

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 4, 2019

The Hickman county Board of Education met on November 4, 2019, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Director of Schools Contract

Approval of October 7, 2019 Regular Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Communications to the Board

Director's Report

Financial Report

OPEB Financial Statement

Items Requiring Board Action

Election of Board Officers

Trip Requests

HCMS Junior Beta Club

EHHS Girls Basketball

EHHS Prom

HCHS Prom

Budget Amendments

Compliance Report

2020-2021 Proposed School Calendar

Approval to Split Supplements

ADA Ramp at HCHS Auditorium

EHHS Tennis Court Resurface

HCHS Track Resurface

Declaration of Surplus Property

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---November 4, 2019

Revised Board Policies 4.605, 6.200a, 6.506 (1st Reading)

Revised Board Policies 1.1061, 1.901, 6.313 (2nd Reading)

Board Policy Review 2.700--2.900

Announcements

TSBA Leadership Conference and Convention - November 14-17, 2019

Adjourn

CONTRACT OF EMPLOYMENT
between
Emily Michelle Gilbert
and the
Hickman County Board of Education
For the Position of Superintendent/Director of Schools

This Contract of Employment hereinafter called the "Contract" is agreed upon this 4th day of November 2019 by and between the **Hickman County Board of Education**, hereinafter called the "BOARD", and **Emily Michelle Gilbert**, hereinafter called the "DIRECTOR". The BOARD and the DIRECTOR, for the consideration herein specified, agree as follows:

1. **TERM OF CONTRACT.** The BOARD, in accordance with its action as found in the minutes of its meeting held on the 4th day of November, 2019, hereby employs, and the DIRECTOR hereby accepts employment as DIRECTOR of the **Hickman County School System** commencing on the 5th day of November, 2019 and ending on the 30th day of June, 2023. This Contract **replaces all** prior contracts of employment between the parties with respect to all events occurring on or after the effective date. The current existing contract of employment between the parties will be hereby be terminated without cause and by mutual agreement simultaneously with the execution of this contract.

2. **PROFESSIONAL CERTIFICATION.** The DIRECTOR shall maintain and furnish to the BOARD evidence of her maintaining, throughout the life of this Contract, a valid and appropriate certificate to act as DIRECTOR of Schools of this county in accordance with the standards established by the Tennessee Department of Education. (A copy of the current standards is attached as Exhibit A to this Contract.)

3. DUTIES.

- A. The DIRECTOR shall perform the duties specified in Tennessee Code Annotated and shall implement the policies of the Hickman County Board of Education. The DIRECTOR shall also perform those duties listed in the job description for DIRECTOR as adopted by the BOARD, or as said description may be amended from time to time during the term of this Contract. Such job description, as so amended, is hereby incorporated in this Contract by references as if fully stated herein.
- B. The DIRECTOR shall devote such time and energies as are necessary to perform the duties specified in the job description. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the DIRECTOR to work during times other than normal business hours.
- C. The DIRECTOR shall reside within the boundaries of the Hickman County School system throughout the term of the contract. The Contract will be voided if the DIRECTOR does not meet the residency requirement.

4. **COMPENSATION.** The BOARD shall pay the DIRECTOR annual compensation as follows: \$109,000.00 for the 2019-2020 school year, \$110,000.00 for the second year, \$113,000.00 for the third year and \$115,000.00 for the fourth year. In any year where the state raise and the step salary schedule would yield more than set forth in this Contract, the amount of annual compensation paid to DIRECTOR will be the higher amount.

5. **INSURANCE BENEFITS.** The DIRECTOR shall be accorded the same insurance benefits as other professional staff.

6. **MEMBERSHIP DUES.** The BOARD shall further pay all dues in any professional societies, associations, or civic clubs of which the DIRECTOR deems beneficial including, but not limited to TOSS/AASA, TSSE, TSBA, and the Chamber Commerce. The BOARD shall further reimburse the DIRECTOR for expenses in attending related functions.

7. **PROFESSIONAL LIABILITY.** The BOARD shall maintain liability insurance covering alleged wrongful acts and omissions of the BOARD and of the DIRECTOR in the scope of her employment with the BOARD. The BOARD shall, to the extent permitted by law, directly or through insurance, defend the DIRECTOR, bear defense costs, and indemnify and hold the DIRECTOR harmless on demands, claims, suits, and legal proceedings brought by third parties against the director in her official capacity as agent and employee of

the BOARD, except that this obligation of the BOARD shall not exist with respect to violations of criminal law, improper personal gain, or willful misconduct, and in no event will individual BOARD members be considered liable for indemnifying the DIRECTOR against such demands, claims, suits, and legal proceedings.

8. **PROFESSIONAL GROWTH.** The DIRECTOR shall attend the professional meetings she deems necessary and/or beneficial, the actual and necessary expenses of said attendance to be paid by the Hickman County School System in accordance with BOARD policy.
9. **WORK YEAR.** The DIRECTOR'S work year is based on a full-time 12-month contract with 10 days of vacation per year per the vacation policy for employees with 12 month contracts plus the holidays listed in Board Policy 5.310. In addition, the DIRECTOR shall be entitled to one additional day of vacation for each year she has served as the DIRECTOR of the Hickman County School System.
10. **SICK LEAVE.** The DIRECTOR shall be granted one day of sick leave for each month of contractual employment. Sick leave days shall be cumulative and unused sick leave days may be used for retirement credit in accordance with the policies of the Tennessee Consolidated Retirement System. All sick days accumulated by DIRECTOR prior to the effective date of this Contract shall be retained by DIRECTOR such that all sick leave granted after the effective date of this Contract shall be added to the sick leave accumulated by Director prior to the effective date of this Contract.
11. **PERSONAL LEAVE.** The DIRECTOR shall be granted five days of personal leave per year for the duration of this Contract. Unused personal leave shall be added to **sick leave** in accordance with **BOARD policy**.
12. **EXPENSES.** The BOARD shall reimburse the DIRECTOR for **all** actual and necessary **travel** and other expenses required in the performance of the official duties during employment under this Contract subject to such limitations as provided by law and by BOARD policy.
13. **RENEWAL OF EMPLOYMENT CONTRACT.** The BOARD may renew this Contract at any time with concurrence of the DIRECTOR, but at no time may the total length of a particular contract exceed four years.
14. **ASSUMPTION OF DUTIES.** The DIRECTOR shall assume responsibilities of the position effective on July 1, 2020.
15. **PERFORMANCE EVALUATION.** Annually, the BOARD of Education shall review the DIRECTOR'S performance as DIRECTOR of the Hickman County School System; the DIRECTOR'S progress toward goals established by the BOARD of

Education and the DIRECTOR; the working relationships of the DIRECTOR with the BOARD of Education, the staff, the students and the community at large; and any other matters relative to the employment of DIRECTOR. The BOARD shall provide the DIRECTOR with a written statement of goals, objectives and expectations prior to each school year.

16. **REFERRALS TO DIRECTOR.** The BOARD of Education, collectively or individually, shall promptly refer to the DIRECTOR all criticisms, complaints and suggestions called to their attention relative to the DIRECTOR or the Hickman County School System for the DIRECTOR'S study and recommendation.
17. **LOYALTY.** The DIRECTOR shall devote full time, attention, knowledge and skills solely and exclusively to the business and interests of the BOARD of Education and the Hickman County School System. The DIRECTOR may, however undertake consulting work, speaking engagements, writing, lecturing or other activities which do not interfere with the discharge of DIRECTOR'S duties and responsibilities there under. The determination of the BOARD of Education as to whether such other work interferes with the discharge of the DIRECTOR'S duties and responsibilities there under, shall be conclusive.
18. **ANY OTHER CONTRACT SUPERSEDED.** This Contract sets forth the terms of employment of the DIRECTOR by the BOARD during the term of this Contract, and supersedes any other contract of the BOARD with its employees including any negotiated contract with the Hickman County Education Association.
19. **DISABILITY.** In the event the DIRECTOR shall be unable to perform her contract obligations there under for ninety (90) work days or longer, due to mental or physical illness or incapacity, the BOARD, at its option, may terminate this Contract and thereby shall be released from all further obligations contained in this Contract there under. However, the BOARD is not released from its policies of tenure and preferred hiring.
20. **CONTRACT TERMINATION.**
 - A. **Mutual Agreement:** This Employment Contract may be terminated by mutual agreement of both parties. In such a case, the DIRECTOR would be entitled to no further benefits or compensation under the provisions of the Contract. However, the DIRECTOR is not prohibited from taking another position with the Hickman County School System.
 - B. **Board Agreement:** This Contract may be terminated by a simple majority vote of the membership of the BOARD. However, if such action is taken, the DIRECTOR shall receive a buyout payment in a lump sum for the amount of compensation the DIRECTOR would have received for the total amount of time remaining on the contract, if the contract had not been terminated, multiplied

by a factor of 1.5. Insurance benefits shall be paid in like manner.

C. Retirement

D. Death

E. Disability: As defined in Article 20.

F. For Cause: This Contract may be terminated by the BOARD for cause upon sufficient proof of improper conduct, incompetence, inefficiency, insubordination, or neglect of duty as defined in T.C.A. 49-5-501 (3), (5), (6), (7) and (8). If the BOARD terminates this Contract for cause, the DIRECTOR would be entitled to no further benefits or compensation. However, it is expressly agreed by both parties, that in the case of such a termination, the DIRECTOR does not forfeit the right of legal appeal to the appropriate governing body or courts.

G. Removal from Office by State Board of Education: This Contract shall be terminated if the State Board of Education, in accordance with the provisions of T.C.A. 49- 1-611 as enacted or hereafter amended, orders the removal of the DIRECTOR. If such removal is ordered, the DIRECTOR shall be entitled to no further benefits or compensation under the terms of the contract.

20. AMENDMENTS

Any modification to this Contract shall be made by mutual agreement of both parties and only in writing. Neither party shall be bound by any oral representation concerning modification of this Contract.

21. ENTIRE AGREEMENT

This Contract constitutes the entire agreement among the parties and the parties hereto acknowledge that neither has relied upon any oral representation or any agreements by the other and that no such oral representations or agreements shall in any way affect the terms of this Contract and that this Contract may not be modified or changed except by written instrument executed by the parties.

Superintendent Director, Hickman County Schools

Chair, Hickman County Board of Education

Amy Bryant, Board Member

Tim Hobbs, Board Member

Jim Hudgins, Board Member

Jane Herron, Board Member

Vance Willis, Board Member

Ronald Gammons, Board Member

Steve Gianakos, Board Member

Superintendent

The standard for a certificate of qualification for a superintendent shall be as follows:

- (a) The applicant at the time of application shall hold any professional certificate endorsed principal and/or supervisor of instruction.
- (b) The applicant shall have a minimum of a Master's degree. There shall be a graduate major in Educational Administration and Supervision or a minimum of thirty (30) graduate quarter hours (20 graduate semester hours) in administration, supervision and related courses. The following courses must be included:
 1. School Organization **and** Administration Supervision
 2. Curriculum Development
 3. School Finance
 4. School Plant **and** Transportation
 5. School and Community Relationships
- (c) The applicant shall have had five (5) years acceptable experience which must include teaching and/or administration.

Note.... If you are adding Superintendent endorsement (90) you need to look for either a Master's degree in Administration/Supervision or *Educational Leadership* (the name of the major will vary) OR a Master's degree in an area we accept AND the courses on the state minimum requirements list. A person would NOT need both a Masters in Administration/Supervision (or Educational Leadership) and the minimum standards. ALL persons are required to have five years of teaching experience. The person must also have a Professional license with an endorsement as principal and/or supervisor of instruction. (If a person holds a BAL or PAL they automatically have endorsement as principal AND supervisor of instruction.)

Monday, October 7, 2019
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, October 7, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. Board members in attendance were: Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, and Jim Hudgins. Jane Herron and Vance Willis was absent from the meeting.

Tim Hobbs made a motion to approve the minutes from the board meeting on August 5, 2019. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the minutes from the special called board meeting on September 16, 2019. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the agenda. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, October 7, 2019, at 7:00 p.m. in Room 203 of the Central Office. A reception honoring retiring teachers will be held in Room 102 of the Central Office at 6:15 p.m.

- I. Call to Order
- II. Approval of August 5, 2019 Regular Board Meeting Minutes
- III. Approval of September 16, 2019 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Ronnie Sullivan (Amy Bryant)
 - B. Jeannie Hansford (Jim Hudgins)
 - C. David Flowers (Jane Herron)
 - D. Kathy Dick (Tim Hobbs)
 - E. Vicki Chessor (Steve Gianakos)
 - F. David Carter (Ron Gammons)
 - G. Doris Tann (Tim Hobbs)
 - H. Judy Parker (Jim Hudgins)
 - I. Joanne Ezell (Jane Herron)
 - J. Sandy Barnes (Amy Bryant)
 - K. Employee of the Month (Steve Gianakos)
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VII. Items Requiring Board Action
 - A. Election of Board Officers--Board Chair
 - B. Trip Requests--Sponsor and Students
 1. HCHS Beta Club--Instructor and Students
 - C. Budget Amendments--Business Officer
 - D. 2019-2020 School Breakfast and Lunch Program--Food Service Director and Business Officer
 - E. Compliance Report--Director of Accountability
 - F. Career Technical Technology Purchase--Career Technical Director
 - G. Edmentum Contract--Business Officer
 - H. Revised Board Policies 1.1061, 1.901, 6.313 (1st reading)--Director of Accountability
 - I. Revised Board Policies 1.406, 1.804, 2.403, 2.601, 5.605, 3.202, 4.605, 4.700, 6.200, 6.308, 6.506 (2nd Reading)--Director of Accountability
 - J. Board Policy Review 2.100-2.601--Director of Accountability

VIII. Announcements

A. TSBA Leadership Conference and Convention--November 14-17, 2019

IX. Adjourn

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

The Board of Education recognized teachers and staff that retired from the Hickman County School System and their years of service: Ronnie Sullivan, Susan Sullivan, Jeannie Hansford, David Flowers, Kathy Dick, Vicki Chessor, David Carter, Doris Tann, Judy Parker, Joanne Ezell, and Sandy Barnes.

Becky Malugin was recognized as the Employee of the Month by Steve Gianakos.

Ron Gammons made a motion to approve the Director's Report. Steve Gianakos seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: September 30, 2019
RE: October Director's Report

Leave of Absence

Professional

Sara Lawson

FMLA

Support Staff

Hiring

Professional

Support Staff

Donnette Sealey	Food Service
Amanda Sullivan	Food Service
Janice Burton	Food Service
Anna Parker	Food Service
Margie Parker	Food Service
Elizabeth Swingle	Food Service
Lindsey Cook	Food Service
Lauren Johnson	Food Service
Kailey Cannon	Substitute Teacher
Connie Chumley	Substitute Teacher
Lindsey Deal	Substitute Teacher
Shawn Deree	Substitute Teacher
Cathy Duncan	Substitute Teacher
Shenia Fowlkes	Substitute Teacher
Shelby Frizzell	Substitute Teacher
Andrea Furkins	Substitute Teacher
Tara Gianakos	Substitute Teacher
Ashlie Gillette	Substitute Teacher
Angela Harris	Substitute Teacher
Rachel Hudgins	Substitute Teacher
Jenna Hudson	Substitute Teacher
Pamela Hunnicutt	Substitute Teacher
Melody Hutchinson	Substitute Teacher

Ocal Paul Jones, Jr.	Substitute Teacher
Brittney Kniss	Substitute Teacher
Nick Leaver	Substitute Teacher
Cindy Lynam	Substitute Teacher
Cookie Mays	Substitute Teacher
Paula Miller	Substitute Teacher
Carolyn Mowbray	Substitute Teacher
Susan Murphy	Substitute Teacher
Madelyn Owens	Substitute Teacher
Nichole Owens	Substitute Teacher
Renia Pack	Substitute Teacher
Ashabahen Patel	Substitute Teacher
Shelly Patterson	Substitute Teacher
Tiffany Plunk	Substitute Teacher
Sandra Poole	Substitute Teacher
Roger Puckett	Substitute Teacher
Tatum Quillen	Substitute Teacher
Janice Reyome	Substitute Teacher
Debra Richard	Substitute Teacher
Stephen Sain	Substitute Teacher
Shayna Scoggins	Substitute Teacher
Ruby Self	Substitute Teacher
Hannah Simmons	Substitute Teacher
Beverly Smith	Substitute Teacher
Helen St. Germain	Substitute Teacher
Dacy Thomasson	Substitute Teacher
Winfred Ward	Substitute Teacher
Ann Webster	Substitute Teacher
Cameron Bowdoin	Substitute Teacher
Maggie Brewer	Substitute Teacher
Leah Furkins	Substitute Teacher
Deborah Gilbert	Substitute Teacher
Lindsee Haddock	Substitute Teacher
Mary Howell	Substitute Teacher
Lauren Johnson	Substitute Teacher
Sky Kelly	Substitute Teacher
Cassidy LaCasse	Substitute Teacher
Shyla Lampley	Substitute Teacher
Amanda McRee	Substitute Teacher
Pamela Rhea	Substitute Teacher
Tanya Sims	Substitute Teacher
Sabrina Stellato	Substitute Teacher
Ronnie Sullivan	Substitute Teacher
Tawnie Totty	Substitute Teacher
Mary Worsham	Substitute Teacher
Martha Bogle	Substitute Teacher
Patricia Youngcourt	Substitute Teacher
Daniel Poff	HCMS Softball Coach
Rachel McCauley	HCMS Assistant Softball Coach
Jennifer Chilton	HCMS Assistant Softball Coach

Sky Kelly	EHES Assistant
Resignation	
<u>Professional</u>	
Suzanne Lewis	Special Education Teacher
Jacquelyn Applegate	Music Teacher
<u>Support Staff</u>	
Shyla Lampley	Food Service
Retirement	
<u>Professional</u>	
<u>Support Staff</u>	
Transfers	
<u>Professional</u>	
Cynthia Hughes	HCHS Biology to EHIS Assistant Principal
<u>Support Staff</u>	
Laura Harris	CES Special Education Assistant to CIS Special Education Assistant
Appointment	
<u>Professional</u>	
Cynthia Hughes	EHIS Assistant Principal

Jim Hudgins made a motion to approve the financial report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to nominate Amy Bryant for the position of Board Chair for the 2019-2020 school year. Steve Gianakos seconded the motion. Ron Gammons made a motion to cease nominations and Amy Bryant be selected by acclamation. Jim Hudgins seconded the motion.

