

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---December 2, 2019

The Hickman county Board of Education met on December 2, 2019, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Approval of November 4, 2019 Regular Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Communications to the Board

Director's Report

Financial Report

Family Resource Mid-Year Report

Items Requiring Board Action

Trip Requests

EHHS Culinary Arts

Budget Amendments

Social Worker Salary Scale

Electric Tilt Skillet Purchase

Resolution No. 19-01

Revised Board Policies 4.201, 6.411 (1st Reading)

Revised Board Policy 6.313 - (Remove from Table)

Revised Board Policy 6.313 - (2nd Reading)

Revised Board Policies 4.605, 6.200a, 6.506 (2nd Reading)

Board Policy Review 3.100---3.219

Announcements - Board Retreat Dates and Times

Adjourn

Monday, November 4, 2019  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 4, 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, Jane Herron, and Jim Hudgins. Vance Willis was absent from the meeting.

Steve Gianakos made a motion to approve the contract for the Director of Schools, with the change on page 3, section 14 to reflect November 5 as the effective date. 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 6-0.

Ron Gammons made a motion to approve the minutes from the regular board meeting held on October 7, 2019. Tim Hobbs seconded the motion.

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  
Support Staff

FMLA

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**

Professional

Suzanne Lewis	Special Education Teacher
Jacquelyn Applegate	Music Teacher

Support Staff

Shyla Lampley	Food Service
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**Retirement**

Professional

Support Staff

**Transfers**

Professional

Cynthia Hughes	HCMS Biology to EHIS Assistant Principal
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Support Staff

Laura Harris	CES Special Education Assistant to CIS Special Education Assistant
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**Appointment**

Professional

Cynthia Hughes	EHIS Assistant Principal
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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>
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Amy Bryant  
Ron Gammons  
Steve Gianakos

Jane Herron

Tim Hobbs  
Jim Hudgins

Vance Willis

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

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.

Aye  
Amy Bryant  
Ron Gammons  
Steve Gianakos

Nay

Pass

Absent

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.

Aye  
Amy Bryant  
Ron Gammons  
Steve Gianakos

Nay

Pass

Absent

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.

Aye  
Amy Bryant  
Ron Gammons

Nay

Pass

Absent

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.

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

Ron Gammons made a motion to approve the agenda for the regular November meeting. Jim Hudgins seconded the motion.

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

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

Catherine Shelby was recognized as November Employee of the Month by Jim Hudgins.

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

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	Special Education Assistant
Cookie Mays	Special Education Assistant
Tatum Quillen	Special Education Assistant
Kayla Simpson	Educational Assistant/Girls Asst. Basketball Coach
Ashley Welker	Special Education Assistant

**Resignation**

Professional  
 Priscilla Jennings  
Support Staff

Special Education Teacher

**Retirement**

Professional  
Support Staff

**Transfers**

Professional  
 Laura Harris

CIS Special Education Assistant to Special

Support Staff

**Appointment**

Professional

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

Jane Herron made a motion to approve the financial report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the OPEB Financial Statement. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to complete the officer election process from the October board meeting and affirm the officer selection of Amy Bryant, Chair; Tim Hobbs, Vice-Chair; Steve Gianakos, Chair Pro-Tem, and Tim Hobbs, TLN Representative. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the HCMS Junior Beta Club overnight trip request to attend the Beta Club Convention on November 24-25, 2019, at the Opryland Hotel in Nashville, TN. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS Girls Basketball Team overnight trip request to participate in a basketball tournament in Hilton Head, South Carolina on December 20-23, 2019. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS Prom to be held on April 25, 2019, from 7:00-11:00 p.m. at EHHS. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the HCHS Prom to be held on April 4, 2019, from 7:00-11:00 p.m. at HCHS. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve Budget Amendment #4. 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 6-0.

Ron Gammons made a motion to approve the Compliance Report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the school calendar for 2020-2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the splitting of supplements as presented in the packet. Steve Gianakos seconded the motion.

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

Vance Willis

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

Ron Gammons made a motion to pursue quotes for the ADA ramp at HCHS. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to award the EHHS Tennis Court Resurface Bid to Seal Rite (\$26,376.00). Jane Herron seconded the motion.

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

Vance Willis

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

Tim Hobbs made a motion to award the bid for the HCHS Track Resurface to Dynamic Sports (\$56,067.00). Steve Gianakos seconded the motion.

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

Tim Hobbs  
Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to declare the wooden structure playground equipment at East Hickman Intermediate School as surplus. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve board policies 4.605, 6.200a, and 6.506, with the insertion of 15 days, on first reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to table the revised board policy 6.313 in order to gather information for the policy recommendations. Amy Bryant seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve revised board policies 1.1061 and 1.901 on second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the review of board policies 2.700-2.900. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 7:39 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



**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
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

The Hickman County Board of Education will meet in regular session on Monday, December 2, 2019, at 7:00 p.m. in the library of East Hickman High School. A work session will take place at 5:30 in the library of East Hickman High School.

- I. Call to Order
- II. Approval of November 4, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
  - A. Employee of the Month (Jane Herron)
- V. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. Family Resource Center Mid-Year Report--Family Resource Center Directors
- VI. Items Requiring Board Action
  - A. Trip Requests--Sponsor and Students
    1. EHHS Culinary Arts--Sponsor and Students
  - B. Budget Amendments--Business Officer
  - C. Social Worker Salary Scale--Business Officer
  - D. Electric Tilt Skillet Purchase--Food Service Director
  - E. Resolution No.19-01--Director of Schools
  - F. Revised Board Policies 4.201, 6.411 (1st Reading)--Director of Accountability
  - G. Revised Board Policy 6.313- (Remove from Table)--Director of Accountability
  - H. Revised Board Policy 6.313--(2nd reading)--Director of Accountability
  - I. Revised Board Policies 4.605, 6.200a, 6.506 (2nd reading)--Director of Accountability
  - J. Board Policy Review 3.100-3.219--Director of Accountability
- VII. Announcements--Board Retreat Dates and Times
- VIII. 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: November 25, 2019  
RE: December Director's Report

**Leave of Absence**

Professional

Kathy Brown

December 4-December 20, 2019

Support Staff

**Hiring**

Professional

Support Staff

Elizabeth Johnston

Food Service

Nancy Castenholz

Food Service

Kimberly Hunter

Food Service

**Resignation**

Professional

Support Staff

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Support Staff

**Audit Finding 2018-2019:**

**OFFICES OF FINANCE DIRECTOR AND DIRECTOR OF SCHOOLS**

Some eligible employees were not enrolled in the Tennessee Consolidated Retirement System timely.

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Budget	% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>Revenues</b>									
40110		Current Property Tax	2,965,472.00	(259,042.28)	8.74 %	247,122.67	0.00	0.00 %	
40120		Trustee's Collections - Prior Year	100,000.00	(22,171.43)	22.17 %	8,333.33	0.00	0.00 %	
40125		Trustee's Collections - Bankruptcy	0.00	(272.69)	0.00 %	0.00	0.00	0.00 %	
40130		Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(7,853.02)	14.28 %	4,583.33	0.00	0.00 %	
40140		Interest And Penalty	21,000.00	(2,615.06)	12.45 %	1,750.00	0.00	0.00 %	
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(1,176.03)	29.40 %	333.33	0.00	0.00 %	
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	0.00	0.00 %	
40270		Business Tax	30,000.00	(3,057.62)	10.19 %	2,500.00	0.00	0.00 %	
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	0.00	0.00 %	
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	0.00	0.00 %	
43582		Community Service Fees - Adults	200.00	(109.00)	54.50 %	16.67	0.00	0.00 %	
44120		Lease/Rentals	1,000.00	(375.00)	37.50 %	83.33	0.00	0.00 %	
44146		E-Rate Funding	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %	
44170		Miscellaneous Refunds	28,100.39	(41,786.32)	148.70 %	2,341.70	0.00	0.00 %	
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	0.00	0.00 %	
44570		Contributions & Gifts	15,000.00	(2,107.00)	14.05 %	1,250.00	0.00	0.00 %	
46511		Basic Education Program	22,360,000.00	(6,780,563.52)	30.32 %	1,863,333.33	0.00	0.00 %	
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	25,062.30	(5,062.30)	20.20 %	2,088.53	0.00	0.00 %	
47640		Rotc Reimbursement	65,000.00	(12,901.78)	19.85 %	5,416.67	0.00	0.00 %	
48990		Other	83,400.00	(14,800.00)	17.75 %	6,950.00	0.00	0.00 %	
49700		Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
49800		Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %	



141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual
<b>Total</b>	<b>Revenues</b>	<b>28,766,619.69</b>	<b>(7,612,327.49)</b>	<b>26.46 %</b>	<b>2,397,218.31</b>	<b>0.00</b>	<b>0.00 %</b>
71100	Regular Instruction Program	(14,021,399.39)	5,254,771.39	37.48 %	(1,168,449.95)	1,399,607.74	119.78 %
71150	Alternative Instruction Program	(170,436.00)	49,964.18	29.32 %	(14,203.00)	11,221.28	79.01 %
71200	Special Education Program	(3,074,402.00)	840,261.98	27.33 %	(256,200.17)	208,798.22	81.50 %
71300	Career and Technical Education	(1,150,695.00)	325,089.42	28.25 %	(95,891.25)	57,711.42	60.18 %
72110	Attendance	(157,047.00)	60,240.90	38.36 %	(13,087.25)	9,714.68	74.23 %
72120	Health Services	(362,746.00)	103,466.56	28.52 %	(30,228.83)	22,939.03	75.88 %
72130	Other Student Support	(944,221.00)	241,306.05	25.56 %	(78,685.08)	63,953.71	81.28 %
72210	Regular Instruction Program	(1,311,216.00)	326,890.29	24.93 %	(109,268.00)	71,723.38	65.64 %
72220	Special Education Program	(115,363.00)	48,492.45	42.03 %	(9,613.58)	8,190.37	85.20 %
72230	Career and Technical Education	(114,933.00)	40,537.82	35.27 %	(9,577.75)	6,649.58	69.43 %
72250	Technology	(275,049.00)	165,017.00	60.00 %	(22,920.75)	16,005.11	69.83 %
72310	Board Of Education	(670,000.00)	299,505.10	44.70 %	(55,833.33)	1,223.74	2.19 %
72320	Director Of Schools	(282,179.00)	123,037.95	43.60 %	(23,514.92)	17,472.34	74.30 %
72410	Office Of The Principal	(1,711,905.30)	531,673.90	31.06 %	(142,658.78)	115,597.22	81.03 %
72510	Fiscal Services	(45,000.00)	235.00	0.52 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,313,000.00)	937,358.64	40.53 %	(192,750.00)	137,155.50	71.16 %
72620	Maintenance Of Plant	(1,097,310.00)	581,544.91	53.00 %	(91,442.50)	80,834.81	88.40 %
72710	Transportation	(2,112,078.00)	574,260.70	27.19 %	(176,006.50)	113,458.43	64.46 %
72810	Central And Other	(254,500.00)	17,629.09	6.93 %	(21,208.33)	5,115.83	24.12 %
73100	Food Service	(28,110.00)	10,030.96	35.68 %	(2,342.50)	5,015.49	214.11 %
73300	Community Services	(130,305.00)	37,557.01	28.82 %	(10,858.75)	8,481.63	78.11 %
73400	Early Childhood Education	(448,354.00)	125,912.48	28.08 %	(37,362.83)	28,711.99	76.85 %
76100	Regular Capital Outlay	(331,000.00)	72,218.00	21.82 %	(27,583.33)	50,218.00	182.06 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(31,286,248.69)</b>	<b>10,767,001.78</b>	<b>34.41 %</b>	<b>(2,607,187.39)</b>	<b>2,439,799.50</b>	<b>93.58 %</b>
<b>Total 141</b>	General Purpose School	<b>(2,519,629.00)</b>	<b>3,154,674.29</b>	<b>125.20 %</b>	<b>(209,969.08)</b>	<b>2,439,799.50</b>	<b>1,161.98</b>

