promotional materials during the book fair event.
- Store and display all merchandise, cash, checks, credit card machines and sale slips in a locked and secure location when not in use at your book fair.
- Make products for sale by you available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax as required by your state law, as purchases of books and educational materials from SBF are for resale.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all credit card machines, sale slips, point-of-sale machines, unsold products, and merchandising materials/displays to Scholastic Book Fairs promptly at the conclusion of the book fair.
- Process the book fair financial forms and payment within two (2) working days after the fair has ended.
- Review the following credit card security instructional information and comply with the following security procedures:
 - Do not share or distribute the credit card device or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.).
 - Do not write down or copy any data from a customer's credit card (i.e. card numbers, expiration date, or security codes.)
 - Credit Card terminals are not to be used for personal use/gain; devices are only to be used for transactions at Scholastic Book Fairs events.
 - If a credit card is found, please call the toll-free number on the back of the credit card, report the card lost, and request further directions from the credit card company.
 - All unattended devices or credit card receipts must be in a locked or secure location.
 - Do not connect the credit card device to any unauthorized networks.
 - Volunteers should use good and reasonable judgment in the event of any issues, or contact the chairperson or the EasyScan Hotline for guidance.
 - The book fair chairperson is responsible for informing all book fairs volunteers of this credit card security instructional awareness information provided by Scholastic. Acceptance of the Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.

Effective for fairs beginning August 1, 2018

Profit

If your book fair sales are \$2,500 and above, you may opt to take profit in all Scholastic Dollars, all cash, or you may take a combination of Scholastic Dollars and cash.

- When you elect to take a combination, Scholastic Dollars is worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page in the Financial Form to automatically calculate and optimize your profit and reward elections.

Scholastic Dollars Rewards

For sales \$2,500 and above you, will earn a 5% reward in Scholastic Dollars if you select all profit in Scholastic Dollars. You will not earn this reward if you elect to take all cash profit or a combination of profit.

Book Fair Sales	Scholastic Dollars Value	Cash Value
\$0 - \$1,199.99	30% of Sales	\$0
\$1,200 - \$2,499.99	40% of Sales	\$0
\$2,500 and up	50% of Sales	and/or 25% of Sales

A submitted copy of this Agreement confirms and secures your Book Fair dates, reserving product for your Fair.

Chairperson Information

Book Fair Consultant

LORI COCHRAN
lori.cochran@hickmank12.org
9317292212
Number of Fairs Organized: 4 or more
Role at School: Librarian

School Information
CENTERVILLE ELEMENTARY SCHOOL
104 MARYFIELD AVENUE
CENTERVILLE, TN 37033
Account #: 183229

COLLEEN PYRON
8005430112
cpyron@scholasticbookfairs.com

Fair Information
Fair Dates: 08/22/2019 to 08/30/2019
Fair ID #: 4202961

Agreement Date: 04/15/2019
Accepted Online Electronically

Note: Changes to this Services Agreement may be made at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify you of any such changes by posting the revised Services Agreement in the Chairpers on's Toolkit. Under certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair consultant. At that time, you will have the opportunity to review and accept a new Services Agreement.





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

JACKIE DEITMEN
1911 Deitmen Ln., Nunnally, TN 37137

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

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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

MIKE THOMASSON
105 Hickory Trace, Lyles, TN 37098

Michelle Gilbert
SUPERINTENDENT
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

**School Support Organization
Request For Fundraising Activities**

Organization HCHS Quarterback Club

Proposed Fundraising Activity Selling ads for programs

Date(s) May - August

Location(s) Various

Requested By Cliff Leteure (AB)
President/Chair of Organization

Date 5/9/19

Recommended By Kari D. Enf
Principal

Date 5/9/19

Approved Michelle Gilbert
Director of Schools or Designee

Date 5/14/19

Not Approved _____
Director of Schools or Designee

Date _____

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