Jim Hudgins made a motion to nominate Tim Hobbs for the position of Vice Chair for the 2019-2020 school year. Steve Gianakos seconded the motion. Ron Gammons made a motion to cease nominations and Tim Hobbs be selected by acclamation. Steve Gianakos seconded the motion.

Jim Hudgins made a motion to nominate Steve Gianakos for the position of Chair Pro-Tem for the 2019-2020 school year. Ron Gammons seconded the motion. Ron Gammons made a motion to cease nominations and Steve Gianakos be selected by acclamation. Jim Hudgins seconded the motion.

Steve Gianakos made a motion to nominate Tim Hobbs for Tennessee Legislative Network representative for the 2019-2020 school year. Jim Hudgins seconded the motion. Ron Gammons made a motion to cease nominations and Tim Hobbs be selected by acclamation. Jim Hudgins seconded the motion.

Tim Hobbs made a motion to approve an overnight trip request for the HCHS Beta Club to attend the Beta Club Convention on November 21-23, 2019, at Opryland Hotel in Nashville, TN. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve budget amendments #1 and #2. Ron Gammons seconded the motion.

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

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

Amy Bryant made a motion to make changes to the School Breakfast and Lunch program from Provision 2 to the previous paid, free, and reduced lunch structure beginning on November 4, 2019. Ron Gammons seconded the motion.

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

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

Tim Hobbs made a motion to set the lunch rates at the levels from 2013-2014 and to review the implementation in January to look at numbers to determine prices moving forward. 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.

Ron Gammons made a motion to approve purchases from the lowest bid presented for three Career Technical education bids for laptops and equipment from the CTE Perkins Grant and the 3 Star Grant. 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 approve a contract with Edmentum for three years for a total of \$98, 166.00, billed annually. 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 revised board policies 1.1061, 1.901, and 6.313 on first reading, with the request to check on the tobacco portion of 6.313 in relation to E-Cigarettes. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve revised board policies 1.406, 1.804, 2.403, 2.601, 5.605, 3.202, 4.605, 4.700, 6.200, 6.308, and 6.506 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to mark board policies 2.100-2.601 as reviewed and updated. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 8:01 p.m.

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., Nunnely, TN 37137

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

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

- I. Call to Order
- II. Director of Schools Contract--Board Chair
- III. Approval of October 7, 2019 Regular Board Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Employee of the Month (Jim Hudgins)
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Financial Statement--Board Chair
- VII. Items Requiring Board Action
 - A. Election of Board Officers--Board Chair
 - B. Trip Requests--Sponsor and Students
 1. HCMS Junior Beta Club--Sponsor and Students
 2. EHHS Girls Basketball--Coach and Players
 - C. EHHS Prom--EHHS Sponsor and Students
 - D. HCHS Prom--HCHS Sponsor and Students
 - E. Budget Amendments--Business Officer
 - F. Compliance Report--Director of Accountability
 - G. 2020-2021 Proposed School Calendar--Calendar Committee Chair
 - H. Approval to Split Supplements--Director of Schools
 - I. ADA Ramp at HCHS Auditorium--Maintenance Director
 - J. EHHS Tennis Court Resurface--Maintenance Director
 - K. HCHS Track Resurface--Maintenance Director
 - L. Declaration of Surplus Property--Maintenance Director
 - M. Revised Board Policies 4.605, 6.200a, 6.506 (1st reading)--Director of Accountability
 - N. Revised Board Policies 1.1061, 1.901, 6.313 (2nd reading)--Director of Accountability
 - O. Board Policy Review 2.700--2.900 --Director of Accountability
- VIII. Announcements
 - A. TSBA Leadership Conference and Convention--November 14-17, 2019
- IX. Adjourn



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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

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

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

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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: October 25, 2019
RE: November Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Support Staff

Hope Ouhl
Cookie Mays
Tatum Quillen
Kayla Simpson
Ashley Welker

Special Education Assistant
Special Education Assistant
Special Education Assistant
Educational Assistant/Girls Asst. Basketball Coach
Special Education Assistant

Resignation

Professional

Priscilla Jennings

Special Education Teacher

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Laura Harris

CIS Special Education Assistant to Special
Education Teacher

Support Staff

Appointment

Professional

Template Name:
Created by: LGC

Hickman County Finance
Summary Financial Statement by Fund
October 2019

User:
Date/Time:

Michael Elkins
11/4/2019 7:39 AM
Page 1 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,965,472.00	(259,042.28)	8.74 %	247,122.67	(259,042.28)	104.82 %
40120	Trustee's Collections - Prior Year	100,000.00	(22,171.43)	22.17 %	8,333.33	(2,031.69)	24.38 %
40125	Trustee's Collections - Bankruptcy	0.00	(272.69)	0.00 %	0.00	(55.97)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(7,853.02)	14.28 %	4,583.33	(691.30)	15.08 %
40140	Interest And Penalty	21,000.00	(2,615.06)	12.45 %	1,750.00	(844.16)	48.24 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,176.03)	29.40 %	333.33	(288.65)	86.60 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	1,600,000.00	(426,971.27)	26.69 %	133,333.33	(142,455.78)	106.84 %
40270	Business Tax	30,000.00	(3,057.62)	10.19 %	2,500.00	(919.76)	36.79 %
40320	Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
40350	Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
41110	Marriage Licenses	1,300.00	(304.00)	23.38 %	108.33	(171.00)	157.85 %
43513	Tuition - Summer School	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
43517	Tuition - Other	1,000.00	(1,000.00)	100.00 %	83.33	0.00	0.00 %
43570	Receipts From Individual Schools	60,000.00	(1,667.95)	2.78 %	5,000.00	(1,220.10)	24.40 %
43582	Community Service Fees - Adults	200.00	(109.00)	54.50 %	16.67	(4.00)	24.00 %
44120	Lease/Rentals	1,000.00	(375.00)	37.50 %	83.33	(375.00)	450.00 %
44146	E-Rate Funding	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
44170	Miscellaneous Refunds	25,000.00	(41,786.32)	167.15 %	2,083.33	(36,742.26)	1,763.63 %
44530	Sale Of Equipment	5,000.00	(11,401.45)	228.03 %	416.67	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(2,283.94)	76.13 %	250.00	(2,271.44)	908.58 %
44570	Contributions & Gifts	15,000.00	(2,107.00)	14.05 %	1,250.00	(1,775.00)	142.00 %
46511	Basic Education Program	22,360,000.00	(6,780,563.52)	30.32 %	1,863,333.33	(2,260,187.84)	121.30 %
46515	Early Childhood Education	419,362.00	0.00	0.00 %	34,946.83	0.00	0.00 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
46590	Other State Education Funds	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
46594	Family Resource Centers	59,223.00	(14,805.83)	25.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46980	Other State Grants	50,000.00	0.00	0.00 %	4,166.67	0.00	0.00 %
46981	Safe Schools	44,000.00	0.00	0.00 %	3,666.67	0.00	0.00 %
46990	Other State Revenues	20,000.00	(5,062.30)	25.31 %	1,666.67	(5,062.30)	303.74 %
47640	Rotc Reimbursement	65,000.00	(12,901.78)	19.85 %	5,416.67	(6,450.89)	119.09 %
48990	Other	30,000.00	(14,800.00)	49.33 %	2,500.00	(5,000.00)	200.00 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %

Template Name:
Created by: LGC

Hickman County Finance
Summary Financial Statement by Fund
October 2019

User:
Date/Time:

Michael Elkins
11/4/2019 7:39 AM
Page 2 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	28,705,057.00	(7,612,327.49)	26.52 %	2,392,088.08	(2,725,589.42)	113.94 %
Expenditures							
71100	Regular Instruction Program	(14,018,299.00)	3,855,163.65	27.50 %	(1,168,191.58)	1,510,843.15	129.33 %
71150	Alternative Instruction Program	(170,436.00)	38,742.90	22.73 %	(14,203.00)	11,358.65	79.97 %
71200	Special Education Program	(3,074,402.00)	631,463.76	20.54 %	(256,200.17)	207,072.24	80.82 %
71300	Career and Technical Education	(1,104,795.00)	267,378.00	24.20 %	(92,066.25)	104,859.24	113.90 %
72110	Attendance	(157,047.00)	50,526.22	32.17 %	(13,087.25)	21,639.81	165.35 %
72120	Health Services	(362,746.00)	80,527.53	22.20 %	(30,228.83)	22,883.37	75.70 %
72130	Other Student Support	(944,221.00)	177,352.34	18.78 %	(78,685.08)	53,710.81	68.26 %
72210	Regular Instruction Program	(1,308,716.00)	255,166.91	19.50 %	(109,059.67)	78,677.93	72.14 %
72220	Special Education Program	(115,363.00)	40,302.08	34.94 %	(9,613.58)	10,653.85	110.82 %
72230	Career and Technical Education	(114,933.00)	33,888.24	29.49 %	(9,577.75)	6,566.15	68.56 %
72250	Technology	(275,049.00)	149,011.89	54.18 %	(22,920.75)	6,174.57	26.94 %
72310	Board Of Education	(670,000.00)	298,281.36	44.52 %	(55,833.33)	14,378.88	25.75 %
72320	Director Of Schools	(282,179.00)	105,565.61	37.41 %	(23,514.92)	17,704.22	75.29 %
72410	Office Of The Principal	(1,706,843.00)	416,076.68	24.38 %	(142,236.92)	96,263.93	67.68 %
72510	Fiscal Services	(45,000.00)	235.00	0.52 %	(3,750.00)	235.00	6.27 %
72610	Operation Of Plant	(2,313,000.00)	800,203.14	34.60 %	(192,750.00)	157,367.88	81.64 %
72620	Maintenance Of Plant	(1,097,310.00)	500,710.10	45.63 %	(91,442.50)	87,944.15	96.17 %
72710	Transportation	(2,112,078.00)	460,802.27	21.82 %	(176,006.50)	122,953.20	69.86 %
72810	Central And Other	(249,500.00)	12,513.26	5.02 %	(20,791.67)	1,567.57	7.54 %
73100	Food Service	(28,110.00)	5,015.47	17.84 %	(2,342.50)	5,015.47	214.11 %
73300	Community Services	(130,305.00)	29,075.38	22.31 %	(10,858.75)	7,817.86	72.00 %
73400	Early Childhood Education	(448,354.00)	97,200.49	21.68 %	(37,362.83)	26,313.13	70.43 %
76100	Regular Capital Outlay	(331,000.00)	22,000.00	6.65 %	(27,583.33)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
	Total Expenditures	(31,224,686.00)	8,327,202.28	26.67 %	(2,602,057.17)	2,572,001.06	98.84 %
Total	141 General Purpose School	(2,519,629.00)	714,874.79	28.37 %	(209,969.08)	(153,588.36)	-73.15 %

Template Name:
Created by: LGC

Hickman County Finance
Summary Financial Statement by Fund
October 2019

User:
Date/Time:

Michael Elkins
11/4/2019 7:39 AM
Page 3 of 4

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/ Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	(0.05)	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	104,022.67	0.00	0.00 %	8,668.56	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,335,300.94	(154,718.48)	11.59 %	111,275.08	(66,310.97)	59.59 %
47143	Special Education - Grants To States	1,021,606.54	(120,294.22)	11.78 %	85,133.88	(58,616.86)	68.85 %
47145	Special Education Preschool Grants	29,322.74	0.00	0.00 %	2,443.56	0.00	0.00 %
47146	English Language Acquisition Grants	146,012.83	0.00	0.00 %	12,167.74	0.00	0.00 %
47148	Rural Education	121,540.11	(21,906.41)	18.02 %	10,128.34	(9,919.70)	97.94 %
47189	Eisenhower Prof Development State	190,954.66	(11,758.82)	6.16 %	15,912.89	(11,758.82)	73.89 %
47590	Other Federal Through State	297,265.94	(63,560.88)	21.38 %	24,772.16	0.00	0.00 %
	Total Revenues	3,246,026.43	(372,238.86)	11.47 %	270,502.20	(146,606.35)	54.20 %
Expenditures							
71100	Regular Instruction Program	(1,189,907.36)	264,877.85	22.26 %	(99,158.95)	122,003.85	123.04 %
71200	Special Education Program	(605,879.15)	111,767.94	18.45 %	(50,489.93)	37,203.87	73.69 %
71300	Career and Technical Education	(84,322.67)	43,569.75	51.67 %	(7,026.89)	893.41	12.71 %
72130	Other Student Support	(343,444.27)	32,055.30	9.33 %	(28,620.36)	9,759.29	34.10 %
72210	Regular Instruction Program	(553,558.35)	78,295.06	14.14 %	(46,129.86)	24,109.79	52.27 %
72220	Special Education Program	(437,078.75)	73,981.18	16.93 %	(36,423.23)	19,975.46	54.84 %
72710	Transportation	(9,500.00)	0.00	0.00 %	(791.67)	0.00	0.00 %
99100	Transfers Out	(22,335.88)	0.00	0.00 %	(1,861.32)	0.00	0.00 %
	Total Expenditures	(3,246,026.43)	604,547.08	18.62 %	(270,502.20)	213,945.67	79.09 %
Total	142 School Federal Projects	0.00	232,308.22	100.00 %	0.00	67,339.32	0.00 %

Template Name:
Created by: LGC

Hickman County Finance
Summary Financial Statement by Fund
October 2019

User:
Date/Time:

Michael Elkins
11/4/2019 7:39 AM
Page 4 of 4

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43522	Lunch Payments - Adults	65,000.00	(11,617.71)	17.87 %	5,416.67	0.00	0.00 %
43523	Income From Breakfast	4,500.00	(421.25)	9.36 %	375.00	0.00	0.00 %
43525	A La Carte Sales	145,000.00	(41,723.82)	28.78 %	12,083.33	0.00	0.00 %
43570	Receipts From Individual Schools	0.00	(25,000.00)	0.00 %	0.00	(25,000.00)	0.00 %
44110	Investment Income	200.00	(64.10)	32.05 %	16.67	(9.33)	55.98 %
44530	Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	1,305,000.00	(281,147.57)	21.54 %	108,750.00	0.00	0.00 %
47113	Breakfast	580,000.00	(118,585.07)	20.45 %	48,333.33	0.00	0.00 %
47114	USDA - Other	15,000.00	(2,076.46)	13.84 %	1,250.00	0.00	0.00 %
	Total Revenues	2,114,700.00	(480,750.28)	22.73 %	176,225.00	(25,009.33)	14.19 %
Expenditures							
73100	Food Service	(2,114,699.00)	951,468.39	44.99 %	(176,224.92)	217,612.79	123.49 %
	Total Expenditures	(2,114,699.00)	951,468.39	44.99 %	(176,224.92)	217,612.79	123.49 %
Total	143 Central Cafeteria	1.00	470,718.11	-	0.08	192,603.46	-

Account Activity Summary
Hickman
06/30/2019 - 09/30/2019

Beginning Value ^{1 See Definitions}	\$	2,183,514.99
<hr/>		
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	8,742.04
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,363.32)
MS Fees ⁷	\$	(974.70)
System Distributions ⁸	\$	-
<hr/>		
Unadjusted Investment Earnings ⁹	\$	(5,161.54)
<hr/>		
Ending Value ¹⁰	\$	2,184,757.47

Definitions:

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

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

Account Contribution Summary
Hickman
06/30/2019 - 09/30/2019

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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