142	School Federal Projects	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
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	0.00	0.00 %
47143	Special Education - Grants To States	1,021,606.54	(120,294.22)	11.78 %	85,133.88	0.00	0.00 %
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	0.00	0.00 %
47189	Eisenhower Prof Development State	190,954.66	(11,758.82)	6.16 %	15,912.89	0.00	0.00 %
47590	Other Federal Through State	297,265.94	(63,560.88)	21.38 %	24,772.16	0.00	0.00 %
	<b>Total Revenues</b>	<b>3,246,026.43</b>	<b>(372,238.86)</b>	<b>11.47 %</b>	<b>270,502.20</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(1,189,907.36)	326,483.04	27.44 %	(99,158.95)	61,605.19	62.13 %
71200	Special Education Program	(605,879.15)	149,548.55	24.68 %	(50,489.93)	37,780.61	74.83 %
71300	Career and Technical Education	(84,322.67)	44,841.35	53.18 %	(7,026.89)	1,271.60	18.10 %
72130	Other Student Support	(343,444.27)	41,609.31	12.12 %	(28,620.36)	9,554.01	33.38 %
72210	Regular Instruction Program	(553,558.35)	131,252.31	23.71 %	(46,129.86)	52,957.25	114.80 %
72220	Special Education Program	(437,078.75)	93,791.63	21.46 %	(36,423.23)	19,810.45	54.39 %
72710	Transportation	(9,500.00)	82.13	0.86 %	(791.67)	82.13	10.37 %
99100	Transfers Out	(22,335.88)	0.00	0.00 %	(1,861.32)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(3,246,026.43)</b>	<b>787,608.32</b>	<b>24.26 %</b>	<b>(270,502.20)</b>	<b>183,061.24</b>	<b>67.67 %</b>
<b>Total</b>	<b>142</b> School Federal Projects	<b>0.00</b>	<b>415,369.46</b>	<b>100.00 %</b>	<b>0.00</b>	<b>183,061.24</b>	<b>0.00 %</b>

143	Central Cafeteria	Account	Description	Year-To-Date		Month-To-Date		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>								
43522			Lunch Payments - Adults	65,000.00	(17,904.10)	27.54 %	5,416.67	0.00 %
43523			Income From Breakfast	4,500.00	(591.25)	13.14 %	375.00	0.00 %
43525			A La Carte Sales	145,000.00	(61,779.45)	42.61 %	12,083.33	-0.07 %
43570			Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00 %
44110			Investment Income	200.00	(64.87)	32.44 %	16.67	0.00 %
44530			Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	0.00 %
47111			USDA School Lunch Program	1,305,000.00	(384,571.56)	29.47 %	108,750.00	0.00 %
47113			Breakfast	580,000.00	(165,412.50)	28.52 %	48,333.33	0.00 %
47114			USDA - Other	15,000.00	(3,661.30)	24.41 %	1,250.00	0.00 %
			<b>Total Revenues</b>	<b>2,114,700.00</b>	<b>(634,099.33)</b>	<b>29.99 %</b>	<b>176,225.00</b>	<b>0.00 %</b>
<b>Expenditures</b>								
73100			Food Service	(2,114,699.00)	1,173,405.08	55.49 %	(176,224.92)	125.94 %
			<b>Total Expenditures</b>	<b>(2,114,699.00)</b>	<b>1,173,405.08</b>	<b>55.49 %</b>	<b>(176,224.92)</b>	<b>125.94 %</b>
<b>Total</b>	<b>143</b>		Central Cafeteria	<b>1.00</b>	<b>539,305.75</b>	<b>-</b>	<b>0.08</b>	<b>-</b>
								<b>221,945.19</b>



Hickman County Schools Board Agenda Item Request

Date: 11-18-19

Name of School: Family Resource Centers

Item Request: Mid-year Report

Explanation:

Mid-year report to fulfill requirement of  
contract.

Attachments (if necessary and appropriate):

Attached

Signature of Person requesting to be placed on the agenda:

Mistessa Orton Alison Stanley

Signature of Building Principal or Director of Schools:

Becky Coleman



## ***EAST FAMILY RESOURCE CENTER***

5191 TN-100

Lyles, TN 37098

Phone & Fax (931) 670-6617

*Alison Stanley, Director*

*Becky Coleman, Supervisor*

### **East Family Resource Center**

#### **Mid-Year Report**

December , 2019

Following is an account of activities the East Hickman Family Resource Center has completed so far this school year:

#### **FAMILY ENGAGEMENT**

**GOAL: To host student orientation for up to one hundred (100) incoming students to grades 3, 6 and 9<sup>th</sup> at East Hickman Intermediate, Middle and High Schools.**

#### **ACTIVITY:**

1. In July 2019, calls with the Alert Now telephone system and listing in the local newspaper went out to all parents of new 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> grade students at East Hickman Elementary, Middle and High School inviting them to Open House.
2. On Tuesday, July 30, 2019 the East Hickman Family Resource Center, in conjunction with the East Hickman High School Guidance Department, hosted a Freshman Open House. One hundred twenty-five (125) students plus two hundred fifty five (255) parents/siblings attended. Grand total was three hundred eighty (380) visitors at the school. Students and their parents were presented information about the school, given a guided tour, and met with teachers and staff.
3. Parents received educational information booklets and students received a "goodie" for attending the freshman orientation.
4. On Monday, July 29, 2019 the East Hickman Family Resource Center hosted a Sixth Grade Open House. Seventy-seven (77) students total was two hundred twenty (220) visitors at the school. Grand total was two hundred ninety seven (297) visitors. Students and their parents were presented information about the school, given a guided tour, and met with teachers and staff.
5. Parents received educational information booklets/pamphlets and students entered a drawing for attending the sixth grade open house.

6. On Monday, July 29, 2019 the East Hickman Family Resource Center hosted a Third Grade Open House. Sixty-five (65) students plus one hundred forty-six (146) parents/siblings attended. Grand total was two hundred eleven (211) visitors at the school. Students and their parents were presented information about the school, given a guided tour, and met with teachers and staff.
7. Parents received educational information booklets/pamphlets and students entered a drawing for attending the third grade open house

### **COLLABORATION PARTNERS**

**GOAL:**       **To collaborate with East Hickman Elementary, East Hickman Intermediate and local businesses and organizations in facilitating an "Adopt-A-Class" program for up to forty (40) classrooms.**

**ACTIVITY:**

1. East Hickman Family Resource Center director began contacting businesses in person and by telephone in August 1, 2019 to explain the Adopt-A-Class program. A total of forty-one (45) sponsors have been matched with forty-one (45) classrooms.
2. Invitations were sent to all sponsors inviting them to a reception in their honor. On August 30, 2019 a reception was held at the East Hickman Elementary School cafeteria for Adopt-A-Class sponsors. Twelve (12) of twenty six (26) sponsors attended and were presented with certificates for their participation in the program. Following the reception, ambassadors from each classroom came to the cafeteria to lead their sponsor to their classroom
3. On September 6, 2019, a reception was held at the East Hickman Intermediate School cafeteria for Adopt-A-Class sponsors. Fifteen (15) of nineteen (19) sponsors attended and were presented with certificates for their participation in the program. Following the reception, ambassadors from each classroom came to the cafeteria to lead their sponsor to the classroom.
4. The Hickman County Times has featured an article about the Adopt-A- Class program and sponsors' visits to classrooms

## **FAMILY TRAINING**

**GOAL:** To sponsor Smart From the Start "Preschool In A Bag", "Toddler Time" and "Babies At Their Best" programs targeting approximately ten (10) children ages 0 - 5 years of age who are not enrolled in Head Start, Pre-K, or any organized daycare to receive educational materials once a week throughout the school year

### **ACTIVITY:**

1. In August 2019, fliers and application forms for Smart from the Start were supplied to the East Hickman Library and East Hickman Elementary School. An article explaining the program was highlighted in the Hickman County Times newspaper.
2. Eight (8) two year old students are enrolled in Toddler Time.
3. Story Hour is provided every Tuesday at 9:30 a.m. at the East Hickman Public Library. At the end of each story hour, children are given a packet of educational worksheets to work on at home with the parent.
4. Five (5) three, four and five year old students are enrolled in Preschool in a Bag.
5. Story Hour is provided every Thursday and Friday at 9:30 a.m. at the East Hickman Public Library. At the end of each story hour, children are given a packet of educational worksheets to work on at home with the parent.
6. Toddler Time and Preschool in a Bag Story Time is theme related. Stories, arts and crafts and snacks are provided.
7. On Friday, as special Kindergarten Readiness Class is offered to students who will be attending kindergarten the next school year. Four (4) students participate in this program.

## **FAMILY SUPPORT**

- GOAL:**
- 1) To sponsor a "Friday Friends" food program targeting twenty-five (25) children who are in need of food over the weekend.**
  - 2) To collaborate with community leaders, civic organizations and individuals to provide Christmas for up to seventy-five (75) children in the East Hickman area.**

### **ACTIVITY:**

1. Fliers and referral forms were given to principals, teachers and guidance counselors explaining the "Friday Friends" program. Teachers were asked to refer any student they thought might be in need of food items over the weekend.
  2. Each Friday, packets of easy to prepare food items are sent to the students at the elementary school, intermediate and middle school
  3. Ninety-five (95) Friday Friends bags are given out each Friday for those students in need
  4. Donations from several local churches, businesses and caring individuals help this program succeed.
  5. Second Harvest Food Pantry in Nashville donates 189 bags of food monthly to help with this project. Each January we have to re-apply for assistance for the next year.
- 
1. Operation Santa Claus forms were sent home to students of all East Hickman schools the last week of September , 2019
  2. Two hundred sixty four (264) children from one hundred four (104) families requested help with Christmas gifts.
  3. Santa and his helpers will hand out gifts on Saturday, December 14, 2019 at East Hickman Elementary.



# **Centerville Family Resource Center**

## **Mid-year Report**

### **December 2, 2019**

Following is an account of activities the Centerville Family Resource Center has completed so far this school year:

#### **FAMILY ENGAGEMENT**

**GOAL:** To host student orientation for up to one hundred (100) incoming students to grades 3, 6 and 9<sup>th</sup> at Centerville Intermediate, Hickman Middle and High Schools.