Account Dividend & Interest Summary
Hickman
06/30/2019 - 09/30/2019

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
07/01/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	588.67	Cash
07/01/2019	Dividend	PIONEER BOND Y	431.44	Cash
07/01/2019	Dividend	NUVEEN STRATEGIC INCOME INST	389.36	Cash
07/01/2019	Dividend	PUTNAM FLOATING RATE INC Y	260.36	Cash
07/01/2019	Dividend	E V SHT DURATION GOVT INC I	82.74	Cash
07/02/2019	Dividend	VANGUARD INDEX FDS S&P 500 ETF	451.80	Cash
07/16/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	225.76	Cash
07/19/2019	Dividend	BLACKROCK HIGH EQ INCOME INST	192.75	Cash
07/31/2019	Interest Income	MORGAN STANLEY BANK N.A.	14.74	Cash
08/01/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	655.83	Cash
08/01/2019	Dividend	PIONEER BOND Y	434.15	Cash
08/01/2019	Dividend	NUVEEN STRATEGIC INCOME INST	387.45	Cash
08/01/2019	Dividend	PUTNAM FLOATING RATE INC Y	266.38	Cash
08/01/2019	Dividend	E V SHT DURATION GOVT INC I	88.50	Cash
08/16/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	196.67	Cash
08/30/2019	Interest Income	MORGAN STANLEY BANK N.A.	9.62	Cash
09/03/2019	Dividend	PGIM SHORT-TERM CORP BOND Z	667.00	Cash
09/03/2019	Dividend	PIONEER BOND Y	425.96	Cash
09/03/2019	Dividend	NUVEEN STRATEGIC INCOME INST	431.52	Cash
09/03/2019	Dividend	PUTNAM FLOATING RATE INC Y	268.90	Cash
09/03/2019	Dividend	E V SHT DURATION GOVT INC I	89.23	Cash
09/17/2019	Dividend	TEMPLETON GLOBAL BD FD ADV	153.16	Cash
09/27/2019	Dividend	VANGUARD FTSE EMERGING MARKETS	258.78	Cash
09/27/2019	Dividend	PUTNAM EQUITY INCOME Y	203.84	Cash
09/30/2019	Dividend	ISHARES SP SMALLCAP 600 INDEX	157.26	Cash
09/30/2019	Dividend	ISHARES S&P MIDCAP 400 INDEX	95.27	Cash
09/30/2019	Dividend	ISHARES CORE S&P U.S. GROWTH	491.54	Cash
09/30/2019	Dividend	ISHARES CORE S&P U.S. VALUE	814.64	Cash
09/30/2019	Interest Income	MORGAN STANLEY BANK N.A.	8.72	Cash
		Total Dividends and Interest	8,742.04	

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

Account Fee Summary
Hickman
06/30/2019 - 09/30/2019

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
07/08/2019	CASH TRANSFER	FUNDS TRANSFERRED	-1,363.32	Cash
07/15/2019	Service Fee	3RD QTR ADVISORY FEE	-980.62	Cash
07/16/2019	Service Fee Adj	NET PLATFORM CREDIT	5.92	Cash
		Total Withdrawals	-2,338.02	

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

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

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



Hickman County Schools Board Agenda Item Request

Date: 10/08/19

Name of School: Hcms

Item Request: Request for Overnight Trip

Explanation:

The Junior Beta Club members ~~from~~ from HCMS ~~and~~ would like to attend the Junior Beta Club convention at Gaylord OpryHotel. The dates for the convention are Nov. 24th + 25th. We will stay one night. Students will compete in various competitions.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Kassi Hollos

Signature of Building Principal:

1.403



Hickman County Schools Board Agenda Item Request

Date: 10-24-19

Name of School: EHHS

Item Request: Girls Basketball Tournament in South Carolina

Explanation:

The EHHS Lady Eagles accepted an invitation
to participate in the Seahawk Holiday Classic
Tournament from December 21st - 23rd in
Hilton Head, SC.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Nichols R. Smith

Signature of Building Principal or Director of Schools:

Michelle Helbert

October 23, 2019

Dear Mrs. Gilbert,

The East Hickman High School prom committee requests to be placed on the agenda for the school board meeting on November 4, 2019. The committee plans to present information about the school event and ask for board approval for a prom.

We are requesting approval for the prom to take place on Saturday, April 25, 2020, from 7:00P.M. until 11:00 P.M. in the Grand Hall and cafeteria at EHHS.

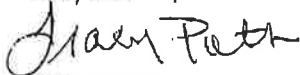
Approval of the prom, the date, and the location will allow for the prom committee and students to proceed with finalizing plans.

Respectfully,

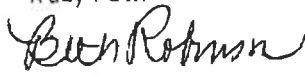
EHHS Prom Committee



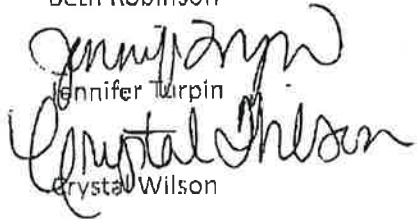
Amy Matney



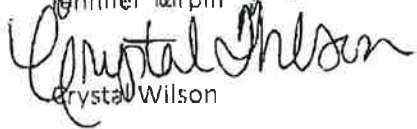
Tracy Poth



Beth Robinson



Jennifer Turpin



Crystal Wilson



Michael Beem

Principal





Hickman County High School

Junior/Senior Prom Coordinators

Raven Davidson & Libby Claud

To: Mr. Eady
Re: 2020 Prom

October 23, 2019

Mr. Eady,

The Prom Coordinators would like to request to be added to the agenda of the next school board meeting in order to request a date for this year's prom. We are seeking approval for the date of Saturday, April 4, 2020. Thank you for your assistance in this matter.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Raven Davidson'.

Raven Davidson
Prom Committee Chair

Libby Claud
Prom Committee Co-Chair

Rules

All students/guests attending prom have to sign a code of conduct form. All attendees at prom must be students at HCHS or be under 21 and have gotten a Pre-Approval Form with a copy of their driver's license submitted to Mrs. Davidson for approval.

We would like to request Saturday, April 4th, as the date for our prom. We understand that we must have prom on campus in compliance with the Board's Rules.

Hickman County Board of Education
 Budget Amendment No. 4
 General Purpose - Fund 141
 November 4, 2019

Account	Description	Debit	Credit	Justification
44170 - -	Miscellaneous Refunds	3,100.39		CSCC - HCHS Science Class
71100 - 429 -	Instructional Supplies & Mats		3,100.39	
46990 - -	Other State Revenue	5,062.30		Skyward Discount Processed Through State of TN
72410 - 399 -			5,062.30	
TOTALS		\$ 8,162.69	\$ 8,162.69	

Approved:

Attest:

Board Chair

Michelle Gilbert

2019 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the Tennessee Department of Education (TDOE) employs to ensure LEAs faithfully execute those laws and rules. New to the report is the attached LEA compliance self-assessment that is specific to Chapter 0520-01-03 of the SBE rules. Chapter 0520-01-03 is highlighted in the self-assessment because (a) it comprises the minimum requirements for the approval of schools and (b) data collected via the self-assessment can inform the department's baselines for school approval related-compliance.

LEAs must complete this report, including the self-assessment, and, if applicable, the corrective action form, and submit it to the department. During completion, each LEA should carefully check the status of its compliance with all state education laws and SBE rules. The self-assessment can be used to structure an internal compliance review. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System) and will consider those sources when making final decisions regarding an LEA's compliance status. The commissioner of education is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE-approved plan addressing areas of noncompliance. The commissioner may waive a state board rule or statute. The LEA waiver request form, which is accessible [here](#), includes exceptions.

- I certify that the LEA is in compliance with all Tennessee education statutes and SBE rules.
- I certify that, with the exception of the areas reflected in the attached corrective action plan, the LEA is in compliance with all Tennessee education statutes and SBE rules.

Completion of each field below is required	
LEA Name	
Superintendent/Director of Schools Name	School Board Chair Name
Superintendent/Director of Schools Signature	School Board Chair Signature
Date of School Board Approval	
UPLOAD COMPLETED REPORT TO ePlan (including the self-assessment, and, if applicable, the corrective action form)	DUE DATE: November 29, 2019

Appendix B

LEA Compliance Self-assessment

Instructions: The self-assessment below reflects areas from Chapter 0520-01-03 of State Board of Education rules, which is informally referred to as the school approval rule. For each area, indicate the LEA's degree of compliance. Click on the link for an area within that subsection.

An area marked "Noncompliant" or "Not Applicable" requires an explanation in Appendix C. Please be diligent and appropriate in limited cases only (e.g., "Graduation Requirements" for a K-5 LEA).

Finally, it may be helpful to provide a blank copy of the self-assessment to each principal. Those school-level responses will be used for the LEA-level self-assessment. **Only submit the LEA-level self-assessment to the department.**

Compliant	Noncompliant	Not Applicable	Rules of the State Board of Education Chapter 0520-01-03 Minimum Requirements for the Approval of Schools
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0520-01-03-.02 ORGANIZATION OF SCHOOLS Length of School Day for Students
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0520-01-03-.03 ADMINISTRATION OF SCHOOLS Teacher Assignment
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Salaries and Licensure for all Licensed Personnel
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class Size for Grades Kindergarten (K) through Grade 5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Planning Time
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Duty Free Lunch Period
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Summer Schools
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student Evaluation in Grades Kindergarten through Grade 5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Admission and Enrollment of Students
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Students Transferring From One School to Another

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Public Virtual Schools
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Records and Reports
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	School Fees
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Withholding of Student Grades for Debts (
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	School Board, District School Improvemen
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Multi-Hazard Emergency Operations Plans
			0520-01-03-.05 STATE ACADEMIC STANDI
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Academic Standards
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Experimental Projects and Special Courses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grading and Promotion
			0520-01-03-.06 GRADUATION
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Graduation Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Testing for Credit
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work-Based Learning Experiences
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enrollment in College Level Courses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The High School Equivalency Testing (HISE Equivalency Diplomas
			0520-01-03-.07 LIBRARY INFORMATION C
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	School Library Information Center
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Library Information Center Personnel
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Library Information Center Collection
			0520-01-03-.08 PUPIL PERSONNEL SERVI

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Local Board of Education Standards and P</p> <ul style="list-style-type: none"> (a) Attendance Services (b) Guidance Services (c) School Psychological Services (d) School Social Work Services (e) School Health Services
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>School Health Services Program:</p> <ul style="list-style-type: none"> (a) Written policy requiring a physical entering school for the first time (b) Written policy requiring a physical participating in interscholastic athl (c) Written policy for excluding pupils and for readmitting them following (d) Written policy for handling drug/al (e) Procedures for reporting suspect neglect (f) Requirement for each new empl certificate showing a satisfactory h (g) Inclusion of HIV, HIV-Related Illness
			<u>0520-01-03-.09 SPECIAL EDUCATION PRO</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>RULE 0520-01-09 – Special Education Prog</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>0520-01-03.-10 WAIVERS</u>

Appendix C

Noncompliance Corrective Action Plan

Instructions: Using the template reflected below, (a) provide a rationale for any area marked “Not Applicable” (b) report all areas of noncompliance and include corrective action details. Examples are included in the template clip) icon in the PDF navigation pane to access the Word version of the template.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsi
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> ▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing. ▪ Coordinate fingerprinting scheduling, results processing, and related communications. ▪ Notify the TDOE director of school approval of compliance plan completion. 	Human Resources Dire Human Resources Dire Human Resources Dire (with director of school copied)
SBE Rule 0520-01-03-.03 – Class Size	While no <u>individual</u> K-12 classes within the district exceed the maximum number of students, class size <u>averages</u> at the three elementary schools are not in compliance.	We submitted a waiver request to the commissioner on October 2, 2019 — approval is pending.	NA
0520-01-03-.03 ADMINISTRATION OF SCHOOLS – Public Virtual Schools	The district has not established a virtual school.	NA	NA

Appendix D

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2019 legislative session:
https://www.tn.gov/content/dam/tn/education/legal/2019_legislative_report.pdf

Current and pending SBE rules:
<https://www.tn.gov/sbe/rules--policies-and-guidance/rules.html>

SBE frequently asked questions:
<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:
<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's general counsel, Christy Ballard, at (615) 741-2921.

Hickman County School System 2020-21 Recommended School Calendar

	Student Instructional Days	Professional Development	In-service Training	Parent-Teacher Conferences	Annual Leave	Administrative Days	Total Days	Payroll Dates
July			*5			1	6	
August	20				1	1	22	***
September	21	<1			1		22	Aug. 31, 2020
October	17				1		18	Sept. 30, 2020
November	17			1	1		19	Oct. 30, 2020
December	14				1		15	Nov. 30, 2020
January	19	<1			1		20	Dec. 18, 2020
February	19			**1	1		21	Jan. 29, 2021
March	20				1		21	Feb. 26, 2021
April	20				1		21	Mar. 26, 2021
May	13				1	1	15	Apr. 30, 2021 ****May 20, 2021
June								***** June, 2021 ***** June, 2021
Total	180	<Included	5	2	10	3	200	

*Three In-service Training days, jointly decided upon by the principal and teacher, shall be completed from July 1, 2020 through May 31, 2021.

**One parent teacher conference will be conducted outside the school day - this will be divided into two sessions.

***The 2020-21 payroll cycle for teachers and staff begins after one month's active employment.

****Last payroll check for those who selected ten (10) checks.

*****For those selecting twelve (12) checks, the eleventh (11th) and twelfth (12th) checks are deposited into bank account before June 30, 2021.

*****Up to eleven (11) snow days are accumulated in the school calendar through extended work (stockpile) days and will not be made up. If more than eleven (11) days are missed due to weather related conditions, make-up days will be added to the end of the school year.

July 29-30	In-service Training
July 31	Administrative Day
August 3	First Student Day: Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
August 4	Administrative Day
August 5	Full Day of Classes Begin
September 7	Labor Day (Schools Closed)
September 8	Professional Development (Teachers/Staff Report – Students Do Not Report)
October 12-16	Fall Break (Schools Closed)
November 2	Parent-Teacher Conferences 10:00-4:00 p.m. (Students Do Not Report)
November 25-27	Thanksgiving Break (Schools Closed)
December 18	Abbreviated Day (Students Dismissed at 10:00 AM – Buses Run)
December 21-January 1	Christmas Break (Schools Closed)
January 4	Professional Development (Teachers/Staff Report – Students Do No Report)
January 5	Students Return from Christmas Break
January 18	Martin Luther King, Jr. Day (Schools Closed)
February 15	President's Day (Schools Closed)
March 29-April 2	Spring Break (Schools Closed) –Good Friday is April 2, 2021
May 15	East Hickman High School Graduation 10:00 AM Hickman County High School Graduation 2:00 PM
May 18	Last Full Day of School
May 19	Administrative Day
May 20	Abbreviated Day (8:00 AM – 10:00 AM - Buses will not Run)



Hickman County Board of Education
115 Murphree Avenue
Centerville, Tennessee 37033

2020-21 Calendar Committee Information:

- Committee members met twice to discuss information they wished to gather from school employees and then to develop a proposed calendar.
- Based on the initial feedback obtained, the Calendar Committee created a calendar option that took into consideration the popular vote on the majority of the 26 areas surveyed.
- Voting reflected the following in agreement with the calendar option created by the committee:

School	Approve of Recommended Calendar
CES	100%
EHES	100%
CIS	82%
EHIS	93%
HCMS	93%
EHMS	96%
HCHS	93%
EHHS	85%
Total	222 Total Responses – 93% Approve

Notes regarding 2020-21 Calendar

- Very similar to the 2019-20 Calendar.
- Spring Break will include Good Friday (April 2, 2021)
- Committee was asked to consider alternating graduation start time each year. Of the nine committee members, five voted in agreement to alternate, beginning with 2021 Graduation date (EHHS Graduation starting at 10:00 and HCHS starting at 2:00; and unless modified, odd years would reflect the same schedule, with even years having HCHS Graduation at 10:00 and EHHS Graduation at 2:00)
- Hickman County BOE input, approval is appreciated.

Thank you in advance,

On behalf of the Hickman County Schools Calendar Committee,
Julia Q. Thomasson

2019-2020 Supplement Split Request

School Hickman Middle School

Position Request
Pretend club or sport Split Equally Between Employee 1 and Employee 2

- Cheerleading - Split equally b/t Beth Copley and Mandy Harrison.
- Yearbook - Split equally b/t Jody Loveless and Autumn Goltz

Principal Signature Jina S. Shipman

Michelle Gilbert

2019-2020 Supplement Split Request

School HCHS

Position	Request
Pretend club or sport	Split Equally Between Employee 1 and Employee 2
Cheerleading	Tori Hughes and Allison Stanley

Principal Signature Kevin D. Eady

Michelle Hebert

2019-2020 Supplement Split Request

School East Hickam High School

Position Cheerleading

Request

Pretend club or sport

Split Equally Between Employee 1 and Employee 2

Priscilla Smith 4%
Missy Collins 2%

Principal Signature *R. Masters*

Michelle Helbert

COPY

The Hickman County Finance Office is accepting sealed bids for the Auditorium /ADA Compliant Handicap Ramp/Lift/HCHS. This ramp must meet ADA 2010 accessibility codes and also comply with fire codes. All bids shall include installation. All bidders are required to have 1 million dollar liability insurance, workers compensation insurance, and TN business license, or contractor license. Proposals must include a bid bond equal to 3% of the proposal price.

All sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Auditorium/ADA/ Complaint Handicap Ramp/HCHS".

Bids will be opened on Monday, September 30, 2019 at 10:00 a.m. in the Finance Office. Additional specifications may be found on-line at www.hickmank12.org/request-for-proposal.

To view the project site for measurements and to schedule an appointment, contact the maintenance office 931-729-3391, ext. 3.

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

No Bids

Present
Renny Mayberry
Misty Williams

COPY

The Hickman County Finance Office is accepting sealed bids for "EHHS Tennis Court Re-Coating".

All bidders must have a TN business license, 1million in liability insurance, and workers compensation insurance, copies of certificates and bid bond is to be attached to your submitted bid. Proposals must include a bid bond equal to 3% of the proposal price.

All awarded bidders employees are required to have been drug tested, and meet TCA 49-5-406,413 in that no prior felons, nor sex offenders may work on school properties. A signed and notarized affidavit to be submitted upon awarding and notification of the acceptance of bid.

All sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033, and clearly marked on the envelope "EHHS Tennis Court Re-Coating".

Bids will be opened on Monday, September 30, 2019 at 11:00 a.m. in the Finance Office.

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

Present Penny Mayberry
-Misty Weems

Bid Rec'd

Seal Rite Inc. 26,376.⁰⁰

Part B Specs:

All bidding companies must complete work and any needed subs must be indicated in bid or have prior approval.

Scope: EHHS Tennis Courts **3 year Tennis Court-Maintenance** /resurfacing, repairs, and repainting of:

Bidder To Prior Inspect by appointment with Maintenance Director, and to note short term/long term areas of concern and communicate them to the Maintenance Director:

The bidder using a "**bidder supplied water tank pressure washing trailer**" and cleaning of all court areas, crack repair, fill sealing around any (level) post cracks at slight elevated deck as to turn water away from posts area, sand/blasting re-primer/ painting of all net posts.

Determine any low ponding areas and add/trowel a slight crown to center to allow draining to feather away from these areas and continue that slight grade away to the sides of the court as to prevent water from standing on any one court area and preventing any water from entering posts. Edges of court at fence areas crack sealed with an asphalt crack seal.

The bid is to include to the items below at ALT 1: \$ 26,376.00

Pressure Washing: Pressure wash in preparation to repair and re-surface **4 Tennis courts,**

Note : No water is available for hook up at Tennis area so this will require a trailer tank type pressure washer. There will be a water supply hose bib available at the main building to use for filling tank.

Crack Filling: Mechanically scrape old material off old repairs and apply acrylic crack binder and Portland cement mix to crack joints for repair and sand to a smooth finish and grade, both coat and boundaries to interior fence edge.

Re-Surfacing: Apply minimum of 2 coats of a Re-Surface (or approved Equivalent product) to all **-4 courts and boundaries to fence edge.**

Color Coat: Apply 2 Coats of (approved) Color product to be determined by Customer before job start.

Striping: Layout and stripe to **regulation 4 Tennis** courts using Line Brite paint product.

To Include : **4** - New Nets/Installed

Poles : Sand and repaint the net poles **on 4 courts**

SEAL RITE INC.
 109 MONTCLAIR ST
 TULLAHOMA, TN 37388 US
 931-461-9991
 elliott.ladd@sealritepm.com
 sealritepm.com

Estimate

109 Montclair Street
 Tullahoma, TN 37388
 www.sealritepm.com
 www.facebook.com/sealritepm

SEAL RITE INC
 Asphalt Maintenance
 Sports Surfacing
 Over 20 Years of Quality Service

Elliott Ladd
 email: elliott.ladd@sealritepm.com Office: 931-461-9991
 TN Contractor License #56782 Call: 931-224-8092

ADDRESS

Hickman County Board of
 Education Finance Office
 114 North Central Avenue
 Suite 203
 Centerville, TN 37033
 United States

ESTIMATE #	DATE
1472	09/27/2019

DATE	ACTIVITY	DESCRIPTION	QTY	AMOUNT
09/27/2019	Pressure Washing	Pressure Wash in preparation to repair and re-surface 4 Tennis courts	1	0.00
09/27/2019	Crack Filling	Mechanically scrape old material off old repairs and apply acrylic crack binder and Portland cement mix to crack joints for repair and sand to a smooth finish and grade	4	0.00
09/27/2019	Re-Surfacer	Apply 2 coats Sports Master Re-Surfacer to 4 Courts	1	0.00
09/27/2019	Color Coat	Apply 2 Coats of Sports Master Color to be determined by customer before job start	1	0.00
09/27/2019	Striping	Layout and stripe to regulation 4 Tennis courts using Sports Master Line Brite	1	0.00
09/27/2019	Net	Install 4 new Nets	1	0.00
09/27/2019	Poll / Repair - Installed	Sand and repaint net poles on 4 courts	1	0.00
09/27/2019	Services		1	26,376.00
09/27/2019		EHHS Tennis Courts		

TOTAL

\$26,376.00

Accepted By

Accepted Date

State of Tennessee

342719

0975348

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

SEAL RITE, INC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 56782

LIC STATUS: ACTIVE

EXPIRATION DATE: March 31, 2020

AGLM \$1,500,000.00 ; HRA-B.2



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE



SEALR-1

OP ID: JN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2019

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

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

PRODUCER Lester Greene McCord & Thoma 115 West Lauderdale P. O. Box 40 Tullahoma, TN 37388 John D. McCord	931-455-3453	CONTACT NAME: John D. McCord PHONE (A/C, No, Ext): 931-455-3453 FAX (A/C, No): 931-455-3502 E-MAIL ADDRESS: jmccord@lester-greene-mccord.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : State Auto Mutual</td> <td>25135</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : State Auto Mutual	25135	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : State Auto Mutual	25135														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Seal Rite Inc Elliott Ladd 109 Montclair St Tullahoma, TN 37388															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contract.Liab/XCU <input type="checkbox"/> Broad Form PD GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BOP2830563	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP2417561	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CXS2129862	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCP2234412	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Job Description: EHHS Tennis Court Re-Coating

CERTIFICATE HOLDER Hickman County Finance Office 114 North Central Avenue Ste 203 Centerville, TN 37033	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE John D. McCord

NOTEPAD

INSURED'S NAME **Seal Rite Inc**

SEALR-1
OP ID: JN

PAGE 2
Date **09/27/2019**

General Liability and Workecrs Compenstaion policies.
30 day notice of cancellation is given

shall give contractor written notice of cancellation or non-renewal of the
Subcontractor's Coverage at least 30 days prior

Auto-Owners INSURANCE

LIFE • HOME • CAR • BUSINESS

BOND NUMBER: BD151988

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, SEAL RITE INC 109 MONTCLAIR ST TULLAHOMA, TN 37388-4081 as Principal, hereinafter called the Principal, and Auto-Owners (Mutual) Insurance Company as Surety, hereinafter called the Surety, are held and firmly bound unto HICKMAN COUNTY 114 N CENTRAL AVE STE 203, CENTERVILLE TN 37033-1432 as Obligee, hereinafter called the Obligee, in the penal sum of Seven hundred ninety one and XX/100 Dollars (\$791.00) for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for TENNIS COURT RE-COATING

NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said contract, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED AND SEALED this 27TH day of SEPTEMBER, 2019.

SEAL RITE INC

Principal

Jamie C. Nestor
Witness

By David Hadd



Auto-Owners (Mutual) Insurance Company

Surety

Susan E. Theisen
Susan E. Theisen
Witness

By Paul D. Oppenlander
Paul D. Oppenlander
Attorney-in-Fact

Fifth, that liability hereunder shall extend to, and include, the full amount of any and all sums paid by the Company in settlement or compromise of any claims, demands, suits, and judgments upon said bond or bonds, or any of them, on good faith, under the belief that it was liable therefor, whether liable or not, as well as of any and all disbursements on account of costs, expenses and attorney's fees, as aforesaid, which may be made under the belief that such were necessary, whether necessary or not;

Sixth, that in event of payment, settlement or compromise, in good faith, of liability, loss, costs, damages, expenses and attorney's fees, claims, demands, suits, and judgments as aforesaid, and itemized statement thereof, sworn to by any officer of the Company, or the voucher or vouchers or other evidence of such payment, settlement or compromise shall be prima facie evidence of the fact and extent of the liability of the undersigned, in any claim or suit hereunder, and in any and all matters arising between the undersigned and the Company;

Seventh, to waive, and does or do hereby waive, all rights to claim any property, including homestead, as exempt from levy, execution, sale or other legal process under the law of any state or states;

Eighth, that this obligation shall, in all its terms and agreements, be for the benefit of and protect any person of company joining with the Company in executing said bond or bonds, or any of them or executing, at the request of the Company said bond or bonds, or any of them, as well as any company or companies assuming reinsurance thereupon;

Ninth, that separate suits may be brought hereunder as causes of action accrue, and the bringing of suit or the recovery of judgment upon any cause of action shall not prejudice or bar the bringing of other suits upon other causes of action, whether theretofore or thereafter arising;

Tenth, that nothing herein contained shall be considered or construed to waive, abridge, or diminish any right or remedy which the Company might have if this instrument were not executed;

Eleventh, that the Company shall have the right to decline to execute said bond or bonds, or any of them, and if it shall execute said proposal bond shall have the right to decline to execute any or all of the other bonds herein applied for.

COMPANY INDEMNITORS (REQUIRED SIGNATURES)

IMPORTANT: All owners, officers, partners and members must sign below on behalf of the company.

Signed this 27th day of SEPTEMBER, 2019.

Dawn Ladd, President
DAWN LADD, President

Elliott Ladd, Vice President
ELLIOTT LADD, Vice President

PERSONAL INDEMNITORS (REQUIRED SIGNATURES)

IMPORTANT: All owners, officers, partners, members and their spouses must sign below.

Signed this 27th day of SEPTEMBER, 2019.

DAWN LADD

ELLIOTT LADD

PROXY DESIGNATION

I designate J.S. Tagsold, D.J. Thelen, and C.B. Muller, and each of them, attorneys and proxies, with power of substitution and revocation to each, to vote as proxy at all meetings of the Company, and at any and all adjournments thereof. The powers hereunder shall be exercised by a majority of said attorneys and proxies so present, but if only one is present, then that one shall have full power to act.

Applicant's Signature and Date: _____



Bond Number BD151988

ACKNOWLEDGEMENT BY SURETY

STATE OF MICHIGAN

County of Eaton

On this 27TH day of SEPTEMBER, 2019, before me personally appeared Paul D. Oppenlander, known to me to be the Attorney-in-Fact of Auto-Owners (Mutual) Insurance Company, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Susan E. Theisen
Notary Public in the State of Michigan
County of Kent

SUSAN E. THEISEN
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires March 10, 2022
Acting In the County of Eaton

DATE AND ATTACH TO ORIGINAL BOND
AUTO-OWNERS (MUTUAL) INSURANCE COMPANY

LANSING, MICHIGAN
POWER OF ATTORNEY

NO. BD151988

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED, That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Paul D. Oppenlander

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

IN WITNESS WHEREOF, the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 1st day of August, 2016.

Denise Williams

Denise Williams Senior Vice President

STATE OF MICHIGAN } ss.
COUNTY OF EATON }

On this 1st day of August, 2016, before me personally came Denise Williams, to me known, who being duly sworn, did depose and say that they are Denise Williams, Senior Vice President of AUTO-OWNERS (MUTUAL) INSURANCE COMPANY, the corporation described in and which executed the above instrument, that they know the seal of said corporation, that the seal affixed to said instrument is such Corporate Seal, and that they received said instrument on behalf of the corporation by authority of their office pursuant to a Resolution of the Board of Directors of said corporation.



My commission expires March 10, 2022

Susan E. Theisen

Susan E. Theisen

Notary Public

STATE OF MICHIGAN } ss.
COUNTY OF EATON }

I, the undersigned First Vice President, Secretary and General Counsel of AUTO-OWNERS (MUTUAL) INSURANCE COMPANY, do hereby certify that the authority to issue a power of attorney as outlined in the above board of directors resolution remains in full force and effect as written and has not been revoked and the resolution as set forth is now in force.

Signed and sealed at Lansing, Michigan. Dated this 27th day of September, 2019



William F. Woodbury

William F. Woodbury, First Vice President, Secretary and General Counsel

The Hickman County Finance Office is accepting bids for the "Running Track Maintenance Re-sealing" at Hickman County High School. All bidders must have a minimum of 5 years of experience in track resurfacing and or sealing repair. Bidders must have 1 million dollar liability insurance, workers compensation insurance, bid bond, and a TN Business license all certificates to be attached with bid. Proposals must include a bid bond equal to 3% of the proposal price.

All sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Ave., Suite 203, Centerville, TN 37033 and clearly marked on the envelope "Running Track Maintenance Re-sealing".

Bids will be opened on Monday, September 30, 2019 at 10:30 a.m. in the Finance Office. Additional specifications may be found on line at www.hickmank12.org/request-for-proposal.

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

Present Remy Mayberry
Cardi Davis

Bids

Competition Athletic Surfaces, Inc.

Opt. 1 58,200.⁰⁰

Opt 2 3,000.⁰⁰

Dynamic Sports Construction, Inc.

Opt 1 56,067.⁰⁰

* If performance and Payment Bonds needed
add 1682.⁰⁰

opt 2 3415.⁰⁰

Part B Specs: Please separate costs for each location below on "this bid form". Attach to the front of your submitted bid copy.

Scope: Hickman County High School Track:

Clean and ensure the track is free of debris and moisture that will inhibit proper bonding of new layer of rubber surfacing.

To remove any loose failing rubber pieces and to recoat with sealer and two layers of topping and to repaint all existing arrows, lines, logos as the track currently has, back onto the resealed surfaces, to include the long jump box markings. (Using scarlet red paint at no additional costs, on markings not required to be official white markings; if so desired by school and not against the rules.) Work is to meet all TSSAA rules, or rules regarding properly lined and marked tracks for State Competition.

Other requirements: All bids are to have bid bond attached, all workers shall meet the TCA 49-5-406,413 regarding no convicted felons, or sex offenders may be working on schools properties at any time. And any employees working on states schools properties must be drug tested by companies prior to being assigned to the job. Notarized Affidavit letter to be attached to bid stating compliance.

Opt 1: Two coats of track surface materials with required manufacturer sealer as specified by material supplier. Repainting of the current markings as is currently on the track.

\$ 58,200 Total cost a economical BASIC service

Opt 2: Optional "if offered by the bidder company": In event the "School Athletics Fund" desires to purchase this add-on:

Adding of a Bulldog logo or letters "BULLDOGS" to corners of the track. (Customer provided art sketch will be rendered and vendor may create stenciled logo or Red letters for school Bulldog at customer requested location, or bidder may offer a canned logo stenciled logo.)

\$ 3,000 optional add on if desired.

Prices good to Spring 2020

MM
Competition Athletic Surfaces



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Competition Athletic Surfaces, Inc.
3205 N. Hawthorne St.
Chattanooga, TN 37406

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance
Company
1150 Sanctuary Parkway Ste 425
Alpharetta, GA 30009

OWNER:

(Name, legal status and address)

Hickman County, TN
114 North Central Ave.
Suite 203
Centerville, TN 37033

BOND AMOUNT: \$ 3% of the bid amount

PROJECT:

(Name, location or address, and Project number, if any)

Running Track Maintenance Re-scaling at .
Hickman County High School

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or

Init.

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. **All rights reserved.** **WARNING:** This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:17:06 ET on 09/23/2019 under Order No. 2624972443 which expires on 04/03/2020, and is not for resale.

User Notes:

(389ADA44)

legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of September , 2019



(Witness)

Wicki L. Scott

(Witness)

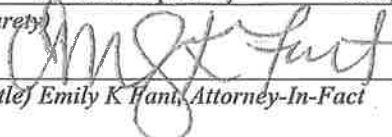


Competition Athletic Surfaces Inc.
(Contractor as Principal) (Seal)

(Title)



North American Specialty Insurance Company
(Surety) (Seal)



(Title) Emily K Hunt, Attorney-In-Fact

Init.