**ACTIVITY:**

- 1) In July 2019, calls with the Alert Now went out to all parents of new ninth grade students at Hickman County High School.
- 2) On Tuesday, July 30, 2019, the Centerville Family Resource Center in conjunction with the Hickman County High School Guidance Department hosted a Freshman Orientation. Ninety-six (96) students plus one hundred eighty-six (186) parents/siblings attended. (Grand total two hundred eighty-two (282) visitors at the school.)
- 3) Students and their parents were presented information about the school, had a self-tour and met with teachers and staff. Nine hundred ten (910) educational information and parenting pamphlets were supplied to parents and students.
- 4) On Monday, July 29, 2019, The Centerville Family Resource Center hosted an Open House at Centerville Intermediate School. Fifty-eight (58) students plus one hundred thirty-three (133) parents and siblings attended. (Grand total one hundred ninety-one (191) visitors at the school.)
- 5) Students and parents were presented information about the school, had a tour and met with teachers and staff. Four hundred forty-one (441) educational pamphlets were supplied to parents and students.
- 6) On Monday, July 29, 2019, The Centerville Family Resource Center hosted an Open House at Hickman County Middle School. One hundred ten (110) students plus two hundred thirty-five (235) parents and siblings attended. (Grand total three hundred forty-five (345) visitors at the school.)
- 7) Students and parents were presented information about the school, had a tour and met with teachers and staff. Nine hundred twenty-six (926) educational pamphlets were supplied to parents and students.

## **COLLABORATION PARTNERS**

**GOAL:** To collaborate with Centerville Elementary and Intermediate Schools and local businesses and organizations in facilitating an “Adopt-A-Class” program for up to forty 40 classrooms.

**ACTIVITY:** 1) Centerville Family Resource Center staff began contacting businesses in person and by telephone in August, 2019 to explain the Adopt-A-Class program. A total of thirty-six (36) sponsors have been matched with thirty-five (35) classrooms.

2) Invitations were sent to all sponsors inviting them to a reception in their honor. On September 5, 2019 a reception was held at the Centerville Elementary School cafeteria for all Adopt-A-Class sponsors. Fourteen (14) of twenty (20) sponsors attended and were presented with certificates for their participation in the program. Following the reception, ambassadors from each classroom came to the cafeteria to lead their sponsor to the classroom.

3) On August 29, 2019 a reception was held at the Centerville Intermediate School cafeteria for all Adopt-A-Class sponsors. Twelve (12) of sixteen (19) sponsors attended and were presented with certificates for their participation in the program. Following the reception, ambassadors from each classroom came to the cafeteria to lead their sponsor to the classroom.

4) The Hickman County Times has featured an article about the Adopt-A-Class program and sponsors visits to the classroom.

## FAMILY TRAINING

**GOAL:** To sponsor Smart From the Start, “Babies At Their Best”, “Toddler Time”, and “Preschool In a Bag” programs targeting approximately ten (10) children ages 0-5 years of age who are not enrolled in any organized daycare to receive weekly educational packets throughout the school year.

**ACTIVITY:**

- 1) In August, 2019, fliers and application forms for Smart From the Start were supplied to the Hickman County Health Department and Hickman County Public Library.
- 2) In August 2019, the Hickman County Times featured an article on Preschool In a Bag and Toddler Time.
- 3) Four (3) babies are enrolled in the “Babies At Their Best” program.
- 4) Parents receive a monthly newsletter.
- 5) Nine (9) two year old students are enrolled in Toddler Time.
- 6) Story Hour is provided every Wednesday at the Hickman County Public Library. At the end of each story hour, children are given a packet of educational worksheets to work on at home with the parent.
- 7) Six (6) students are enrolled in Preschool In a Bag and zero (0) in K-Prep.
- 8) Story Hour is provided every Thursday and Friday at the Hickman County Public Library. At the end of each story hour, children are given a packet of educational worksheets to work on at home with a parent.

## FAMILY SUPPORT

- GOAL:**
- 1) To sponsor a “Friday Friends” food program targeting twenty-five (25) children who are in need of food over the weekend.
  - 2) To collaborate with community leaders, civic organizations, and individuals to provide Christmas for up to seventy-five (75) children in the Centerville area schools.

- ACTIVITY:**
- 1) Fliers and referral forms were given to principals, teachers and guidance counselors explaining the “Friday Friends” program. Teachers were asked to refer any student they thought might be in need of food items over the weekend.
  - 2) Each Friday packets of easy to prepare food items are sent to the students at the elementary, intermediate, and middle schools.
  - 3) Seventy-six (76) Friday Friends bags are given out each Friday for those students in need. Overall we serve thirty-seven (37) families.
  - 4) Donations from several local churches, Second Harvest, businesses and caring individuals help this program succeed.

- 1) Fliers were sent out to students and parents at Centerville Elementary, Centerville Intermediate, and Hickman Co. Middle School on September 30, 2019 with information about the Operation Santa Claus program.
- 2) Two hundred forty-three (243) individual names from ninety-three (93) families have requested help with Christmas
- 3) Presents will be handed out on December 14, 2019.



Hickman County Schools Board Agenda Item Request

Date: 11-18-19

Name of School: East Hickman High School

Item Request: Trip to Jr. Chef Competition

Explanation:

Attached.

Attachments (if necessary and appropriate):

Letter to Michelle Gilbert

Signature of Person requesting to be placed on the agenda:

Charollette Boenms

Signature of Building Principal:

Michael Keenan

To: Michele Gilbert

From: Charlotte Boehms, Culinary Arts Instructor

Date: November 18, 2019

RE: Department of Education Tennessee State Farm to School Junior Chef Competition

I am requesting to be put on the December School Board Agenda in order to be granted permission for qualifying students to attend the Department of Education Tennessee State Farm to School Junior Chef Competition. This is an overnight trip to Nashville, TN on January 9-11. Five students will be attending the competition and will be accompanied by myself. My personal vehicle will be used to transport the students to Nashville. Personal automobile insurance has been cleared for myself.

Details are as follows.

- Advisor: Charlotte Boehms

- Dates: January 9-11

- Student Attendees:

- Ed Moreno
- Joceline Licon
- Hailey Atkins
- Breanna Wilson
- Emily Bentley

- Cost:

- Boehms Sub 3 days @ \$66.20 x 2 \$132.4

- **Total      \$132.40**

**SOCIAL WORKER SALARY SCHEDULE  
HICKMAN COUNTY SCHOOLS**

**FISCAL YEAR 2019-2020  
Proposed December 2, 2019**

<b>YEARS</b>	<b>BACHELORS</b>	<b>MASTERS</b>	<b>LCSW</b>
0	\$28,500	\$32,000	\$48,500
1	\$28,600	\$32,100	\$49,600
2	\$28,700	\$32,200	\$49,700
3	\$28,800	\$32,300	\$49,800
4	\$29,000	\$32,500	\$50,000
5	\$30,000	\$33,500	\$51,000
6	\$30,300	\$33,800	\$51,300
7	\$30,600	\$34,100	\$51,600
8	\$30,900	\$34,400	\$51,900
9	\$31,300	\$34,800	\$52,300
10	\$31,600	\$35,100	\$52,600
11	\$32,300	\$35,800	\$53,300
12	\$32,500	\$36,000	\$53,500
13	\$32,700	\$36,200	\$53,700
14	\$32,900	\$36,400	\$53,900
15	\$33,200	\$36,700	\$54,200
16	\$33,400	\$36,900	\$54,400
17	\$33,500	\$37,000	\$54,500
18	\$33,700	\$37,200	\$54,700
19	\$33,800	\$37,300	\$55,400
20	\$33,900	\$37,400	\$55,500
21	\$34,000	\$37,500	\$55,600
22	\$34,100	\$37,600	\$55,700
23	\$34,200	\$37,700	\$55,800
24	\$34,300	\$37,800	\$55,900
25	\$34,400	\$37,900	\$56,000
26	\$34,500	\$38,000	\$56,100
27	\$34,600	\$38,100	\$56,200
28	\$34,700	\$38,200	\$56,300
29	\$34,800	\$38,300	\$56,400
30	\$34,900	\$38,700	\$56,500

NEWSPAPER

INVITATION TO BID: The Hickman County Board of Education will receive bids on the following: Electric Tilt Skillet. Sealed bids will be opened at 10:00am, Thursday, November 7, 2019 at the Hickman County Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and/or all bids in whole or part if it is deemed to be in the best interest of the county.

This institution is an equal opportunity provider.

Present Penny Mayberry  
Carri Davis

Mobile Fixture 9679.29

Strategic Equipment, LLC 10,628.35



**CERTIFICATION REGARDING DEBARMENT  
U.S. DEPARTMENT OF AGRICULTURE**

---

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion – Lower Tier**

---

**Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIOS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

PR/Award Number or Project Name

---

Name (s) and Title(s) of Authorized Representative(s)

---

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official Authorized to Sign Application)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official Authorized to Sign Application)

For: \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program

BID APPROVAL

ITEM FOR BID: Electric Tilt Skillet

DATE OF OPENING: November 7 2019

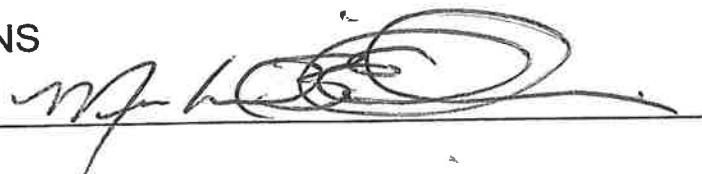
TIME OF OPENING: 10:00am

PLACE OF OPENING: Hickman County Finance Office

SPECIFICATIONS: www.hickman.k12.org/request-for-proposal

DEPARTMENT HEAD: Sharon Burns

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: Michelle Helvert

FINANCE APPROVAL: \_\_\_\_\_

October 23, 2019

Dear Vendor:

Enclosed are bid specification and date of bid opening. Please send the bid prices to the following Location:

Hickman County Finance Office  
114 North Central Avenue  
Suite 203  
Centerville, TN 37033

If you have any questions, please call the School Nutrition Office at 931-729-3391, ext. 2235.

Sincerely,

Sharon Burns, Food Service Supervisor

Enclosure

This institution is an equal opportunity provider.