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

MARK R. BROCK, PATRICIA S. KLEEHAMMER, CECIL RAY VAUGHAN III, T. MICHAEL LANGLEY,
DANA KEITH DAVIS, MARK RAMSEY BROCK JR., EMILY K. FANT, TUCKER H. COMPTON and JOHN D. BROCK
JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:
FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 15th day of June, 2017.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 15th day of June, 2017, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 30th day of September, 2014

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Competition Athletic Surfaces, Inc.
3205 N. Hawthorne St.
Chattanooga, TN 37406

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance
Company
1150 Sanctuary Parkway Ste 425
Alpharetta, GA 30009

OWNER:

(Name, legal status and address)

Hickman County, TN
114 North Central Ave.
Suite 203
Centerville, TN 37033

BOND AMOUNT: \$ 3% of the bid amount

PROJECT:

(Name, location or address, and Project number, if any)

Running Track Maintenance Re-scaling at .
Hickman County High School

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or

legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of September , 2019



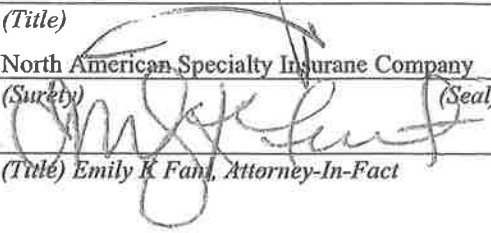
(Witness)

Uicki L. Scott

(Witness)



Competition Athletic Surfaces Inc.
(Contractor as Principal) (Seal)

(Title)
North American Specialty Insurance Company
(Surety) (Seal)


(Title) Emily K. Fann, Attorney-In-Fact

Init.

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

MARK R. BROCK, PATRICIA S. KLEEHAMMER, CECIL RAY VAUGHAN III, T. MICHAEL LANGLEY,
DANA KEITH DAVIS, MARK RAMSEY BROCK JR., EMILY K. FANT, TUCKER H. COMPTON and JOHN D. BROCK
JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:
FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 15th day of June, 2017.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 15th day of June, 2017, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 30th day of September 2019

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

State of Tennessee

356864 11642512

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

COMPETITION ATHLETIC SURFACES, INC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 47336
LIC STATUS: ACTIVE
EXPIRATION DATE: May 31, 2021
\$500,000.00; BC-25; HRA-B.3



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

Original



TN BUREAU OF WORKERS' COMPENSATION

MAR 08 2019

DRUG-FREE WORKPLACE PROGRAM

Tennessee Bureau of Workers' Compensation
220 French Landing Drive, I-B
Nashville, TN 37243-1002

Phone: 615-532-1321 FAX: 615-253-5265 Email: DFW.Program@tn.gov

<https://www.tn.gov/workforce/injuries-at-work/employers/employers/drug-free-workplace-program.html>

2019068321

DRUG FREE WORKPLACE PROGRAM APPLICATION

1. This application must be complete, legible and signed or it will be RETURNED.
2. This application must be resubmitted anytime the employer changes insurance carriers.
3. This form must be submitted to the Bureau. Please include the completed original copy of this form plus one photocopy, a copy of PROOF OF COVERAGE and two pre-addressed, stamped envelopes:
 - a. One addressed to your Workers' Compensation Insurance Carrier and
 - b. One addressed to the employer named below.
4. THIS APPLICATION MUST BE RENEWED ANNUALLY.

Check One: New application Renewal application Changed Insurance Carrier

Company Name Competition Athletic Surfaces, Inc FEIN: 52-2279641
 Mailing Address 3205 N Hawthorne St City Chattanooga State & Zip TN 37406
 Business Address Same as above City _____ State & Zip _____
 Phone # 423-847-8330 Fax # 423-847-8332 Email lynette@competitionathleticsurfaces.com
 Name of Substance Abuse Program Administrator Lee Murray
 Nature of Business Tennis court-track resurfacing Total # of FT & PT employees 4 FT
 Workers' Compensation Insurance Carrier Brack Insurance
 Lab Certification (circle one): SAMHSA CAP-FUDTAP Other _____
 Name of Testing Laboratory Clinical Reference Lab City Lenexa State KS ZIP _____
 Name of Medical Review Officer (MRO) Dr. William Meadows Phone # 423-875-0700

Have all employees hired prior to the date of this application been provided at least one hour of substance abuse training? Yes No

Have all employees hired prior to the date of this application been informed of your company's drug free program policies? Yes No

Effective date of your program 3/1/19

Renewal applicants only:

Number of tests performed in past 12 months for each of the following:

Job Applicants: Total <u>0</u> Positive _____	Routine Fitness for Duty: Total <u>0</u> Positive _____
Post work accident: Total <u>0</u> Positive _____	EAP Follow-up: Total <u>0</u> Positive _____
Random (optional): Total <u>0</u> Positive _____	Reasonable Suspicion Total <u>0</u> Positive _____

Have all employees that have undergone substance abuse training acknowledged, in writing, their attendance at that training and the existence of your company's drug free program policies? Yes No

I hereby certify that all provisions and requirements of the Tennessee Drug-Free Workplace Program as established by T.C.A. have been met and implemented. (To be signed by all Applicants)

Lee Murray Sec/Treas 3/1/19
 Owner/Officer's Signature and Title Printed name Date
W. Louis Wheaton _____
 Bureau of Workers' Compensation Representative Signature Title Accepted Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/24/2019

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

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

PRODUCER Brock Insurance Agency 823 Chickamauga Avenue P.O. Box 460 Rossville GA 30741		CONTACT NAME: Heidi Overall PHONE (A/C, No, Ext): (706) 866-3394 E-MAIL ADDRESS: Heidi@brockins.com FAX (A/C, No): (706) 861-4619	
INSURED COMPETITION ATHLETIC SURFACES, INC 3205 N HAWTHORNE ST CHATTANOOGA TN 37406-4020		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Co. of South Carolina NAIC # 19259 INSURER B: Selective Insurance of Southeast 39926 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 18/19 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			S 2058168	12/14/2018	12/14/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			S 2058168	12/14/2018	12/14/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			S 2058168	12/14/2018	12/14/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 7986130	12/14/2018	12/14/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Leased and Rented Equipment			S 2058168	12/14/2018	12/14/2019	Limit \$50,000

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

Hired Car Physical Damage- \$50,000 Limit, \$1000 comp and coll deductibles

CERTIFICATE HOLDER**CANCELLATION**

Hickman County Finance Office
 114 N. Central Ave.

Centerville

TN 37033

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Dynamic Sports Construction, Inc.
301 Sonny Dr. Leander, TX 78641
512-260-6722

Part B Specs: **Please separate costs for each location below on "this bid form". Attach to the front of your submitted bid copy.**

Scope: Hickman County High School Track:

Clean and ensure the track is free of debris and moisture that will inhibit proper bonding of new layer of rubber surfacing.

To remove any loose failing rubber pieces and to recoat with sealer and two layers of topping and to re-paint all existing arrows, lines, logos as the track currently has, back onto the resealed surfaces, to include the long jump box markings. (Using **scarlet red paint at no additional costs**, on markings not required to be official white markings; if so desired by school and not against the rules.) Work is to meet all TSSAA rules, or rules regarding properly lined and marked tracks for State Competition.

Other requirements: All bids are to have bid bond attached, all workers shall meet the TCA 49-5-406,413 regarding no convicted felons, or sex offenders may be working on schools properties at any time. And any employees working on states schools properties must be drug tested by companies prior to be being assigned to the job. Notarized Affidavit letter to be attached to bid stating compliance.

Opt 1: Two coats of track surface materials with required manufacturer sealer as specified by material supplier. Repainting of the current markings as is currently on the track.

* \$ 56,067.00 Total cost a economical **BASIC service**

* This pricing is for black DynaFasTrack recoat

Opt 2: Optional "if offered by the bidder company": **In event the "School Athletics Fund" desires to purchase this add-on:**

Adding of a Bulldog logo or letters "**BULLDOGS**" to corners of the track. (Customer provided art sketch will be rendered and vendor may create stenciled logo or Red letters for school Bulldog at customer requested location, or bidder may offer a canned logo stenciled logo.)

\$ 3,415.00 optional add on if desired.

* If performance and Payment Bonds are needed please add \$1,682.00

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Dynamic Sports Construction, Inc.

301 Sonny Drive, Leander, TX 78641

as Principal, hereinafter called the Principal, and Merchants Bonding Company (Mutual)

P.O. Box 14498, Des Moines, IA 50306 - 3498

a corporation duly organized under the laws of the State of IA

as Surety, hereinafter called the Surety, are held and firmly bound unto Hickman County Finance, TN

114 North Central Avenue, Suite 203, Centerville, TN 37033

as Obligee, hereinafter called the Obligee, in the sum of Three Percent of Amount Bid

Dollars (\$ 3%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Running Track Maintenance Re-Sealing at Hickman County High School, Centerville, TN

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 30th day of September, 2019

Attest:

By: Melissa

~~Witness~~

Dynamic Sports Construction, Inc.

(Principal)

(Seal)

By: [Signature]

President
(Title)

Witness:

By: Brandi J. Tetley

(Witness)

Brandi J. Tetley, Surety Witness

Merchants Bonding Company (Mutual)

(Surety)

(Seal)

By: Nicole L. McCollam

Attorney-in-Fact Nicole L. McCollam

(Title)

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Brandi J Tetley; Jennifer L Clampert; Jessica Jean Rini; Kristen L McCormick; Michael Lischer Jr; Nicole L McCollam; Robert J Reiter; Robert L Cohen; Sarah Finn; Sheryll Shaw

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

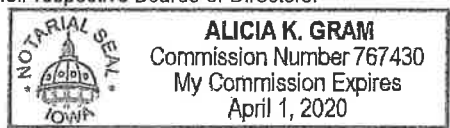
In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 16th day of February, 2018



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this this 16th day of February 2018, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Alicia K. Gram
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 30th day of September, 2019



William Warner Jr.
Secretary



September 26, 2019

Hickman County Schools
114 North Central Ave, Suite 203
Centerville, TN 37033

RE: Hickman County High School – Running Track Maintenance Re-Sealing Bid

To Whom It May Concern:

All Dynamic Sports Construction, Inc. workers shall meet the TCA 49-5-406,413 regarding no convicted felons or sex offenders may be working on schools' properties at any time. And any employees working on states schools' properties must be drug tested by companies prior to be being assigned to the job.

Thank you,

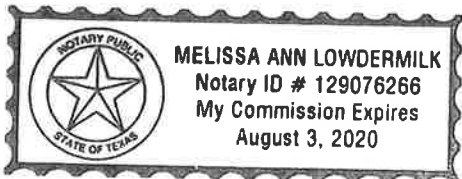
Robert Wolesensky, President

State of: Texas
County: Williams

Sworn and subscribed before me this 26th day of September 2019 By Robert Wolesensky

(Seal)

Notary Signature:





Tre Hargett
Secretary of State

Division of Business Services
Department of State

State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **DYNAMIC SPORTS CONSTRUCTION, INC.**

General Information

SOS Control # 000464195 Formation Locale: TEXAS
Filing Type: For-profit Corporation - Foreign Date Formed: 01/13/2004
02/25/2004 11:24 AM Fiscal Year Close 12
Status: Active
Duration Term: Perpetual

Registered Agent Address **Principal Address**
COGENCY GLOBAL INC. 301 SONNY DR
STE B LEANDER, TX 78641-1801
992 DAVIDSON DR
NASHVILLE, TN 37205-1051

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
03/29/2019	2018 Annual Report	B0683-1754
01/29/2018	2017 Annual Report	B0488-6159
01/24/2018	Registered Agent Change (by Entity)	B0480-7603
Registered Agent Organization Name Changed From: NATIONAL REGISTERED AGENTS, INC. To: COGENCY GLOBAL INC.		
Registered Agent Physical Address 1 Changed From: 800 S GAY ST To: 992 DAVIDSON DR		
Registered Agent Physical Address 2 Changed From: STE 2021 To: STE B		
Registered Agent Physical City Changed From: KNOXVILLE To: NASHVILLE		
Registered Agent Physical County Changed From: KNOX COUNTY To: DAVIDSON COUNTY		
Registered Agent Physical Postal Code Changed From: 37929-9710 To: 37205-1051		
01/24/2017	2016 Annual Report	B0335-6148
02/12/2016	2015 Annual Report	B0198-6663
12/29/2014	2014 Annual Report	B0001-7696
07/10/2014	2013 Annual Report	A0254-0978
06/03/2014	Notice of Determination	A0240-1878
02/10/2013	2012 Annual Report	A0154-2654
02/06/2013	Registered Agent Change (by Agent)	7142-1640

Filing Information

Name: DYNAMIC SPORTS CONSTRUCTION, INC.

Registered Agent Physical Address 1 Changed From: 2300 HILLSBORO RD To: 800 S GAY ST	
Registered Agent Physical Address 2 Changed From: STE 305 To: STE 2021	
Registered Agent Physical City Changed From: NASHVILLE To: KNOXVILLE	
Registered Agent Physical County Changed From: DAVIDSON COUNTY To: KNOX COUNTY	
Registered Agent Physical Postal Code Changed From: 37212-4927 To: 37929-9710	
02/06/2012 2011 Annual Report	A0103-0322
Principal Address 1 Changed From: 301 SONNY DRIVE To: 301 SONNY DR	
Principal Postal Code Changed From: 78641 To: 78641-1801	
01/12/2011 2010 Annual Report	A0053-1043
04/05/2010 2009 Annual Report	A0017-3288
04/13/2009 2008 Annual Report	6513-2076
11/20/2008 Registered Agent Change (by Agent)	6893-2556
Registered Agent Physical Address Changed	
03/05/2008 2007 Annual Report	6232-1747
04/04/2007 2006 Annual Report	6017-0410
04/03/2006 2005 Annual Report	5750-2159
01/24/2006 Registered Agent Change (by Entity)	5663-0118
Registered Agent Physical Address Changed	
Registered Agent Changed	
04/01/2005 2004 Annual Report	5414-1651
09/27/2004 Registered Agent Change (by Agent)	5243-0482
Registered Agent Physical Address Changed	
06/07/2004 Assumed Name	5153-1557
02/25/2004 Initial Filing	5050-1024

Active Assumed Names (if any)	Date	Expires
--------------------------------------	-------------	----------------

State of Tennessee

338099 0756155

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

DYNAMIC SPORTS CONSTRUCTION INC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 53592

LIC STATUS: ACTIVE

EXPIRATION DATE: November 30, 2019

AGLM \$650,000.00; S-Synthetic Tur



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/28/2019

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

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

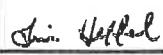
PRODUCER IMA, Inc. - Wichita Division PO Box 2992 Wichita, KS 67201 316 267-9221	CONTACT NAME:		
	PHONE (A/C, No, Ext): 316 267-9221	FAX (A/C, No): 316 266-6254	
INSURED Dynamic Sports Construction, Inc. 301 Sonny Dr Leander, TX 78641	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Regent Insurance Company		24449
	INSURER B : General Casualty Company of Wisconsin		24414
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CC11183354	03/29/2019	03/29/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CBA1183354	03/29/2019	03/29/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			CCU1183354	03/29/2019	03/29/2020	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CWC1183354	03/29/2019	03/29/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers Compensation statutory coverage does not include North Dakota, Ohio, Washington and Wyoming.

CERTIFICATE HOLDER <p style="text-align: center;">*SAMPLE</p>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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



Mike Plunkett
Director of Maintenance
115 Murphree Avenue
Centerville, TN 37033

A handwritten signature in black ink, appearing to be "MP", is written to the right of the printed name and title.

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

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

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

Attn: Michelle Gilbert

RE: Wooden Playground Structure EHIS

Requesting the declaration of surplus property, by the board of education of the "Wood Playground Gym Structure", at the East Hickman Playground. This will allow us to seal bid, sell and have it removed by purchaser from the EAST Intermediate Hickman School. Due to its size the awarded purchaser (if sold), will want to number the wood parts before disassembly and removal.

Thank you,
Mike Plunkett
Maintenance

Explanation: More detail/additional information.

A safety inspection was conducted and principal was notified and concurs that the structure needs to be seal bid, sold and removed. It has some value and may have interest from church, daycare or other. (The existing wood will have to be retrained intact and used as pattern to replace with all new lumber.)

The wooden playground structure at the EHIS, has reached a point that it is in requirement of most all of the main wood verticals replaced, and several support underside lumber has become dried out and rotten and is no longer safe. The twisted main beams and wood roof decking support has decayed and beams are twisted away from the canopy tops and are no longer lending support.

The top decking has become warped and some brittle from wood rot. There are weak dry rot wood spindles on the high elevations that would not support the weight of a child leaning on the structure. This is very nicely built for a wood playground structure, however our insurer has requested we refrain from installing any wooden structures at our school in the future and review existing very closely. It is therefore my recommendation to declare the structure as surplus vs repairing it. (There is a second, newer structure made of plastic and metal that is much more safely designed.)