Hickman County Schools  
115 Murphree Avenue  
Centerville, TN 37033

#### Tilting Skillet Specifications for Centerville Elementary School

Electric Tilting Skillet Braising Pan, 30 gallon  
Cleveland Range Model SEL30TR or Equal  
Dimensions: 37(h) x 36(w) x 42(d)  
Modular open base, free standing  
Standard with hydraulic hand tilt with quick lowering feature  
Stainless steel construction  
Spring-assisted cover and gallon markings  
Food strainer  
Stainless steel level adjustable feet  
UL,CE,NSF

- 1ea 1-year parts & labor warranty, standard
- 1ea Performance start-up included at customer request after equipment is installed
- 1ea 208v/60/3-ph, 40.0 amps, standard
- 1ea Hand Tilt
- 1ea Model FSSK or equal Food Strainer, 30 & 40 gallon, for braising pans, standard

Electrical: VOLTS 208, CYCLE 60, PHASE 3, AMPS 40.0

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## GENERAL BID SPECIFICATIONS

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3. There must be at least a one-year warranty that includes parts, travel, and labor.
4. Price must include delivery and setting in place.
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6. The School Nutrition Program must be notified 24 hours prior to delivery with delivery between the hours of 8:00 am and 2:00am.
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SCHOOL FOOD SERVICE PROGRAM  
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CENTERVILLE, TN 37033  
PHONE 729-3391

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Strategic Equipment, LLC

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Organization Name

PR/Award Number or Project Name

Heidi Keller-Lawson / School Specialist

---

Name (s) and Title(s) of Authorized Representative(s)



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By:  Date: 11/1/19  
(Signature of Official Authorized to Sign Application)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official Authorized to Sign Application)

For: Strategic Equipment, LLC  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program

## NEWSPAPER


INVITATION TO BID: The Hickman County Board of Education will receive bids on the following: Electric Tilt Skillet. Sealed bids will be opened at 10:00am, Thursday, November 7, 2019 at the Hickman County Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and/or all bids in whole or part if it is deemed to be in the best interest of the county.

This institution is an equal opportunity provider.

**Project:**  
Hickman Co- Centerville  
Hickman County Schools  
115 Murphree Avenue  
Centerville, TN 37033

**From:**  
Strategic Equipment, LLC  
Heidi Keller  
3011 Industrial Parkway East  
Knoxville, TN 37921  
(865)545-5222 (contact)  
(865)522-4448 (Fax)

Job Reference Number: 9260

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>TILTING SKILLET BRAISING PAN, ELECTRIC</b>  DuraPan™ Tilting Skillet, electric, 30-gallon capacity, modular open base, standard with hydraulic hand tilt with quick lowering feature, stainless steel construction, includes spring-assisted cover and gallon markings, food strainer, stainless steel level adjustable feet, UL, CE, NSF, IPX6	\$10,628.35	\$10,628.35
	1 ea	1-year parts & labor warranty, standard		
	1 ea	Performance start-up included at customer request after equipment is installed (Free Water Quality Check included) (contact Cleveland Sales Representative for details)		
	1 ea	208v/60/3-ph, 40.0 amps, standard		
	1 ea	Standard Manual Hand Tilt, with quick lowering feature (hydraulic)		
	1 ea	Food Strainer, 30 & 40 gallon, for braising pans, standard		
	1 ea	Deliver, uncrate, set in place and make ready for final connections by others.		
		<b>***Old equipment to be removed by the school***</b>		
			<b>ITEM TOTAL:</b>	<b>\$10,628.35</b>
			Total	\$10,628.35

Prices Good Until: 11/27/2019

This Quote shall be subject to TriMark's Terms of Sale (<http://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-of-Sale.pdf>), which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_



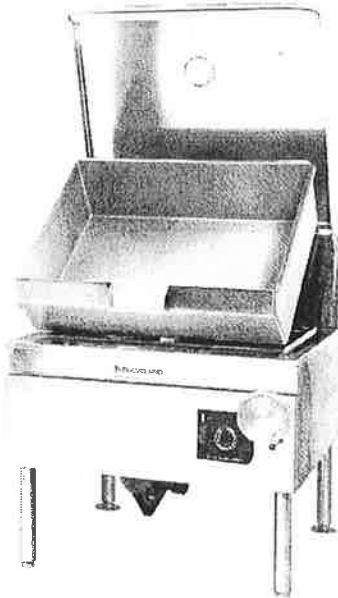
**DURAPAN™ SERIES**  
ELECTRIC, OPEN OR MODULAR BASE,  
30 & 40 GALLON (115 & 150 LITER)

Project \_\_\_\_\_  
Item \_\_\_\_\_  
Quantity \_\_\_\_\_  
FCSI Section 11400 \_\_\_\_\_  
Approved \_\_\_\_\_  
Date \_\_\_\_\_

Braising Pans / Tilting Skillets

**Models**

- SEL-30-TR • SEM-30-TR
- SEL-40-TR • SEM-40-TR



Open base model shown

- Space-Saving Design- No Clearance Required at rear or sides (optional Faucet and Console requires 4 1/2" on one side)
- All Stainless Steel Construction for durability and easy cleaning
- Adjustable, Electronic Thermostat controls temperature from 100°F to 425°F
- High Efficiency Heating System with even heat distribution - 14 kW's for 30 gallon models, 18 kW's for 40 gallon models
- Fast Heat-Up and Recovery Time-Preheats in 15 minutes, full capacity from cold to boiling in 60 minutes
- Spring Assist Cover with Adjustable Vent and Full Width Handle
- On/Off Switch, Thermostat Knob and Pilots, recessed to avoid breakage
- Four Stainless Steel, Level adjustable feet, rear flanged for bolting
- Serviceable from the front of the unit
- Two Pilot Lights; Green = Power on, Amber = Temperature Cycling
- Meets IPX6 Water Rating Requirements
- High Limit Safety Device set at 450°F (232°C)
- Anti-Splash Pouring Lip
- Typical approvals include UL, CSA, CE and NSF

**Short Form Specifications**

Shall be CLEVELAND, Tilting Skillet;  
Model SE - \_\_\_\_\_ - TR \_\_\_\_\_ KW, \_\_\_\_\_ Volts  
holding no less than \_\_\_\_\_ gallons ( \_\_\_\_\_ liters); Complete with thermostatic and Safety Controls; Gallon Markings; Stainless Steel Clad; 5/8" Cooking Surface; Hand Tilt; Spring Assist Cover with adjustable Vent. All Stainless Steel Construction. No Clearances Required.

**Standard Features**

- Leg or Modular Base
- Full 30/40 Gallon (115/150 Liters) Capacity Rating to Bottom of Pouring Lip
- Hydraulic Hand Tilt with quick lowering feature (HTS)
- Stainless Steel Clad 5/8" Cooking Surface Guaranteed against warpage
- Stainless Steel Covered Cornered Pans with both Gallon and Liter Markings

**Options & Accessories**

- Sliding Drain Drawer with Splash Screen (SLD) (for SEL models only)
- Power Tilt with Hand Tilt Override (PT1)
- Double or Single Pantry Faucet (SPS14, DPS14), includes Faucet Mounting Bracket
- Double or Single Pantry Skillet Filler with 60" hose (SKF-S or DKF-S)
- Hot & Cold Water Pre-Rinse Spray Head with Hose (PRS-S)
- Voltage Options:
  - VOSK1, 240 Volt, 60 Hz, 3 Phase
  - VOSK2, 380/415 Volt, 50 Hz, 3 Phase - for export
  - VOSK3, 440/480 Volt, 60 Hz, 3 Phase
- Food Strainers for pouring spout (FS)
- Vegetable Steamers (VS)
- Poaching Pans (PP)
- Wall Mounting (WMS)
- In-Wall Carriers (IWCS)
- Pan Carriers (PCS), not available on 30 gallon models with a Tangent Draw-Off Valve
- 2" Tangent Draw-Off Valve (TD2), left side only

KE004046-89 rev B

18301 St. Clair Street  
Cleveland, OH 44110

Tel 1.216.481.4900  
Fax 1.216.481.3782  
Email [steam@clevelandrange.com](mailto:steam@clevelandrange.com)

[www.clevelandrange.com](http://www.clevelandrange.com)  
Section 9, Page 5  
6031A 10 / 2019





MODEL	A	B	C	D	E	F	G
SEL-30-TR	36"	32"	9"	5"	20"	3"	32 7/8"
	(915mm)	(812mm)	(229mm)	(127mm)	(508mm)	(76mm)	(835mm)
SEL-40-TR	48"	44"	12 1/8"	8"	22"	6"	44 7/8"
	(1220mm)	(1118mm)	(308mm)	(203mm)	(559mm)	(153mm)	(1140mm)

**CAPACITIES**

In 4 oz. servings. Other sizes may be calculated.  
 30 gallons / 115 Liters ..... 960  
 40 gallons / 150 Liters ..... 1280

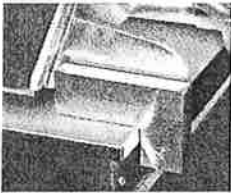
**SPECIFICATIONS**

CLEARANCE	APPROX. SHIPPING WEIGHTS & DIMENSIONS	
RIGHT: 1" (26mm) (4 1/2"/115mm with Faucet)	<b>SEL-30-TR</b> Weight - 503 lbs	<b>SEL-40-TR</b> Weight - 610 lbs
LEFT: 1" (26mm)	Width - 48"	Width - 48"
REAR: 1" (26mm)	Depth - 44"	Depth - 58"
	Height - 55"	Height - 54"

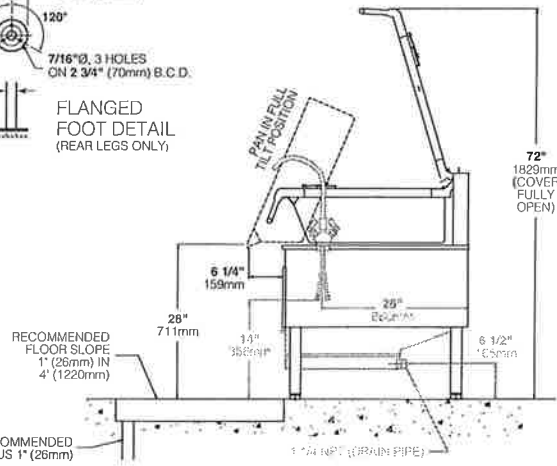
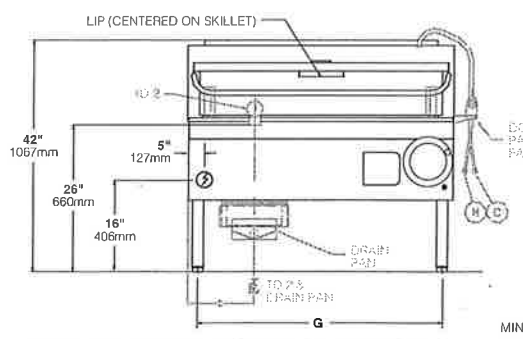
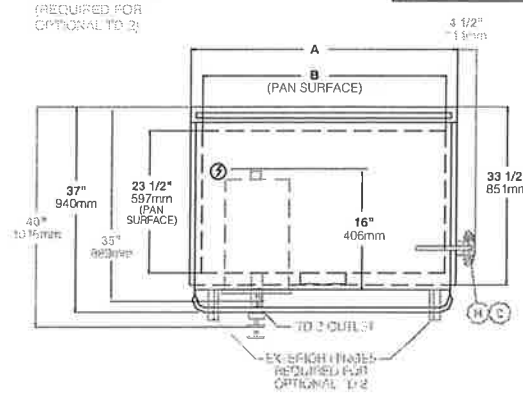
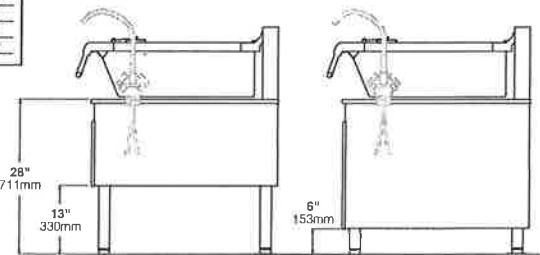
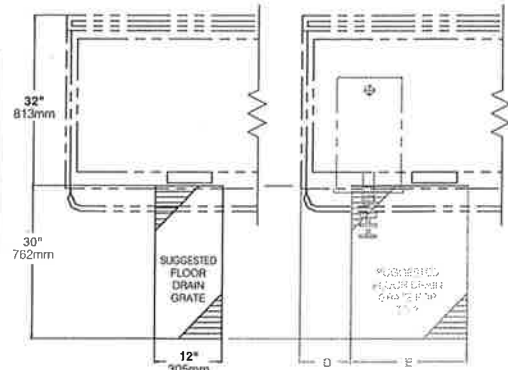
**ELECTRICAL**

SEL-30-TR & SEM-30-TR (Standard Wattage)						
Volts	Ph	Hz	Total Watts	Total Amps	Wire Size	
208	1	60	14400	69.2	4	
208	3	60	14400	40	8	
240	1	60	14400	60	6	
240	3	60	14400	34.6	8	
380	1	50	14400	37.9	8	
380	3	50	14400	21.9	10	
416	1	50	14400	34.6	8	
416	3	50	14400	20	10	
480	1	60	14400	30	8	
480	3	60	14400	17.3	10	

SEL-40-TR & SEM-40-TR (Standard Wattage)						
Volts	Ph	Hz	Total Watts	Total Amps	Wire Size	
208	1	60	18000	86.5	3	
208	3	60	18000	50	6	
240	1	60	18000	75	4	
240	3	60	18000	43.4	8	
380	1	50	18000	47.3	6	
380	3	50	18000	27.3	10	
416	1	50	18000	43.3	6	
416	3	50	18000	25	10	
480	1	60	18000	37.5	8	
480	3	60	18000	21.7	10	



EXTENSION HINGES (REQUIRED FOR OPTIONAL TD 2)



NOTE: NON-STANDARD ITEMS ARE SHOWN IN GRAY

**NOTES:**

Cleveland Range reserves right of design improvement or modification, as warranted.  
 Many regional, state and local codes exist and it is the responsibility of the owner and installer to comply with the codes.  
 Cleveland Range equipment is built to comply with applicable standards for manufacturers. Included among those approval agencies are U.L., NSF, CGA, CSA, ETL and others.

(NOT TO SCALE)

Braising Pans / Tilting Skillets

18301 St. Clair Street  
 Cleveland, OH 44110

Tel 1.216.481.4900  
 Fax 1.216.481.3782  
 Email steam@clevelandrange.com

www.clevelandrange.com  
 Section 9, Page 6  
 xxxxxxxx10 / 2018



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Sharon Burns, Food Service Supervisor

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For: \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program

CERTIFICATION REGARDING DEBARMENT  
U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion – Lower Tier

Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

Mobile Fixture

Tilt Skillet

Organization Name

PR/Award Number or Project Name

Janet Bowling Sales Representative

Name (s) and Title(s) of Authorized Representative(s)

Janet Bowling



MODEL	A	B	C	D	E	F	G
SEL-30-TR	36"	32"	9"	5"	20"	3"	32 7/8"
	(915mm)	(812mm)	(229mm)	(127mm)	(508mm)	(76mm)	(835mm)
SEL-40-TR	48"	44"	12 1/8"	8"	22"	6"	44 7/8"
	(1220mm)	(1118mm)	(308mm)	(203mm)	(559mm)	(153mm)	(1140mm)

**CAPACITIES**

In 4 oz. servings. Other sizes may be calculated.  
 30 gallons / 115 Liters ..... 960  
 40 gallons / 150 Liters ..... 1280

**SPECIFICATIONS**

CLEARANCE	APPROX. SHIPPING WEIGHTS & DIMENSIONS	
RIGHT: 1" (26mm) (4 1/2" / 115mm with Faucet)	<b>SEL-30-TR</b> Weight - 503 lbs	<b>SEL-40-TR</b> Weight - 610 lbs
LEFT: 1" (26mm)	Width - 44"	Width - 48"
REAR: 1" (26mm)	Depth - 44"	Depth - 58"
	Height - 55"	Height - 54"

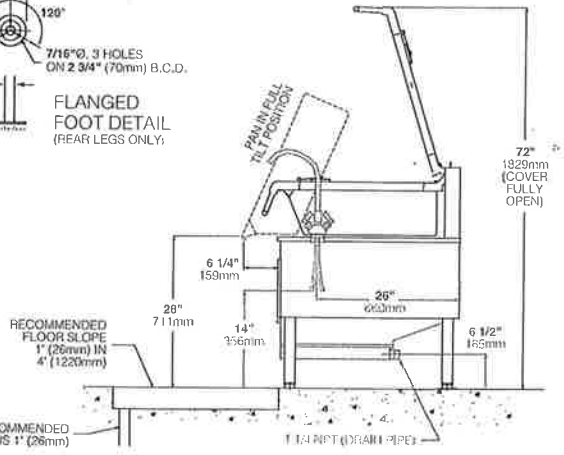
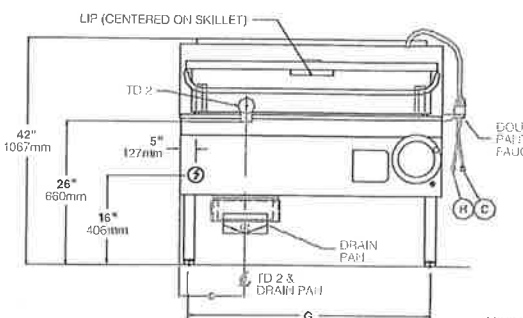
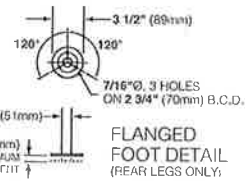
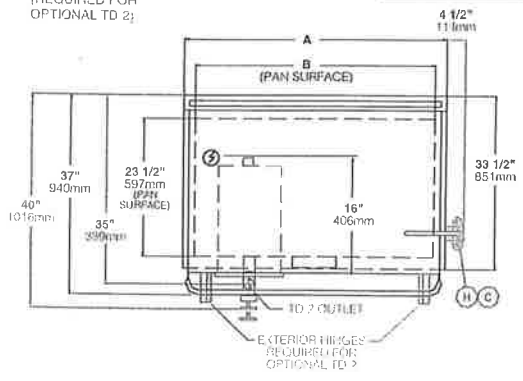
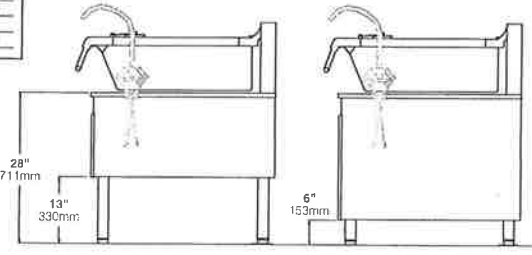
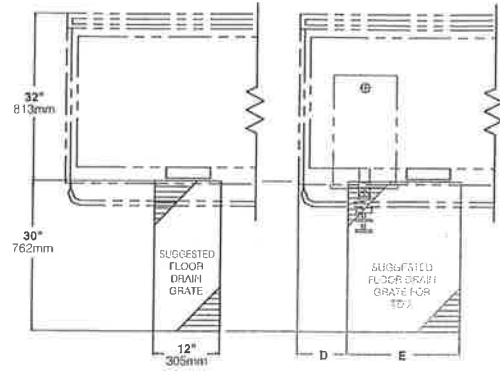
**ELECTRICAL**

SEL-30-TR & SEM-30-TR (Standard Wattage)						
Volts	Ph	Hz	Total Watts	Amps	Wire Size	
208	1	60	14400	69.2	4	
208	3	60	14400	40	8	
240	1	60	14400	60	6	
240	3	60	14400	34.6	8	
380	1	50	14400	37.9	8	
380	3	50	14400	21.9	10	
416	1	50	14400	34.6	8	
416	3	50	14400	20	10	
480	1	60	14400	30	8	
480	3	60	14400	17.3	10	

SEL-40-TR & SEM-40-TR (Standard Wattage)						
Volts	Ph	Hz	Total Watts	Amps	Wire Size	
208	1	60	18000	86.5	3	
208	3	60	18000	50	6	
240	1	60	18000	75	4	
240	3	60	18000	43.4	8	
380	1	50	18000	47.3	6	
380	3	50	18000	27.3	10	
416	1	50	18000	43.3	6	
416	3	50	18000	25	10	
480	1	60	18000	37.5	6	
480	3	60	18000	21.7	10	



EXTERIOR HINGES (REQUIRED FOR OPTIONAL TD 2)



NOTE: NON-STANDARD ITEMS ARE SHOWN IN GRAY

**NOTES:**

Cleveland Range reserves right of design improvement or modification, as warranted.  
 Many regional, state and local codes exist and it is the responsibility of the owner and installer to comply with the codes.  
 Cleveland Range equipment is built to comply with applicable standards for manufacturers. Included among those approval agencies are U.L., NSF, CGA, CSA, ETL and others.

(NOT TO SCALE)

Braising Pans / Tilting Skillets

18301 St. Clair Street  
 Cleveland, OH 44110

Tel 1.216.481.4900  
 Fax 1.216.481.3782  
 Email steam@clevelandrange.com

www.clevelandrange.com  
 Section 9, Page 6  
 xxxxxxxx10 / 2018





**DURAPAN™ SERIES**  
ELECTRIC, OPEN OR MODULAR BASE,  
30 & 40 GALLON (115 & 150 LITER)

Project \_\_\_\_\_  
Item \_\_\_\_\_  
Quantity \_\_\_\_\_  
FCSI Section 11400 \_\_\_\_\_  
Approved \_\_\_\_\_  
Date \_\_\_\_\_

Braising Pans / Tilting Skillets

**Models**

- SEL-30-TR • SEM-30-TR
- SEL-40-TR • SEM-40-TR



Open base model shown

- Space-Saving Design- No Clearance Required at rear or sides (optional Faucet and Console requires 4 1/2" on one side)
- All Stainless Steel Construction for durability and easy cleaning
- Adjustable, Electronic Thermostat controls temperature from 100°F to 425°F
- High Efficiency Heating System with even heat distribution - 14 kW's for 30 gallon models, 18 kW's for 40 gallon models
- Fast Heat-Up and Recovery Time-Preheats in 15 minutes, full capacity from cold to boiling in 60 minutes
- Spring Assist Cover with Adjustable Vent and Full Width Handle
- On/Off Switch, Thermostat Knob and Pilots, recessed to avoid breakage
- Four Stainless Steel, Level adjustable feet, rear flanged for bolting
- Serviceable from the front of the unit
- Two Pilot Lights; Green = Power on, Amber = Temperature Cycling
- Meets IPX6 Water Rating Requirements
- High Limit Safety Device set at 450°F (232°C)
- Anti-Splash Pouring Lip
- Typical approvals include UL, CSA, CE and NSF

**Short Form Specifications**

Shall be CLEVELAND, Tilting Skillet;  
Model SE - \_\_\_\_ - TR \_\_\_\_ KW, \_\_\_\_ Volts  
holding no less than \_\_\_\_ gallons ( \_\_\_\_  
liters); Complete with thermostatic and Safety  
Controls; Gallon Markings; Stainless Steel Clad;  
5/8" Cooking Surface; Hand Tilt; Spring Assist  
Cover with adjustable Vent. All Stainless Steel  
Construction. No Clearances Required.