Thanks,
Mike Plunkett



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

To: School Board Members
From: Misty Shelton
Date: November 2019

Up for review: 2.700-2.900

- 2.700 Accounting System**
- 2.701 Financial Reports and Records**
- 2.702 Inventories**
- 2.703 Audits**
- 2.800 Expenditure of Funds**
- 2.802 Payroll Procedures**
- 2.803 Salary Deductions**
- 2.804 Expenses and Reimbursements**
- 2.805 Purchasing**
- 2.806 Bids and Quotations**
- 2.808 Purchase Orders and Contracts**
- 2.809 Vendor Relations**
- 2.810 Payment Procedures**
- 2.900 Student Activity Funds Management**

Up for 1st reading:

4.605 Graduation Requirements- As to policy 4.605, this policy states that 28 credits are required for graduation (see page 1, lines 4 & 9). [State Board Policy 2.103](#), however, only requires students to obtain 22 credits in order to graduate. TSBA recommends clarifying that the additional credits are required for a local diploma in order to signify that these are different options. Recommendation has been added to the attached policy.

6.200a-Attendance- As to policy 6.200, school-endorsed activities have been removed from the list of excused absences. However, the change to state law only removed school-sponsored activities from that list. TSBA recommend including school-endorsed activities in the list of excused absences to align with state law. Recommendation has been added to the attached policy.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

New Policy 6.506 Students from Military Families- Need to decide on number of days for amount of time within which students must provide proof of residency.

Up for 2nd reading:

1.1061 Boardmanship Code of Ethics- policy has been updated by TSBA and descriptor code has been changed to 1.2021 both are attached

1.901-Charter School Applications- changes to application process and review-recommendations from model policy by TSBA- both policies are attached with recommendations for changes

6.313- Discipline Procedures- 6.300 has been revised to incorporate trauma-informed components. TSBA encourage boards to customize the language to fit within any existing trauma-informed framework utilized in their districts. This impacts policy 6.313 for Hickman County, attached is the policy and recommendations. TSBA stated it is up to the discretion of the board whether they want to add e cigarettes to the list of use of tobacco in unauthorized areas.

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education			
	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 10/07/19
		Rescinds: 4.605	Issued: 05/07/18

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4 1. Achieve the specified twenty-eight (28) units of credit (additional credits required for local
- 5 diploma);
- 6 2. Have satisfactory records of attendance and conduct;
- 7 3. Take the ACT or SAT prior to graduation;² and
- 8 4. Pass a United States civics test.³

9 **SPECIAL EDUCATION STUDENTS⁴**

10 Special education students who earn the prescribed twenty-eight (28) credit minimum shall be awarded
11 a regular high school diploma.

12 *Special Education Diploma*

13 A special education diploma shall be awarded to students who have not met the requirements for a
14 regular high school diploma,⁵ but have:

- 15 1. Completed four (4) years of high school;
- 16 2. Made satisfactory progress on their IEP; and
- 17 3. Maintained satisfactory records of attendance and conduct.

18 *Occupational Diploma*

19 Special education students who do not meet the requirements for a regular high school diploma may be
20 awarded an occupational diploma if the student has:^{1,4}

- 21 1. Completed at least four (4) years of high school;
- 22 2. Made satisfactory progress on their IEP;
- 23 3. Maintained satisfactory records of attendance and conduct;
- 24 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 25 (SKEMA); and
- 26 5. Has two (2) years of paid or non-paid work experience.

27 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th
28 grade year or two (2) academic years prior to the expected graduation date.

1 Students who have received a special education diploma or an occupational diploma shall continue to
2 make progress towards a regular high school diploma until the end of the school year in which they
3 turn twenty-two (22) years old.

4 *Alternate Academic Diploma*

5 Special education students who do not meet the requirements for a regular high school diploma may be
6 awarded an alternate academic diploma if the student has:⁴

- 7 1. Completed at least four (4) years of high school;
- 8 2. Participated in the high school alternate assessments;
- 9 3. Earned the prescribed twenty-two (22) credit minimum;
- 10 4. Made satisfactory progress on their IEP;
- 11 5. Maintained satisfactory records of attendance and conduct; and
- 12 6. Completed a transition assessment that measures postsecondary education and training,
13 employment, independent living, and community involvement.

14 **STUDENT LOAD**

15 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a
16 minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students
17 may appeal this requirement to the director of schools and then to the board.⁶

18 **EARLY GRADUATION⁷**

19 High school students shall be permitted to complete an early graduation program. Students intending to
20 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
21 soon thereafter as the intent is known.

22 In order to graduate early, students must meet the following requirements:

- 23 1. Earn the required eighteen (18) credits;
- 24 2. Achieve a benchmark score for each required end-of-course exam;
- 25 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 26 4. Meet the minimum ACT or SAT benchmark score;
- 27 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 28 6. Complete at least two (2) types of the following courses:
 - 29 a. AP;
 - 30 b. IB;
 - 31 c. Dual enrollment; or
 - 32 d. Dual credit.

33 The director of schools shall develop administrative procedures to ensure that the early graduation
34 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 10/07/19
		Rescinds: 6.200	Issued: 10/01/18

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at
3 3:00 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records.
18 Only authorized school officials with legitimate educational purposes may have access to student
19 information without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
21 Excused absences shall include:⁴

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;
- 33

- 1 7. School endorsed activities;
- 2 8. Summons, subpoena, or court order; or
- 3
- 4 9. Circumstances which in the judgment of the principal create emergencies over which the
- 5 student has no control.

6 The principal shall be responsible for ensuring that:⁶

- 7 1. Attendance is checked and reported daily for each class;
- 8
- 9 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 10 for the majority of the day;
- 11
- 12 3. All student absences are verified;
- 13
- 14 4. Written excuses are submitted for absences and tardiness;
- 15
- 16 5. System-wide procedures for accounting and reporting are followed.

17 **TRUANCY**

18 *General*

19 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
20 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
21 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
22 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
23 considered present for school attendance purposes. If a student is required to participate in a remedial
24 instruction program outside of the regular school day where there is no cost to the parent(s) and the
25 school system provides transportation, unexcused absences from these programs shall be reported in
26 the same manner.⁷

27 Students who are absent five (5) days without adequate excuse shall be reported to the director of
28 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
29 absence. If a parent does not provide documentation within adequate time excusing those absences, or
30 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
31 intervention plan described below prior to referral to juvenile court.

32 The director of schools/designee shall develop appropriate administrative procedures to implement this
33 policy.

34 *Progressive Truancy Intervention Plan*⁸

35 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
36 implemented.

37 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
38 framework outlined below.

1 Tier I

- 2 1. A conference with the student and the student's parent/guardian;
- 3
- 4 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
- 5 and an attendance officer. The contract shall include:
- 6
- 7 a. A specific description of the school's attendance expectations for the student;
- 8 b. The period for which the contract is effective. The term of the contract must not exceed
- 9 ninety (90) school days or continue beyond the last day of the semester, whichever
- 10 comes first; and
- 11 c. Penalties for additional absences and alleged school offenses, including additional
- 12 disciplinary action and potential referral to juvenile court; and
- 13
- 14 3. Regularly scheduled follow-up meetings to discuss the student's progress.

15 If the student accumulates additional unexcused absences in violation of the attendance contract, in
16 Tier I, he/she shall be subject to Tier II.

17 Tier II

18 An individualized assessment by a school employee of the reasons a student has been absent from
19 school. This may result in referral to counseling, community-based services, or other services to
20 address the student's attendance problems.

21 Tier III

22 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

23 Tier III interventions must include a review of the previous individualized assessment and an amended
24 attendance contract but may also result in further action including but not limited to a review of grades
25 and the discipline record, a referral to restorative justice programs, a referral to community-based
26 services, or a referral to the Department of Children's Services.

27 These interventions shall be determined by a team formed at each school. The interventions shall
28 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director
29 of Schools/designee.

30 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

31 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
32 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
33 absences each school year. No later than seven (7) business days prior to the student's absence, the
34 student shall provide documentation to the school as proof of the student's participation along with a
35 written request for the excused absence from the student's parent/guardian. The request shall include
36 the following:

- 1 1. Student's name and personal identification number;
- 2
- 3 2. Student's grade;
- 4
- 5 3. The dates of the student's absence;
- 6
- 7 4. The reason for the student's absence; and
- 8
- 9 5. The signatures of the student and parent/guardian.

10 **RELEASED TIME COURSE¹⁰**

11 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
12 one (1) class period per school day. Students shall not be excused during any class which requires an
13 examination for state or federal accountability purposes.

14 The student shall submit a written consent form signed by the student's parent/guardian prior to
15 participation in the released time course. The principal/designee shall document the approval in
16 writing. The student shall provide documentation to the principal/designee as proof of the student's
17 participation in the released time course.

18 The district shall not be responsible for transporting students to and from the place of instruction.

19 Upon submission of the student's transcript from the entity that provided the released time course, the
20 student may be awarded one-half (1/2) unit of elective credit.

21 The Director of Schools shall develop procedures with secular criteria for determining whether credit
22 shall be awarded.

23 **MILITARY SERVICE OF PARENT/GUARDIAN**

24 School principals shall provide students with a one-day excused absence prior to the deployment of
25 and a one-day excused absence upon the return of a parent or custodian serving active military service.

26 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
27 parent or guardian during a deployment cycle. The student shall provide documentation to the school
28 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
29 missed during the these absences.¹¹

30 **MAKE-UP WORK**

31 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
32 the student makes the request immediately upon returning to school and provided instruction time is
33 not taken from other students.

34 A grade of incomplete will be received for any work missed until the work is completed. A student
35 may have up to three (3) days to make up work from a single absence and up to five (5) days to make
36 up work from an absence longer than a single day. It is the student's responsibility to make

1 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be
2 recorded for the assignments.

3 For school-sponsored activities, the student will be required to make up all work missed and will
4 receive full credit for the assignment or upon completion of a test. The student will not be counted
5 absent for a school sponsored event (school planned, school-directed, and teacher supervised).

6 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

7 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
8 excuse or must have been given an excused release by the principal prior to testing to receive an
9 excused absence. Students who have excused absences will be allowed to take a make-up exam that
10 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
11 have taken the End of Course Exam.

12 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
13 be averaged into their final grade at 15%.

14 **CREDIT/PROMOTION DENIAL**

15 Credit/promotion denial determinations may include student attendance, however, student attendance
16 may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the
17 following shall occur:

- 18
- 19 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
20 to excessive absenteeism.
- 21 2. Procedures in due process are available to the student when credit or promotion is denied.

22 **DRIVER'S LICENSE REVOCATION²**

23 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
24 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

25 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
26 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading
27 period.

28 **ATTENDANCE HEARING¹³**

29 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion
30 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
31 principal. If the student chooses to appeal, the student or their parent/guardian shall be provided
32 written or actual notice of the appeal hearing and shall be given the opportunity to address the
33 committee. The committee will conduct a hearing to determine if any extenuating circumstances exist
34 or to determine if the student has met attendance requirements that will allow him/her to pass the
35 course or be promoted. Upon notification of the attendance committee decision, the principal shall
36 send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student

- 1 of any action taken regarding the excessive unexcused absences. The notification shall advise
- 2 parents/guardian(s) of their right to appeal such action within two (2) school days to the director of
- 3 schools/designee.
- 4 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 5 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 6 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 7 Following the review, the Board may affirm or overturn the decision of the director of
- 8 schools/designee. The action of the Board shall be final.
- 9 The director of schools/designee shall ensure that this policy is posted in each school building and
- 10 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Students in Foster Care 6.505
- Student Records 6.600

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date:
		Rescinds:	Issued:

General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.¹

RELOCATION OF MILITARY SERVICE MEMBER²

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation.

Within **[insert amount of days]** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203

Current Policy

Hickman County Board of Education			
	Descriptor Term: Boardsmanship Code of Ethics	Descriptor Code: 1.1061	Issued Date: 05/06/19
		Rescinds: 1.1061	Issued: 06/05/2017

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

3 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

4 Section 1. I will at all times think in terms of “children first,” always determining
5 other important things according to how they affect education and
6 training of children.

7 Section 2. I will seek to provide equal educational opportunities for all children
8 regardless of ability, race, color, sex, creed, or location of residence.

9 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

10 Section 1. I will endeavor to appraise fairly both the present and future educational
11 needs of the community and to support improvements as finances permit.

12 Section 2. I will represent at all times the entire school community and refuse to
13 represent special interests or partisan politics.

14 Section 3. I will endeavor to keep the community informed about the progress and
15 needs of the schools.

16 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

17 Section 1. I will support the employment of those persons best qualified to serve as
18 employees and insist on a regular and impartial evaluation of all staff.

19 Section 2. I will support and protect personnel in performance of their duties.

20 Section 3. I will not criticize employees publicly but will make such criticism to the
21 director of schools for investigation and action if necessary.

22 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

23 Section 1. I will recognize that authority rests only with the board in official
24 meetings, and that the individual member has no legal status outside of
25 such meetings.

1
2

**HICKMAN COUNTY SCHOOL DISTRICT CODE OF ETHICS
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

7 1. Date of disclosure: _____

8 2. Name of official or employee: _____

9 3. Office and position: _____

10 4. Description of personal interest (describe below in detail):

11 _____
12 Signature of official or employee

13 _____
14 Witness Signature

Replace 1.1061 with this policy.

Click here to choose a school board.			
Monitoring: Review: Annually, in July	Descriptor Term: Boardsmanship Code of Conduct	Descriptor Code: 1.2021	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

MY RELATIONS TO THE CHILDREN

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

MY RELATIONS TO MY COMMUNITY

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

MY RELATIONS TO TEACHERS AND PERSONNEL

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

MY RELATIONS WITH OTHER BOARD MEMBERS

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

MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

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

MY RELATIONS TO MYSELF

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

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

Current Policy

Hickman County Board of Education			
	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 08/05/19
		Rescinds: 1.901	Issued: 11/06/17

1 **SCOPE**

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

5 **DEFINITION**

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.¹

10 The purposes of charter schools are to:²

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

27 **APPLICATION PROCESS³**

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

replace lines 27-11 (on page 2)
with lines 6-20 of made 1 policy page 1

1 A sponsor seeking board approval of an initial charter school application must complete the forms
2 provided by the Tennessee Department of Education. The application must provide all the information
3 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
4 prescribed by law for the formation of a charter school and the proposed charter school will be able to
5 implement a viable program of quality education for its students.

6 Applications must be submitted to the board on or before 4:30 p.m. on April 1 of the year preceding
7 the year in which the proposed charter school plans to begin operation as a public charter school.
8 Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday,
9 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
10 next business day on or before 4:30 p.m. Late applications will not be accepted, without exception.
11 The sponsor shall pay an application fee of \$2,500.00.³

12 REVIEW TEAM

Replace lines 13-19 with lines 22-31 of model policy

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

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

24 The review team shall:

- 25 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 26
- 27 2) Recommend one of the following options to the board for each application: approve, reject, or
28 reject with stipulations for reconsideration; and
- 29
- 30 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

31 APPROVAL, DENIAL OF APPLICATION⁴

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

35 Approval

36 The sponsor of a public charter school that is approved by the board shall enter into a written
37 agreement with the board, which shall be binding on the charter school's governing body. This
38 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In

1 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
2 prescribed by law for the formation of a charter school and the proposed charter school will be and
3 shall include all aspects of the sponsor's approved application as well as any reporting requirements
4 prescribed under state or federal laws.⁵

5 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
6 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
7 whichever is less.⁷

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

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

15 New public charter school agreements are approved for a ten-year period.⁶ The board may revoke or
16 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
17 122.

18 Denial

19 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
20 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
21 or to approve the amended application or the application shall be deemed approved by law.⁴

22 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
23 final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

Model Policy

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 include the information required by state law.¹

6 **APPLICATION PROCESS²**

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

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
13 law for the formation of a charter school, and the proposed charter school will be able to implement a
14 viable program of quality education for its students.³

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

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
- 10 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.
11

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) days of receipt of the completed application, or the application shall be deemed approved
15 by law. The Director of Schools shall report the action taken by the Board to the Department of
16 Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to statute and the charter school agreement.

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal laws. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁶ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁷

32 *Denial*

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

Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

Hickman County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date:
		Rescinds:	Issued:

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

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

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: _restorative practices, multi-tiered systems of support and
26 behavior intervention plans.

27 MISBEHAVIORS: LEVEL I

28 This level includes minor misbehavior on the part of the student which impedes orderly classroom
29 guidelines or interferes with the orderly operation of the school but which can usually be handled by an
30 individual staff member.

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

Disciplinary Procedures

- 2 • The student is referred to the principal for appropriate disciplinary action.
- 3 • The principal meets with the student and the staff member.
- 4 • The principal hears the accusation made by the staff member and allows the student the
- 5 opportunity to explain his/her conduct.
- 6 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 7 action.
- 8 • The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- 10 • Teacher/schedule change
- 11 • Peer counseling
- 12 • Referral to outside agency
- 13 • In-school suspension
- 14 • Transfer
- 15 • Detention
- 16 • Suspension from school-sponsored activities or from riding school bus
- 17 • Out-of-school suspension
- 18 • Restorative and Behavior Intervention Plans

MISBEHAVIORS: LEVEL III

20 This level includes acts directly against persons or property but whose consequences do not seriously
21 endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- 23 • Continuation of unmodified Level I and II misbehaviors
- 24 • Fighting
- 25 • Vandalism (minor)
- 26 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 27 alcohol
- 28 • Use, possession, sale, or distribution of drug paraphernalia
- 29 • Use, sale, distribution, and/or being under the influence of drugs
- 30 • Stealing
- 31 • Threats to others
- 32 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 33 cyber-bullying, and/or hazing)

Disciplinary Procedures

- 35 • The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.