**Standard Features**

- Leg or Modular Base
- Full 30/40 Gallon (115/150 Liters) Capacity Rating to Bottom of Pouring Lip
- Hydraulic Hand Tilt with quick lowering feature (HTS)
- Stainless Steel Clad 5/8" Cooking Surface Guaranteed against warpage
- Stainless Steel Covered Cornered Pans with both Gallon and Liter Markings

**Options & Accessories**

- Sliding Drain Drawer with Splash Screen (SLD) (for SEL models only)
- Power Tilt with Hand Tilt Override (PT1)
- Double or Single Pantry Faucet (SPS14, DPS14), includes Faucet Mounting Bracket
- Double or Single Pantry Skillet Filler with 60" hose (SKF-S or DKF-S)
- Hot & Cold Water Pre-Rinse Spray Head with Hose (PRS-S)
- Voltage Options:
  - VOSK1, 240 Volt, 60 Hz, 3 Phase
  - VOSK2, 380/415 Volt, 50 Hz, 3 Phase - for export
  - VOSK3, 440/480 Volt, 60 Hz, 3 Phase
- Food Strainers for pouring spout (FS)
- Vegetable Steamers (VS)
- Poaching Pans (PP)
- Wall Mounting (WMS)
- In-Wall Carriers (IWCS)
- Pan Carriers (PCS), not available on 30 gallon models with a Tangent Draw-Off Valve
- 2" Tangent Draw-Off Valve (TD2), left side only

KE004046-89 rev B

18301 St. Clair Street  
Cleveland, OH 44110

Tel 1.216.481.4900  
Fax 1.216.481.3782  
Email steam@clevelandrange.com

www.clevelandrange.com  
Section 9, Page 5  
6031A 10 / 2019



**Payment Terms (Please Initial):**

50% down payment due prior to ordering, 40% due when merchandise is received at Mobile Fixture warehouse (Or other warehouse), balance due at time of delivery completion or prior to outbound common carrier shipment, with completed credit package and approved credit.

*Please contact a Mobile Fixture representative for more information regarding the Payment Terms listed above*

\*\*\*Major credit cards accepted: Visa, MasterCard, American Express, and Discover. Please note, a 3% transaction fee will be applied to all charges of \$3,000 or more\*\*\*

*Mobile Fixture & Equipment Co., Inc. has the right to charge one & one-half percent (1-1/2%) per month service charge to any account balances that exceed the approved credit terms time frame. Balances paid within the approved time frame will not incur any service charges.*

**TITLE TO MERCHANDISE:** Title to the merchandise remains vested in Seller until Seller is paid in full. Purchaser grants Seller a security interest in the merchandise until paid in full, and authorizes the filing of a financing statement. Seller will charge a 1.5% per month service charge on any open account with an unpaid balance which is 30 days past due. Purchaser agrees to pay any attorney's fees and costs incurred by Seller to secure payment or enforce Purchaser's obligations. Purchaser is responsible for custom equipment orders, restock fees and return freight when applicable. Neither Seller or Purchaser will be liable for consequential damages in any form arising out of or relating to the obligations of either party, including damages for food spoilage, work shutdown, loss of profits or personal injury. Seller reserves the right to charge a 3% surcharge for invoices, deposits or payments paid with a credit card.

**DISCLAIMER OF WARRANTIES:** The only warranties applicable to the merchandise are those that may be provided by the manufacturer, if any. Seller expressly disclaims any and all warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose.

\_\_\_\_\_  
Buyer's Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Printed Name





# MobileFixture

## THE KITCHEN & RESTAURANT STORE

SINCE 1927

11/01/2019

### Bid

To: Hickman County Schools  
 Sharon Burns  
 Centerville, TN 37033  
 931-729-3391 (Contact)


From: Mobile Fixture & Equip. Co, Inc  
 Janet Bowling  
 225-A Industrial Blvd.  
 Lavergne, TN 37086  
 (615)287-7005  
 janet.bowling@mobilefixture.com

Project: Centerville Elementary School

*All efforts have been made to accurately specify the following items correctly. Please review each line item carefully for any inaccuracies or discrepancies. Should you have any questions regarding details, please contact your Mobile Fixture representative.*

*Please refer to the end of the document for "Exclusions"*

*Due to constantly fluctuating raw material costs, all prices are valid for Sixty (60) days from the date of Quotation.*

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>TILTING SKILLET BRAISING PAN, ELECTRIC</b> Cleveland Range SEL30TR DuraPan™ Tilting Skillet, electric, 30-gallon capacity, modular open base, standard with hydraulic hand tilt with quick lowering feature, stainless steel construction, includes spring-assisted cover and gallon markings, food strainer, stainless steel level adjustable feet, UL, CE, NSF, IPX6 	\$9,679.29	\$9,679.29
	1 ea	1-year parts & labor warranty, standard		
	1 ea	Extended warranty, not to exceed 24 months from date of installation (for K-12 schools only)		
	1 ea	Performance start-up included at customer request after equipment is installed (Free Water Quality Check included) (contact Cleveland Sales Representative for details)		
	1 ea	208v/60/3-ph, 40.0 amps, standard		
	1 ea	HTS Standard Manual Hand Tilt, with quick lowering feature (hydraulic)		
	1 ea	FSSK Food Strainer, 30 & 40 gallon, for braising pans, standard		
			<b>Extended Total:</b>	<b>\$9,679.29</b>
2	1 ea	<b>SPECIAL INCLUSIONS</b> Mobile Fixture and Equipment Company, Inc. 9999-INCLUSION Special Inclusions:		

Item	Qty	Description	Sell	Sell Total
		- Sales Tax (Where applicable)		
		- Incoming freight charges from Factory		
		- Deliver, uncrate, set in place and leveling of all equipment listed above		
		- Payment terms of Net 30 with the issuance of Board of Education purchase order		
**THESE INCLUSIONS SUPERSEDE ANY DISCRPANCIES LISTED BELOW**				
			Subtotal	\$9,679.29
			Total	\$9,679.29

**The Following Prices Do Not Include (Unless Otherwise Stated Above):**

- Sales tax (Where applicable)
- Incoming freight charges from factory
- Delivery to customer's location
- Uncrating, setting in place, and leveling of all equipment listed within this quote
- Removal/relocation of existing equipment to allow setting in place of new equipment
- Hanging of any/all wall shelves
- Utility connection or disconnections, parts or labor, including electrical, gas, plumbing, HVAC, etc.
- Erecting of walk-in cooler(s), freezer(s), beer cooler(s)
- Walk-in utility connections including electrical service to condensing unit, evaporator coil, lights, door heater, pressure relief vent, drain line heater, etc. Also not including installation of drain line condensate pan at evaporator coil
- Refrigeration work, parts or labor, including running of lines, refrigerant, etc.
- Modifications to building to allow entry of equipment
- Electrical cord or plug unless factory supplied
- Sheet Metal Work including S/S backsplash installation, mounting, etc.
- Masonry/Tile work & penetrations
- Hanging of hood
- Duct work for hood(s) system
- Roof penetrations
- Roof mounted curb installation
- Lifting / hoisting of equipment for building entry (Additional charges may apply)
- Fire Suppression System, Components, and Installation of Fire System
- Enclosure panels from top of walk-in to ceiling
- Permits or Licenses that may be required by State or local municipalities

**Return Policy:**

Items needing to be returned are subject to Mobile Fixture approval prior to issuing of credit. Please note, any items that have been special-ordered (Not currently stocked) are subject to a minimum of 25% restock charge and all freight charges associated with the item(s). Any custom, modified, or long lead time items are non-returnable and all sales are final on those items. Please consult Mobile Fixture for more details prior to approving the Sales Order.

Resolution No. 19-01

Guidelines to Govern the Hickman County Board of Education's GASB 45 Trust

WHEREAS, A contract with the Hickman County Education Association (HCEA) established a medical insurance premium payments for retired teachers; and

WHEREAS, The Hickman County Board of Education entered into an agreement with the Tennessee School Boards Association's GASB 45 Trust ("the Trust" or "Trust") to fund such a program; and

WHEREAS, The contract with the HCEA expired on June 30, 2014; and

WHEREAS, The Hickman County Board of Education adopted Resolution 16-01 in order to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients; and

WHEREAS, The Hickman County Board of Education now desires to establish new rules and regulations to govern participation and expenditures relative to the Trust and its recipients from henceforth;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education in Hickman County, Tennessee, assembled in regular session this 2nd day of December 2019 that:

Section 1: The Trust is applicable (i.e., open to participation) to those licensed employees according to the guidelines set forth herein, who meet the following criteria:

- A. Licensed employees who were hired on or before June 30, 2015, or;
- B. Licensed employees who were employed by the Hickman County School System during the time the Trust has been in effect from its inception through June 30, 2015, and who left the Hickman County School System and then became re-employed by the Hickman County School System on or after July 1, 2015.

Section 2: To be eligible to participate in receiving funds from the Trust, an employee must meet all of the requirements of this Resolution, must complete state and local forms at the time of filing for retirement, which must be no later than the date of the last payroll payment for the school year in which the employee is retiring.

Section 3: For those not eligible for Medicare at the time of retirement, the Board will contribute the following from the time of retirement until the retiree becomes eligible for Medicare or for a maximum of six (6) years, whichever comes first. However, if a retiring teacher has provided 35 or more years of continuous service in the Hickman County School System, premiums will be

paid for a maximum of ten (10) years or until retiree becomes eligible for Medicare, whichever comes first, according to the following schedule:

- A. 30 or more years of service in Hickman County Schools
  - 1. 55% of a single policy premium
  - 2. 30% of a family policy premium
  
- B. 20-29 years of service in Hickman County Schools
  - 1. 45% of a single family policy premium
  - 2. 25% of a family policy premium
  
- C. 10-19 years of service in Hickman County Schools
  - 1. 35% of a single policy premium
  - 2. 15% of a family policy premium

Section 4: Retirees who meet the following conditions shall be eligible for reimbursement for Medicare supplement insurance in accordance with the schedule set below:

- A. Must meet State of Tennessee requirements to enroll in the State of Tennessee plan for Medicare supplement insurance:
  
- B. Are eligible for Medicare at the time of retirement; or
  
- C. Become eligible for Medicare after participating in Section 3, above;
  
- D. Medicare supplement payments shall be paid as a reimbursement, one time per year, in the month of December, according to the following rate schedule:
  - (i) Retirees with 30 or more years of service in the Hickman County Schools shall receive a local contribution, which when combined with the State of Tennessee contribution, shall equal 100% of premium cost.
  
  - (ii) Retirees with 20-29 years of service in the Hickman County Schools shall receive a local contribution, which, when combined with the State of Tennessee contribution, shall equal 35% of premium cost.
  
  - (iii) Retirees with 10-19 years of service in the Hickman County Schools shall receive a local contribution, which, when with the State of Tennessee contribution, shall equal 25% of premium cost.

Section 5: Upon exhaustion of funds in the Trust, membership in the Trust is abolished. If sufficient funds are not available to make a complete payment during any fiscal year to eligible retirees participating in the Trust, the remaining Trust funds are to be prorated and each

participant will receive an equal share, with the exception if there is an odd amount, the last eligible participant, arranged alphabetically, will receive an odd amount to zero the Trust account out.

Section 6: The Board hereby ratifies and approves all Medicare supplement payments which have been made to any retirees since the expiration of the Agreement between the Board of Education and the Hickman County Education Association, subject to approval by the State of Tennessee and applicable rules and regulations.

Adopted, this 2nd day of December 2019.

Action:

\_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent

Adopted:

Attest:



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

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

**Up for Review:**

- 3.100- Business Management Goals**
- 3.200- Buildings and Grounds Management**
- 3.201- Safety**
- 3.202- Emergency Preparedness Plan**
- 3.203- Crisis Management**
- 3.204- Risk Management**
- 3.205- Security**
- 3.206- Community Use of School Facilities**
- 3.208- Facilities Planning**
- 3.212- District Water Testing**
- 3.219- Use of Unmanned Aircraft Systems (Drones)**

**Up for 2nd 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.

**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.

931-729-3391 ext. 2226

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

fax 931-729-3834

**Up for 1st reading:**

**4.201- Regarding Class Size-** add the following language to current policy “**pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.**”

**6.411- Student Wellness-** remove on page 3 of 4 the word three in line 16 and just state the following “**on each of the recommended School Health Index modules**”.

**Tabled from November:**

**6.313- Discipline Procedures-** 6.300 has been revised to incorporate trauma-informed components. TSBA encourages 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.

\*Things you were considering when tabling 6.313-  
Anywhere tobacco is mentioned include vaping, e-cigarettes  
Discuss collection of cell phones for Code of Conduct

**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

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Basic Program</h2>	Descriptor Code: <h3 style="text-align: center;">4.201</h3>	Issued Date: <h3 style="text-align: center;">12/04/17</h3>
		Rescinds: <h3 style="text-align: center;">4.201</h3>	Issued: <h3 style="text-align: center;">08/02/99</h3>

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in  
 2 its educational programs or activities.

3 Curriculum material utilized shall reflect the cultural and racial diversity present in the United States  
 4 and the variety of careers, roles and life-styles open to women as well as men in our society. One of the  
 5 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias  
 6 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and  
 7 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and  
 8 responsibilities of each individual as a member of a pluralistic society.<sup>1</sup>

9 The course of study in the schools shall include those subjects required by the Legislature and  
 10 Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English,  
 11 geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free  
 12 enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and  
 13 smoking of cigarettes and their effect upon the human system; history of Tennessee and its  
 14 Constitution; history of the United States and its Constitution; displaying of the American flag;  
 15 highway safety; and defensive driving.

16 The Board reserves the right to add additional courses and to amend the content of prescribed courses  
 17 as experience and the process of curriculum development indicate the desirability of such change.<sup>2</sup>

18 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not  
 19 exceed the maximum allowed by state law.

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Legal References

1. 42 USCA § 12101; 34 CFR § 106.34
2. TCA 49-6-1001 to 1034, 1201-1205, 1301, 1302

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Cross References

- Student Goals 6.100  
 Student Concerns, Complaints, and Grievances 6.305



# Hickman County Board of Education

	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>02/04/19</b>
		Rescinds: <b>6.411</b>	Issued: <b>06/05/17</b>

1 The Hickman County Board recognizes the value of proper nutrition, physical activity, and other  
2 health conscious practices and the impact that such practices have on student academic achievement,  
3 health, and wellbeing. In order to provide an environment conducive to overall student wellness, this  
4 policy shall be followed by all schools in the Hickman County School District.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement CDC's Coordinated School Health approach to managing new and existing  
7 wellness-related programs and services in schools and the surrounding community based on State law  
8 and State Board of Education CSH Standards and Guidelines. The district's coordinated school health  
9 coordinator shall be responsible for overseeing compliance with State Board of Education CSH  
10 Standards and Guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>**

12 An advisory council shall be established to serve as a resource to school sites for implementing  
13 policies. The council shall consist of individuals representing the school and community, including  
14 parents, students, teachers, school administrators, health professionals, school food service  
15 representatives, and members of the public. The primary responsibilities of the council include but are  
16 not limited to:

- 17 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations  
18 as to physical activity and nutrition;
- 19 2. Ensuring all schools within the district create and implement an action plan related to all  
20 School Health Index modules;
- 21 3. Ensuring results of the action plan are annually reported to the council; and,
- 22 4. Ensuring school level results include measures of progress on each indicator of the School  
23 Health Index.

24 The State Board of Education's Coordinated School Health and Physical Education Policies shall be  
25 used as guidance by the Council to make recommendations. The Hickman County School Board may  
26 consider recommendations of the Council in making policy changes or revisions.

27 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
28 and administrators.' The Team shall hold Healthy School Team meetings during the school year to  
29 assess needs and oversee planning and implementation of school health efforts.

1 The director of schools/designee will ensure compliance with the school Wellness Policy, to include an  
2 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy  
3 goals. The assessment will be made available to the public.

#### 4 **COMMITMENT TO NUTRITION**

5 All schools within the Hickman County District shall participate in and are committed to offering  
6 school meals that are consistent with the USDA child nutrition programs, which may include but not  
7 be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food  
8 Service Program, and the After School Snack Program.<sup>4,5,6</sup>

9 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given 10  
10 minutes of breakfast and 20 minutes after sitting down for lunch to enjoy healthy meals and relax in a  
11 pleasant environment. Good nutritional habits shall be encouraged. All food including vending  
12 machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-  
13 free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> Schools shall follow the State Child Nutrition  
14 Program limit on days in which non-healthy foods may be used for fundraisers.

15 It is the intent of the Hickman County School District to protect and promote student's health by  
16 permitting advertising and marketing for only those foods and beverages that are permitted to be sold  
17 on the school campus, consistent with the District's wellness policy. Food and beverage marketing is  
18 defined as advertising and other promotions in schools. Food and beverage marketing often includes an  
19 oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage  
20 product made by the producer, manufacturer, seller, or any other entity with a commercial interest in  
21 the product.

22 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School  
23 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,  
24 rewards, and incentives.

25 The school principal/designee shall be responsible for overseeing the school district's compliance with  
26 the State Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### 27 **DISTRICT GOALS**

28 The Hickman County District will promote healthy nutrition through various activities, including  
29 nutrition related newsletters, informational links on the district website, healthy eating posters and  
30 bulletin boards in dining areas, and informational booths at various community functions. Nutrition  
31 Education will be offered as part of a standards based program designed to provide students with the  
32 knowledge and skills needed to promote and protect their health as outlined in the State Board of  
33 Education Health Education and Lifetime Wellness Standards. District nutrition goals, and  
34 measurement of their effectiveness, are updated annually in the state Coordinated School Health  
35 report.

## 1 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

2 The board recognizes that physical activity is extremely important to the overall health of a child.  
3 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
4 of the school program.

5 Physical Education classes shall be offered as part of a standards based program designed to provide  
6 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
7 physical education classes shall comply with the State Board of Education's Physical Education  
8 Standards. In addition to the district's physical education program, non-structured physical activity  
9 periods shall be offered as required by law.<sup>7</sup> Supervised recess/physical activity shall be offered daily  
10 to all K-8 students.

11 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
12 employed as a form of discipline or punishment.

## 13 **COMMITMENT TO CURRICULUM<sup>3</sup>**

14 All applicable courses of study should be based on State-approved curriculum standards.

## 15 **SCHOOL HEALTH INDEX<sup>3</sup>**

16 All schools within the district shall annually administer a baseline assessment on each of the  
17 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
18 Council and reported to the State Department of Education.

## 19 **COMPLIANCE<sup>8</sup>**

20 The superintendent/designee will ensure compliance with the school Wellness Policy, to include an  
21 assessment of the implementation of the Wellness Policy and the progress made in attaining policy  
22 goals.

### 23 *Recordkeeping*

24 Coordinated School Health will retain records to document compliance with the requirements of the  
25 wellness policy.

### 26 *Annual Notification of Policy*

27 Coordinated School Health will inform families and the public each year of information about the  
28 wellness policy, including updates and implementation status. This information will be made to the  
29 public via district website and/or district wide communications, and actively encourage their  
30 involvement.

### 31 *Triennial Progress Assessments*

32 Every three years, Coordinated School Health will evaluate compliance with the wellness policy to  
33 assess the implementation of the policy and include:

- 1 • Compliance with the wellness policy
- 2 • How the wellness policy compares to the wellness policy assessment tool
- 3 • Description of the progress made in attaining the goals of the wellness policy, which are the
- 4 annual goals found in the Coordinated School Health annual report.

5 The School Health Coordinator is responsible for managing the triennial assessment. The School  
6 Health Advisory Council and the individual schools will monitor schools' compliance with the  
7 wellness policy. Coordinated School Health will inform families and community members of the  
8 availability of the triennial assessment via district website and/or district-wide communications.

#### 9 *Revisions and Updating the Policy*

10 The School Health Advisory Council will update or modify the wellness policy based on the results of  
11 the annual School Health Index and triennial assessments. The wellness policy will be assessed and  
12 updated as indicated at least every three years, following the triennial assessment. The District will  
13 notify the public about the content of or any updates to the wellness policy annually through the  
14 district website and/or district-wide communications.

#### 15 *Community Involvement, Outreach, and Communications*

16 The District is committed to being responsive to community input. Hickman School District will  
17 actively communicate with representatives of the School Health Advisory Council and others can  
18 participate in the development, implementation, and periodic review and update of the wellness policy  
19 through a variety of means appropriate for the district.

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#### Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy,  
Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2017, Chapter No. 99
8. 7 C.F.R. § 210.31(f)

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#### Cross References



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

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

**Up for Review:**

- 3.100- Business Management Goals**
- 3.200- Buildings and Grounds Management**
- 3.201- Safety**
- 3.202- Emergency Preparedness Plan**
- 3.203- Crisis Management**
- 3.204- Risk Management**
- 3.205- Security**
- 3.206- Community Use of School Facilities**
- 3.208- Facilities Planning**
- 3.212- District Water Testing**
- 3.219- Use of Unmanned Aircraft Systems (Drones)**

**Up for 2nd 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.

**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.

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fax 931-729-3834

**Up for 1st reading:**

**4.201- Regarding Class Size-** add the following language to current policy “**pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.**”

**6.411- Student Wellness-** remove on page 3 of 4 the word three in line 16 and just state the following “**on each of the recommended School Health Index modules**”.