- Electronic threat to cause bodily injury or death to another student or school employee

2 *Disciplinary Procedures*

- 3 • The principal confers with appropriate staff members and with the student.
- 4 • The principal hears the accusations and allows the student the opportunity to explain
- 5 his/her conduct.
- 6 • The parent(s)/guardian(s) are notified.
- 7 • Law enforcement officials are contacted.
- 8 • The incident is reported, and recommendations are made to the Director of Schools.
- 9 • If the student's placement is to be changed, adequate notice of the charges shall be
- 10 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 11 hearing.

12 *Disciplinary Options*

- 13 • Other hearing authority or Board action which results in appropriate placement
- 14 • Restorative and Behavior Intervention Plans

15 * Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

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



Misty Shelton <misty.shelton@hickmank12.org>

2019 TSBA Policy Department - Trauma-Informed Discipline Policy Update

1 message

Jennifer White <jwhite@tsba.net>
Reply-To: Jennifer White <jwhite@tsba.net>
To: misty.shelton@hickmank12.org

Thu, Sep 5, 2019 at 2:18 PM

2019 TSBA Policy Department - Trauma-Informed Discipline Policy Update

Email not displaying correctly?
[View it in your browser.](#)



Memorandum

TO: Policy Subscribers

FROM: Jennifer White, Director of Policy Services & Staff Attorney

SUBJECT: Trauma-Informed Discipline Policy Update

DATE: September 5, 2019

Dear Policy Subscribers,

A new state law ([Public Chapter 421](#)) requires the Department of Education to develop guidance on trauma-informed discipline practices. Local boards are then required to adopt discipline policies that align with this guidance. The Department of Education has recently released its guidance document on this topic. As a result, we have updated our corresponding model policy.

As always, thank you for your confidence in TSBA's Policy Department and please let us know if you have any questions.

Policy 6.300 – Code of Conduct

This policy has been revised to incorporate trauma-informed components. We encourage boards to customize the language to fit within any existing trauma-informed framework utilized in their districts.

[Click here](#) for model policy 6.300.

[Click here](#) for the Trauma-Informed Discipline Guidance Document from the Department of Education.

DISCLAIMER: TSBA provides legal information as a general service to TSBA policy subscribers. TSBA provides this listing for informational purposes only. TSBA makes no representation that this listing contains every federally required annual notice. This memo should not be used as a substitute for legal advice. School systems are encouraged to seek legal advice from a school attorney in order to determine all required annual notices by federal and laws or regulations.

525 Brick Church Park Drive ♦ Nashville, TN 37207 ♦ Telephone (615) 815-3900 ♦ (800) 448-6465 ♦ Fax (615) 815-3911

www.tsba.net

Assisting school boards in effectively governing school districts

[follow on Twitter](#) | [friend on Facebook](#) | [download iTSBA](#) | [forward to a friend](#)

[unsubscribe from this list](#) | [update subscription preferences](#)



State of Tennessee

PUBLIC CHAPTER NO. 421

HOUSE BILL NO. 405

By Representatives Love, Lamar, Powell, Clemmons, Camper, Stewart, Freeman,
Parkinson, Hardaway

Substituted for: Senate Bill No. 170

By Senators Robinson, Gilmore, Akbari, Yarbrow

AN ACT to amend Tennessee Code Annotated, Title 49, relative to adverse childhood experiences (ACEs).

WHEREAS, a child's reaction to trauma can interfere with brain development, learning, and behavior, all of which have a potential impact on a child's academic success as well as the overall school environment; and

WHEREAS, by understanding and responding to trauma, school administrators, teachers, and staff can help reduce its negative impact, support critical learning, and create a more positive school environment; and

WHEREAS, trauma-informed discipline policies and behavioral interventions can better meet the educational needs of students who have experienced trauma; now, therefore,

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

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 41, is amended by adding the following as a new section:

(a) As a strategy to address adverse childhood experiences, as defined in § 49-1-230, each LEA and public charter school shall adopt a trauma-informed discipline policy. Each trauma-informed discipline policy must:

- (1) Balance accountability with an understanding of traumatic behavior;
- (2) Teach school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
- (3) Minimize disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
- (4) Create consistent rules and consequences; and
- (5) Model respectful, nonviolent relationships.

(b) The department of education shall develop guidance on trauma-informed discipline practices that LEAs must use to develop the policy required under subsection (a).

SECTION 2. This act shall take effect upon becoming a law, the public welfare requiring it.

HOUSE BILL NO. 405

PASSED: April 29, 2019



GLEN CASADA, SPEAKER
HOUSE OF REPRESENTATIVES



RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 21st day of May 2019



BILL LEE, GOVERNOR

Hickman County Board of Education

	Descriptor Term: Code of Behavior and Discipline	Descriptor Code: 6.300	Issued Date: 11/05/18
		Rescinds: 6.300	Issued: 08/06/18

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

3 These school rules will apply:

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

10 OFFENSES	PUNISHMENT
--------------------	-------------------

11 **ZERO TOLERANCE OFFENSES**

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

Mandatory 1 year expulsion

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

Mandatory 1 year expulsion

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

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

Principal Discretion

8 **OTHER OFFENSES**

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

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

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

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

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

5 day suspension

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

30 day suspension

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

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

19
20
21
22 **Alcohol:** Possessing, acquiring, attempting to acquire,
23 consuming, being under the influence of, selling or
24 attempting to sell, distributing or transmitting alcoholic
25 beverages.

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

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

Punishment for Tobacco Use or Possession:

First Offense: 2 days in-school suspension

Second Offense: 3 days in-school suspension

Third Offense: 5 days in-school suspension

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

Punishment for non-tobacco smoking:

10 days suspension

30 days suspension or alternative school placement

First Offense: 5 day suspension or alternative school placement.

Second Offense: 10 day suspension or alternative school placement

Principal Discretion

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

5 **Dress Code Violations**

6
 7 **First Offense:** 1 day in-school
 8 suspension or school-issued
 9 uniform

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

12 **Cell Phone Violations**

13
 14 **First Offense:** Phone confiscated
 15 and not released to parent until the
 16 end of the school day. As a
 17 condition of release, parent signs
 18 form acknowledging punishments
 for further cell phone violations.

19 **Second Offense:** Phone
 20 confiscated and not released to
 21 parent until the end of last school
 22 day of current grading period.

23 **Third and Subsequent Offenses:**
 24 Phone confiscated and not released
 25 to parent until end of last day of the
 current school year.

26 **Damage to Property or Persons** including vandalism or
 27 or damage resulting of misuse or destruction of school
 28 property.

29 **Fighting**

30 **Lying or Cheating**

31 **Failure to Obey Staff**

32 **Disruption of School**

**Principal Discretion plus restitu-
 tion**

Principal Discretion

Principal Discretion

Principal Discretion

Principal Discretion

1	Hazing: Any intentional or reckless act, on or off	Principal Discretion
2	school property, by a student, that endangers the mental	
3	or physical health or safety of that student, or that induces	
4	or coerces a student to endanger such student's mental or	
5	physical health or safety.	
6	Disrespect for School Employees or Other Students	Principal Discretion
7	Disruptive Behavior	Principal Discretion
8	Gambling	Principal Discretion
9	Attendance: Skipping any amount of school or	Principal Discretion
10	leaving school without permission	
11	Inappropriate Language	Principal Discretion
12	Forgery: Forging an official note to/from school	Principal Discretion
13	Littering	Principal Discretion
14	Off-Campus Criminal Behavior: Off-campus criminal	Principal Discretion
15	behavior which results in the student's being charged with	
16	a felony when the student's continued presence in school	
17	poses a danger to persons or property or disrupts the	
18	educational process.	
19	Other Off-Campus Behavior: A violation of any school	Principal Discretion
20	rule off-campus when the conduct is potentially or actually	
21	disruptive to the school environment, its educational	
22	purpose, or constitutes a threat to the health, safety, or	
23	welfare of a student or students and/or school personnel.	
24	Other Inappropriate Behavior	Principal Discretion
25	Offenses that are also Crimes: Any of the above offenses that constitute a criminal offense will be	
26	reported to local law enforcement officials.	

1 **Special Education Procedure:** The discipline of special education students is governed by federal and
2 state laws. If an offense is committed by a special education student, the federal laws may or may not
3 permit punishment as set forth above. In addition, special and different procedures must be followed
4 when an offense is committed by a special education student.

5 **Director's Right to Modify:** The director of schools has the right to modify disciplinary sanctions.
6 Such modification may only be done on a case-by-case basis considering the specific circumstances
7 surrounding the disciplinary sanction.

8 **Safe Harbor Provision:**

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

Hickman County Board of Education

	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 01/07/19
		Rescinds: 6.313	Issued: 11/05/18

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

3 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
4 members of the educational community in the exercise of their rights and duties.¹

5 **MISBEHAVIORS: Level I**

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

9 *Examples (not an exclusive listing):*

10 Classroom disturbances

11 Classroom tardiness

12 Cheating and lying

13 Abusive language

14 Nondefiant failure to do assignments or carry out directions

15 Wearing while on the grounds of a public school during the regular school day, clothing that
16 exposes underwear or body parts in an indecent manner that disrupts the learning environment²

17 Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

19 Immediate intervention by the staff member.

20 Determine what offense was committed and its severity.

21 Determine offender and that he/she understands the nature of the offense.

22 Employ appropriate disciplinary options.

23 Record of the offense and disciplinary action maintained by staff member.

24 *Disciplinary Options:*

25 Verbal reprimand

26 Special Assignment

27 Restricting activities

28 Assigning work details

29 Counseling

30 Withdrawal of privileges

- 1 Issuance of demerits which might affect citizenship or department grades
- 2 Strict supervised study
- 3 Detention
- 4 Corporal punishment
- 5 In-school suspension
- 6 Out-of-school suspension

7 MISBEHAVIORS: Level II

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

12 *Examples* (not an exclusive listing):

- 13 Continuation of unmodified Level I behaviors
- 14 School or class tardiness
- 15 Use of tobacco in unauthorized areas
- 16 Using forged notes or excuses
- 17 Disruptive classroom behavior
- 18 Harassment (Sexual, Racial, Ethnic, Religious)

19 *Disciplinary Procedures:*

- 20 Student is referred to principal for appropriate disciplinary action.
- 21 Principal meets with student and teacher.
- 22 Principal hears accusation made by teacher, permits student the opportunity of explaining
- 23 his/her conduct, denying it or explaining any mitigating circumstances.
- 24 Principal takes appropriate disciplinary action and notifies teacher of action.
- 25 Record of offense and disciplinary action maintained by principal.

26 *Disciplinary Options:*

- 27 Teacher/schedule change
- 28 Modified probation
- 29 Behavior modification
- 30 Social probation
- 31 Peer counseling
- 32 Referral to outside agency
- 33 In-school suspension
- 34 Transfer
- 35 Detention
- 36 Suspension from school-sponsored activities or from riding school bus
- 37 Corporal punishment
- 38 Restricting school related honors student is otherwise due
- 39 Out-of-school suspension not to exceed ten (10) days.

1 MISBEHAVIORS: Level III

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

4 *Examples* (not an exclusive listing):

5 Continuation of unmodified Level I and II behaviors

6 Fighting (simple)

7 Vandalism (minor)

8 Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol

9 Stealing

10 Threats to others

11 Harassment (Sexual, Racial, Ethnic, Religious)

12 *Disciplinary Procedures:*

13 Student is referred to principal for appropriate disciplinary action.

14 Principal meets with student and teacher.

15 Principal hears accusation by accusing party and permits offender the opportunity of explaining
16 conduct.

17 Principal takes appropriate disciplinary action.

18 Principal may refer incident to director of schools and make recommendations for
19 consequences.

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

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

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

25 *Disciplinary Options:*

26 In-school suspension

27 Detention

28 Corporal punishment

29 Restitution from loss, damage or stolen property

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

31 Social adjustment classes

32 Transfer

33 Expulsion

34 MISBEHAVIORS: Level IV

35 Acts which result in violence to another's person or property or which *pose a threat* to the safety of
36 others in the school. These acts are so serious that they usually require administrative actions which

1 result in the immediate removal of the student from the school, the intervention of law enforcement
2 authorities and action by the Board.

3 *Examples (not an exclusive listing):*

4 Unmodified Level I, II and III behaviors
5 Death threat (hit list)
6 Bomb threat
7 Extortion
8 Possession/use/transfer of dangerous weapons *
9 Assault that results in bodily injury upon any teacher, principal, administrator, any other
10 employee of the school, or a school resource officer*
11 Aggravated assault*
12 Vandalism
13 Theft/possession/sale of stolen property
14 Arson
15 Possession of unauthorized substances *
16 Use/transfer of unauthorized substances
17 Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

19 Principal confers with appropriate staff members and with the student.
20 Principal hears accusation by accusing party and permits offender opportunity of explaining
21 conduct.
22 Parents are notified.
23 Law enforcement officials are contacted.
24 Incident is reported and recommendations made to the director of schools.
25 Complete and accurate reports are submitted to the director of schools.
26 Student is given hearing before disciplinary hearing authority.

27 *Disciplinary Options*

28 Expulsion
29 Alternative schools
30 Other hearing authority or Board action which results in appropriate placement
31 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
32 by the director of schools on a case-by-case basis.

33 **ADDITIONAL GUIDELINES:**

34 1. A student shall not be suspended solely because charges are pending against him/her in
35 juvenile or other court.

36 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
37 (10) days for the same offense.2

- 1 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
2 grade because of discipline problems except in deportment or citizenship.
- 3 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
4 of failure to:
- 5 a. pay any activity fee;
6 b. pay a library or other school fine; or
7 c. make restitution for lost or damaged school property.
- 8 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

Cross References

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

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 08/07/17
		Rescinds: 2.700	Issued: 10/02/00

1 *Central Office*

2 The director of schools shall maintain a system of accounting, arranged according to the regulations
3 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
4 receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
7 funds, such as athletic ticket money, school lunch funds and school class funds.² The Board shall hold
8 each principal responsible for the management of all internal accounts under his/ her jurisdiction in
9 accordance with the Tennessee Internal School Uniform Accounting Policy Manual.³

Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(c)

Cross References

Petty Cash Accounts 2.801
Student Activity Funds Management 2.900

Hickman County Board of Education

	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 04/01/19
		Rescinds: 2.701	Issued: 08/02/99

1 FINANCIAL REPORTS

2 *Central Office*

3 The Executive Committee shall submit to the Board at each regular Board meeting a report of all business
4 transacted since the last regular meeting.¹

5 A report indicating all receipts and expenditures will be given quarterly to the County Commission.²
6 Each report will show the amount of the annual appropriation, the amount expended by account to date,
7 the amount encumbered and the free balance in each account.

8 The director of schools shall submit monthly financial reports to the Board and to state and federal
9 agencies as required.

10 *Individual Schools*

11 Each principal shall submit to the director of schools at the end of each calendar month on a prescribed
12 form the receipts, expenditures and cash balance of all accounts under his jurisdiction. These reports
13 shall be made available to the Board at its request.³

14 FINANCIAL RECORDS

15 *General*

16 The director of schools shall maintain all financial records as required by regulation and applicable state
17 and federal law. The Board, from time to time, may determine to extend the retention time for certain
18 records.⁴

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual* Section 3-2, Section 4-26
4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-4

Cross References

School District Records 1.407

Hickman County Board of Education

	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date: 04/01/19
		Rescinds: 2.702	Issued: 09/09/10

1 *General*

2 The director of schools shall establish an accurate inventory procedure for all school real and personal
3 (e.g., material and equipment) property, and this system shall be implemented at each school facility.
4 Equipment is defined as all items with a unit cost of \$5,000.00 or more and a minimum useful life
5 expectancy of three years (including freight and installation charges)*. Minor sensitive equipment is
6 defined as having a value of \$100.00 to \$5,000.00 (technology equipment and related support
7 equipment). Administrative personnel shall ensure that a physical count of all such property is taken at
8 the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for
9 accounting purposes.¹

10 Each school shall maintain a complete inventory with a duplicate maintained in the central office.

11 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS²**

12 The director shall establish procedures for administrators to follow which meet all federal accountability
13 guidelines, including guidelines for the purchasing, inventorying, security and disposition of all
14 equipment purchased with federal funds.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25
2. 2 CFR § 200.311-.315

Cross References

Surplus Property Sales 2.403
Security 3.205
Equipment & Supplies Management 3.300

* As defined by Tennessee Department of General Services

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Audits</h2>	Descriptor Code: 2.703	Issued Date: 08/07/17
		Rescinds: 2.703	Issued: 08/02/99

1 *General*

2 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
 3 be made by a certified public accountant following the end of each fiscal year.¹

4 The director of schools shall furnish or make copies of the audit available to the proper authorities as
 5 prescribed by law.²

6 When an administrative change occurs during the fiscal year and the position is responsible for the
 7 expenditure of funds, a special audit of accounts involved shall be conducted. The special audit shall
 8 be as extensive as the Board may determine.

9 **AUDIT FINDINGS³**

10 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall
 11 include the following:

- 12 1. Name(s) of the individual responsible for implementing the plan;
- 13 2. The correct action taken or planned; and
- 14 3. Anticipated completion date.

15 The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

- 1. TCA 49-2-112(a)(1), (c)(1); TCA 49-2-110(a)
- 2. TRR/MS 0520-01-02-.13(3)(d)
- 3. Public Acts of 2017, Pub. Chp. 383

Cross References

- Fundraising Activities 2.601
- Student Activity Funds Management 2.900

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 08/07/17
		Rescinds: 2.800	Issued: 08/31/15

1 *Central Office*

2 All expenditures shall be approved by the Board or the director of schools when authorized. No
3 expenditures shall be made except on an approved purchase order or contract. Employees of this system
4 shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized or made
5 which exceeds the appropriation of any fund of the budget as adopted or amended, and expenditures or
6 encumbrances will not be authorized, made, or incurred in excess of any fund balance. The director of
7 schools shall develop federal grant expenditure and cash management procedures that comply with all
8 federal laws and regulations.¹

9 *Individual Schools*

10 Internal activity funds shall not be expended without written approval by the membership of the group.
11 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy*
12 *Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No
13 checks shall be written to employees from the internal school activity fund account. Any supplemental
14 compensation owed to the Board for extracurricular activities must be processed through the director of
15 schools' office in the same manner as salary and other payroll payments. The Board shall invoice the
16 school for reimbursement. Substitute teachers' salaries related to restricted class and club accounts shall
17 be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.²

18 Employees who authorize or contract for any obligation in violation of this policy shall assume personal
19 responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall
20 be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure,
21 or expenditure made in violation of the law and this policy shall be illegal and void.³

Legal References

1. 2 C.F.R. § 200.403; Cash Management Improvement Act, 31 C.F.R. Part 205
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-22
3. *Tennessee Internal School Uniform Accounting Policy Manual Section 5-17*

Hickman County Board of Education

	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 04/01/19
		Rescinds: 2.802	Issued: 08/02/99

1 *Central Office*

2 If the end of a pay period falls on a non-working day, employees will be paid on the last working day
3 prior to the end of the pay period.

4 Payroll procedures shall be as follows:

- 5 1. All certified personnel have the option of either ten (10), or twelve (12) month installments.
6
7 2. All non-certificated personnel shall have the option of either ten (10) or twelve (12) months
8 installments.

9 No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final
10 salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily
11 transferred to his successor or another designated person.

12 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205

Hickman County Board of Education

	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 04/01/19
		Rescinds: 2.803	Issued: 08/02/99

1 *Central Office*

2 Upon appropriate written authorization, the Board shall make deductions approved by the Board from
3 the salary of the employee. Authorization must be made on forms provided by the Board and filed in
4 the office of the director of schools within sufficient time to be processed before the issuance of the first
5 payroll check.

Cross Reference:

Insurance Management 3.600

Hickman County Board of Education

	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 05/06/19
		Rescinds: 2.804	Issued: 08/02/99

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
7 schools. The director of schools may grant this authorization without prior board action when the travel
8 expense has been anticipated and incorporated into the operational budget of the particular program
9 involved.

10 Mileage will be paid at a rate authorized by the Finance Office.

11 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
12 shall not be used for this purpose.¹

13 **BOARD MEMBERS**

14 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
15 when traveling on business for the Board. Salary and other benefits shall be determined by the County
16 Commission.² Attendance at conventions or other educational meetings or travel for other school
17 purposes shall be authorized in advance by the Board.³

18 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of
19 completion of such travel. The rate of payment shall be the same as the rate for members of the
20 professional staff.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 08/07/17
		Rescinds: 2.805	Issued: 08/31/15

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve
4 as purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for
5 individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The Board will not, under any
8 circumstances, be responsible for payment for any materials, supplies, or services purchased by
9 unauthorized individuals or in an un-prescribed manner.

10 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other
11 employee unless he/she first receives a written purchase order from the proper office or unless prior
12 written permission or arrangements are made with the principal.

13 The Board shall purchase locally whenever the conditions are comparable or when it is most practical
14 under the circumstances.

15 *Individual Schools*

16 The director of schools must approve the following purchases:

- 17 1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
- 18 2. one that is to be attached to or one that requires alteration of the building; or
- 19 3. one that will become a permanent fixture.

20 *Central Office*

21 **ROUTINE PURCHASES**

22 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for
23 the operation of the school system. These expenditures shall be anticipated and provided for in the budget
24 and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools
25 or his/her designee shall make all routine purchases without further Board authorization; however, the
26 Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes
27 necessary.

1 **SPECIAL PURCHASES**

2 Special purchases are those which are not routine and which may or may not be specifically identified
3 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,
4 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an
5 unusual quantity or nature. All purchases in this category shall require specific prior Board approval on
6 an item-by-item basis. In its approval, the Board may place constraints on the director of schools
7 requiring Board evaluation and/or approval at various steps in the procurement process. This will be
8 determined by the Board on an individual basis depending on the nature of the procurement action.

9 **EMERGENCY PURCHASES**

10 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
11 protect property from damage or to avoid major disruption of educational activities. If within budgetary
12 limits and deemed essential, emergency purchases may be made by the director of schools. However, if
13 the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman
14 shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board
15 shall be advised promptly of all emergency purchases.

16 **PURCHASING OF SURPLUS PROPERTY**

17 The director of schools and other employees designated by the Board shall be authorized to act for the
18 Board in acquiring federal surplus property through the Tennessee General Services Department for
19 surplus property and in entering into agreements, certifications and covenants of compliance concerning
20 the use of federal surplus property.

21 Further, the director of schools is authorized to purchase any needed items through suppliers approved
22 on the state bid list.

23 **COOPERATIVE PURCHASING**

24 The Board, at its option, will join in cooperative purchasing with other school systems to take advantage
25 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
26 appears to be to the benefit of the system.

27 **ONLINE PURCHASING ²**

28 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
29 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
30 with the following requirements:

31 1. Prior authorization must be obtained from the director of schools before setting up new online
32 accounts, and schools shall maintain a list of accounts.

33 2. Online purchases must be for school purposes and made in accordance with established policies
34 and procedures. School employees are prohibited from making personal purchases even with the
35 intent of reimbursing the school system. School employees are prohibited from using a school's
36 tax exempt status for personal purchases of any kind.³

- 1 3. The availability of money for the fund/account in question should be determined before Purchase
2 Orders are approved.
- 3 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 4 5. Price quotes should be obtained where possible and/or practical and retained with other purchase
5 documentation.

6 **PURCHASING WITH FEDERAL GRANT FUNDS⁴**

7 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
8 proposed expenditure and determine if it is an allowable use of federal grant funds.⁴ The director will
9 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
10 approved.

11 No person officially connected with or employed by the school system may participate in the selection,
12 award, or administration of a contract supported by a federal award if he or she has a real or apparent
13 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
14 any member of his or her immediate family, his or her partner, or an organization which employs or is
15 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
16 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
17 director shall disclose the potential conflict to the federal awarding agency in writing.⁵

Legal References

1. TCA 49-2-206(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*; Section 4-9; 4-12
3. TCA 49-2-608(1)
4. 2 C.F.R. § 200.403
5. 2 C.F.R. § 200.112

Hickman County Board of Education

	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 05/06/19
		Rescinds: 2.806	Issued: 10/02/06

1 *General*

2 All purchases of supplies, materials, equipment and contractual services shall be purchased and/or bid
3 under the same criteria as the Hickman County government.¹

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

5 Contracts for legal services, educational consultants, insurance purchased through a plan authorized and
6 approved by any organization or governmental entities representing cities and counties and similar
7 services by professional persons or groups of high ethical standards shall not be based upon competitive
8 bids, but shall be awarded on the basis of recognized competence and integrity.²

Legal References

1. TCA 49-2-203(a)(3)
2. TCA 12-3-1209

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 08/07/17
		Rescinds: 2.808	Issued: 08/02/99

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no purchase
3 shall be made nor payment approved unless covered by an approved purchase order. Purchase orders
4 will include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality
6 standards of the item required;
7
- 8 2. A firm, quoted, net delivered price, whenever possible; and
9
- 10 3. Signature of purchasing agent.

11 Contracts shall be made only with responsible suppliers with the following considerations:

- 12 1. The supplier has the potential ability to perform successfully under the terms and conditions of
13 a proposed procurement;
14
- 15 2. Procurement records or files for purchases in amounts in excess of \$10,000 shall provide at
16 least the following pertinent information: justification for procurement in lieu of advertising,
17 contractor selection, and the basis for the cost or price of negotiated.
18
- 19 3. A system for contract administration shall be maintained to assure supplier conformance with
20 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
21 and timely follow-up of all purchases;
22
- 23 4. Contracts shall contain such provisions or conditions which will allow for administrative,
24 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
25 provide for such sanctions and penalties as may be appropriate.
26
- 27 5. All contracts, amounts for which are in excess of \$10,000, shall contain suitable provisions for
28 termination including the manner by which it will be effected and the basis for settlement.
29
- 30 6. All contracts, including those of individual schools, will meet all requirements of state and
31 federal laws, rules, and regulations.¹

32 The purchasing agent shall advertise for bids and let contracts following authorization of purchase by
33 the Board.

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)

Cross References

Purchasing 2.805

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Vendor Relations</h2>	Descriptor Code: 2.809	Issued Date: 08/07/17
		Rescinds: 2.809	Issued: 08/02/99

1 *General*

2 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all
 3 other considerations are equal.

4 No person officially connected with or employed by the school system will be an agent for, or have any
 5 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
 6 equipment or service.¹

7 *Individual Schools²*

8 Schools shall execute a written agreement with vendors for all fundraisers.² The agreement shall include,
 9 but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;
- 11 2. Payment of sales tax;
- 12 3. Delivery date(s);
- 13 4. Package prices or other charges; and
- 14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of each principal's office prior
 16 to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere
 17 with the normal instructional and learning process.

Legal References

- 1. TCA 49-6-2003
- 2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Fundraising Activities 2.601

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 08/07/17
		Rescinds: 2.810	Issued: 09/13/99

1 *Central Office*

2 The director of schools shall approve all claims for payment prior to their submission to the Board.¹

3 As operating procedure, the director of schools shall present to the chairman of the Board at least monthly
4 a list of bills for payment. The list will be supported by invoices and vouchers.²

5 *Individual Schools*

6 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
7 payments are completed by June 30 of the current school year or a plan for future payments has been
8 made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

Hickman County Board of Education

Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 04/01/19
	Rescinds: 2.900	Issued: 03/02/09

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the director of schools. Budget for these accounts shall be
7 submitted by October 1.

8 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
9 subject to disciplinary action.¹

10 Student activity funds shall be deposited in respective school activity accounts. Proper records of
11 receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School*
12 *Uniform Accounting Policy Manual*.²

13 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
14 writing by both the activity group sponsor and the principal.³

15 An annual audit of the account and records of all student activity funds shall be conducted as a part of
16 the audit of all other district funds.⁴

17 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
18 when a class graduates and chooses not to use the funds for a designated purpose or an activity is
19 discontinued.

20 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
21 other support organizations are not subject to this policy, unless such funds are in sole custody of the
22 school.^{5,6}

23 **COOPERATIVE ACTIVITIES**

24 Certain activities which contribute to the general welfare of students do not easily lend themselves to
25 classifications solely as school activities. Other activities by their nature involve cooperative effort with
26 groups outside the student body. The benefits of such student activities shall be preserved if procedures
27 can be established to provide proper accounting funds involved and to ensure substantial adherence to
28 the principals governing students activity finance.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Parent Organizations/Booster Clubs 4.503
Student Solicitations/Fund-Raising 6.701

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Boys Basketball

Proposed fundraising activities: Eagle Tip-off

Purposed Uses of funds raised
official fees; gear/uniforms

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

Girls / Boys Basketball

Method by which school will receive profit cash

Requested by KJ Smith
Name/Title

Date 10/2/19

Approved by Byron Cagle
Principal

Date 10/3/19

Approved by Nichelle Luvent
Director of Schools*

Date 10/10/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Boys Basketball

Proposed fundraising activities: Bake sale @ Walmart

Purposed Uses of funds raised
gear; uniforms; supplies

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

Boys Basketball

Method by which school will receive profit cash/checks

Requested by KJ Smith Date 10/2/19
Name/Title

Approved by [Signature] Date 10/3/19
Principal

Approved by Michelle Helvert Date 10/10/19
Director of Schools*

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Basketball

Proposed fundraising activities: Eagle Tip-off

Purposed Uses of funds raised
official tees, gear/uniforms

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

Girls / Boys Basketball

Method by which school will receive profit cash

Requested by Tucker Hobbs Girls Basketball Date 10/2/19
Name/Title

Approved by Byz Anthony Date 10/3/19
Principal

Approved by Michelle Hevert Date 10/10/19
Director of Schools*

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

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FACS 820

Proposed fundraising activities: Sell banana pudding

Purposed Uses of funds raised

Lab supplies

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

pudding will be sold schoolwide 10/8-10/9

Method by which school will receive profit cash donations

Requested by Charlotte Boehms / Classroom Teacher Date 10/7/19
Name/Title

Approved by [Signature]
Principal

Date 10/7/19

Approved by Michelle Hebert
Director of Schools*

Date 10/9/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraising Account

Proposed fundraising activities: PBIS + Teacher Rewards

Purposed Uses of funds raised

We would like to host our Boo Bash which is held
after school. We will have a haunted house, photo booth, &
concession stand.

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

School-Wide

Method by which school will receive profit Cash

Requested by Eui Cannon
Name/Title

Date 10-7-19

Approved by Eui Cannon
Principal

Date 10-7-19

Approved by Michelle Hewitt
Director of Schools*

Date 10/7/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Girls Basketball - Boys Basketball

Proposed fundraising activities: Chili Supper Dec 16th
afte East Home game

Purposed Uses of funds raised Girls - Uniforms
Boys - Uniforms

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

Method by which school will receive profit Chili & Supplies will be
donated, Students will presale tickets

Requested by Ron Puckett / Coach Date 10/18/19
Name/Title

Approved by Ima S. Shipp Date 10-20-19
Principal

Approved by Michelle Lebert Date 10/24/19
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Giving Grams (Thanksgiving)

Purposed Uses of funds raised staff appreciation throughout school years

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

Method by which school will receive profit Cash

Requested by Beth Copley, advisor
Name/Title

Date 10/25/19

Approved by Jina S. Thig
Principal

Date 10-25-19

Approved by Michelle Stewart
Director of Schools*

Date 10/25/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Elf grams (Christmas)

Purposed Uses of funds raised Staff appreciation throughout year

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

Method by which school will receive profit Cash

Requested by Beth Copley, advisor
Name/Title

Date 10/25/19

Approved by Jana S. Shuppen
Principal

Date 10-25-19

Approved by Michelle Albert
Director of Schools*

Date 10/25/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: Boo grams

Purposed Uses of funds raised Friendsgiving catered meal for Homs staff at Thanksgiving.

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

School-wide

Method by which school will receive profit Cash

Requested by Beth Copley, advisor
Name/Title

Date 10/25/19

Approved by Ana S. Huggins
Principal

Date 10-25-19

Approved by Michelle Helbert
Director of Schools*

Date 10/25/19

* 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.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Book Club

Proposed fundraising activities: Selling socks

Purposed Uses of funds raised To buy books

Expected student involvement (school-wide or specific school organization) HCHS
students who want a sock

Method by which school will receive profit students pay \$1

Requested by K. Carter Date 10/21/19
Name/Title

Approved by Ken DeSj Date 10/23/19
Principal

Approved by Michelle Hebert Date 10/23/19
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pride + Spirit Club

Proposed fundraising activities: Yes to the Prom Dress! Collect donated prom dresses and sell them to our students for an affordable price (TBD by club officers ~ \$20-\$30.00)

Purposed Uses of funds raised Money raised will be donated to HCHS in some way. Possibly towards graduation expenses.

* will use spring PT conference days to sell dresses (Feb 13 + Mar 19 - 3:30-6:30) + another day if needed

Expected student involvement (school-wide or specific school organization) school-wide - students who want to come shop will sign up and then given an appointment time.

Method by which school will receive profit selling donated dresses. will deposit into club account, then transfer money to which ever school account is selected.

Requested by Tabby Plunkett ^{Library Media specialist} Date 10-8-19
Name/Title Club Sponsor

Approved by Ken D. East Date 10/8/19
Principal

Approved by Michelle Hebert Date _____
Director of Schools*

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