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**6.313- Discipline Procedures-** 6.300 has been revised to incorporate trauma-informed components. TSBA encourages 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.

\*Things you were considering when tabling 6.313-

Anywhere tobacco is mentioned include vaping, e-cigarettes

Discuss collection of cell phones for Code of Conduct

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

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# Hickman County Board of Education

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

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.<sup>1</sup>

## 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 environment<sup>2</sup>

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 department 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

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**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

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**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



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

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

**Up for Review:**

- 3.100- Business Management Goals**
- 3.200- Buildings and Grounds Management**
- 3.201- Safety**
- 3.202- Emergency Preparedness Plan**
- 3.203- Crisis Management**
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<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>10/07/19</b>
		Rescinds: <b>4.605</b>	Issued: <b>05/07/18</b>

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:<sup>1</sup>

- 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;<sup>2</sup> and
- 8 4. Pass a United States civics test.<sup>3</sup>

9 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

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,<sup>5</sup> 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:<sup>1,4</sup>

- 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 10<sup>th</sup>  
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:<sup>4</sup>

- 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.<sup>6</sup>

#### 18 **EARLY GRADUATION<sup>7</sup>**

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 9<sup>th</sup> 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.

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**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

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**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:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>10/07/19</b>
		Rescinds: <b>6.200</b>	Issued: <b>10/01/18</b>

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: <sup>1</sup>

- 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.<sup>2</sup>

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.<sup>3</sup>

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

- 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;<sup>5</sup>
- 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:<sup>6</sup>

- 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.<sup>7</sup>

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*<sup>8</sup>

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 ACTIVITY<sup>9</sup>**

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 COURSE<sup>10</sup>**

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.<sup>11</sup>

## 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.<sup>12</sup> 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 REVOCATION<sup>2</sup>**

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 HEARING<sup>13</sup>**

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.

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**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

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**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: <b>Review: Annually, in April</b>	Descriptor Term: <b>Students from Military Families</b>	Descriptor Code: <b>6.506</b>	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.<sup>1</sup>

### RELOCATION OF MILITARY SERVICE MEMBER<sup>2</sup>

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.<sup>3</sup>

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#### Legal References

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

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#### Cross References

- Attendance 6.200  
School Admissions 6.203

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="text-align: center;">Business Management Goals</h2>	Descriptor Code: <b>3.100</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.100</b>	Issued: <b>08/02/99</b>

- 1 The Board establishes these general goals for the conduct of its management program:
- 2     1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
- 3         comfortable, and clean environment for instruction and administration;
- 4
- 5     2. To provide a building maintenance program which protects the taxpayer’s investment in facilities
- 6         and ensures their continued use;
- 7
- 8     3. To provide sufficient supplies and equipment for effective teaching and learning;
- 9
- 10    4. To provide a student transportation system which meets state requirements;
- 11
- 12    5. To design and implement a program of food services which emphasizes nutritional needs of
- 13         children as the basis of growth and development of bodies and minds;
- 14
- 15    6. To collect and maintain data pertinent to educational planning; and
- 16
- 17    7. To provide a sound program of insurance protection for system employees, students, and
- 18         property.

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Cross References

School District Goals 1.700



# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Building and Grounds Management</b>	Descriptor Code: <b>3.200</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.200</b>	Issued: <b>08/02/99</b>

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as  
2 comfortable and convenient as the facilities will permit or the use requires.

3 The director of schools will develop and implement a continuing program of maintenance of all  
4 district-owned buildings and grounds which shall provide for the following:

- 5 1. Adequate custodial programs for all schools;
- 6
- 7 2. Improvement and maintenance of school buildings and grounds;
- 8
- 9 3. Repairs, including repairs of equipment, and painting; and
- 10
- 11 4. Determination of obsolete equipment.

12 The following are responsibilities of building principals:

- 13 1. To oversee the operation of the school plant and require that personnel assigned to the building  
14 keep it in a clean, healthful, and pleasant condition;
- 15
- 16 2. To make continuing checks for hazardous conditions, including safety and operation of  
17 equipment, and prevention of hazardous situations caused by carelessness; and
- 18
- 19 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Safety</b>	<b>3.201</b>	<b>01/07/19</b>
		Rescinds:	Issued:
		<b>3.201</b>	<b>10/02/17</b>

1 Within board policy, the principal shall develop procedures for keeping school facilities safe and free  
2 from hazards.<sup>1</sup>

3 All staff members shall report current and potential hazards to their immediate supervisors.

4 Each principal is responsible for seeing that the practice of safety is a part of the instructional program  
5 of the school and that it is appropriately geared to students at different grade levels.<sup>1</sup>

6 The program shall include:

- 7 1. Fire prevention
- 8 2. Accident prevention
- 9 3. Warning systems
- 10 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 11 5. Emergency closings
- 12 6. Traffic safety
- 13 7. Traffic and parking controls
- 14 8. Safety inspections
- 15 9. First aid
- 16 10. A disaster preparedness plan for a nuclear or other major emergency.

17 Only students assigned to the school, the staff of the school, parents of students, and other persons with  
18 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of  
19 the schools during the hours of student instruction. All staff members shall report all persons  
20 appearing to be improperly on school premises to the principal.<sup>2</sup>

21 The principal shall secure assistance from law enforcement officials when he deems it necessary in  
22 order to maintain order or security during the school day or during extracurricular activities at school.

23 In addition, the director of schools or designee shall provide the local law enforcement agency with all  
24 safety and security plans.<sup>3</sup>

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Legal References

1. TCA 49-6-804; TCA 49-6-1003
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

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Cross References

Visitors to the School 1.501  
Emergency Preparedness Plan 3.202  
Care of School Property 6.311

# Hickman County Board of Education

Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>10/07/19</b>
	Rescinds: <b>3.202</b>	Issued: <b>10/02/17</b>

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval  
2 of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil  
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical  
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall  
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
8 students and parents.

## 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

## 18 **ARMED INTRUDER DRILLS**

19 The director of schools or his/her designee shall ensure that each school safety team conducts at least  
20 one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

## 21 **AED DRILLS**

22 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be  
23 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill  
24 occurs.<sup>5</sup>

25 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
26 shall give all school personnel instructions on how to properly use fire extinguishers.

## 27 **MEDICAL EMERGENCIES/PANDEMIC FLU**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The director of schools
- 2 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

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**Legal References**

1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
6. TCA 49-6-3004(a), (e); TCA 49-5-404

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="text-align: center;">Crisis Management</h2>	Descriptor Code: <b>3.203</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.203</b>	Issued: <b>08/02/99</b>

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and
- 2 death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint a
- 3 Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event
- 4 of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff
- 5 members designated by the principal.
  
- 6 The principal of each building shall be responsible for the development of emergency procedures which shall be
- 7 distributed to building employees, parents, and members of the Crisis Team. Training for all school employees
- 8 in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning
- 9 of school.
  
- 10 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he
- 11 determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire,
- 12 ambulance, etc.).
  
- 13 All media attention shall be directed to the director of schools' office.

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Cross References

News Releases, News Conferences, and Interviews 1.503

# Hickman County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="text-align: center;">Risk Management</h2>	Descriptor Code: <b>3.204</b>	Issued Date: <b>12/04/17</b>
		Rescinds: <b>3.204</b>	Issued: <b>10/02/17</b>

- 1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the
- 2 school system. The Board shall provide sufficient staff and budget for its implementation.
  
- 3 The Board shall designate a professional staff person who shall be responsible for the promotion and
- 4 development of a prevention and safety education program for students and personnel employed by the
- 5 school system. This person shall be given authority and title commensurate with the task and shall
- 6 answer directly to the director of schools. The general areas of responsibilities include, **but are not**
- 7 **limited to**, in-service training, development of accident prevention procedures, accident record keeping
- 8 and facility inspection.

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Cross References

Insurance Management 3.600  
 Workers' Compensation 3.602

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.205</b>	Issued: <b>10/01/07</b>

1 The director of schools shall establish procedures as required to adequately protect school property which  
2 shall include, but not be limited to:

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;  
4
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
6 facilities or equipment without appropriate faculty supervision;  
7
- 8 3. Controlling the issuance of building keys and master keys;  
9
- 10 4. Developing programs which contribute to the proper care and use of school facilities and  
11 equipment; and  
12
- 13 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>1</sup>

14 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,  
16 building damage and illegal entry.

17 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to  
18 press charges against perpetrators of vandalism against school property.

## 19 SCHOOL POLICING

20 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency  
21 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
22 following issues:<sup>2</sup>

- 23 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance  
24 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at  
25 the time of assignment and remain compliant throughout the tenure of his or her assignment;  
26
- 27 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
28 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall  
29 participate in a minimum of sixteen (16) hours of training specific to school policing. All  
30 training programs shall be approved by the Peace Officers Standards and Training  
31 Commission.
- 32 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
33 agency, subject to that agency's direction, control, supervision and discipline, though the Board  
34 may agree to indemnify and reimburse the law enforcement agency for any part or all of the



- 1 increased costs incurred by the law enforcement agency as a result of the assignment of the  
2 SROs.  
3
- 4 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
5 of the Director.  
6
- 7 5. In the event that more than one SRO is assigned to a school system, the law enforcement  
8 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
9 duties of the senior SRO, however designated, shall include, but not be limited to, the  
10 following:  
11 a. To represent and carry out the policies of the law enforcement agency assigning the  
12 SROs.  
13 b. To supervise the SROs in the performance of their duties;  
14 c. To consult with the Director regarding the best use of the available resources for school  
15 policing; and  
16 d. To resolve disputes between the SROs and students or faculty members.  
17
- 18 6. The memorandum may be effective for any length of time, including continuing until  
19 terminated by the parties, and may contain any reasonable notice requirement for the  
20 termination of the memorandum. However, the memorandum shall contain a provision  
21 allowing the Director to suspend the active participation of the SROs in the event that the  
22 Director certifies that the health, safety or wellbeing of the students or faculty members require  
23 the immediate suspension.

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Legal References

1. 2 CFR § 200.313
2. TCA 49-6-4217

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Cross References

Visitors to the Schools 1.501  
Care of School Property 6.311

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: <b>3.206</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.206</b>	Issued: <b>10/04/04</b>

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for  
 2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the  
 3 Board.<sup>1,2</sup>

- 4 1. Requests for the use of school facilities shall be made at the office of the principal prior to the  
 5 date of use;
- 6
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with  
 8 the schools shall be permitted use of school facilities without charge;
- 9
- 10 3. School facilities may not be used for private profit, except that unused facilities may be leased  
 11 for private day-care centers which provide educational and child care services to the  
 12 community;<sup>3</sup>
- 13
- 14 4. All activities must be under adult supervision and approved by the building principal. In all  
 15 cases, an assigned school employee will be present. The group using the facilities will be  
 16 responsible for any damage to the building or equipment;
- 17
- 18 5. Groups receiving permission for building use are restricted to the dates and hours approved and  
 19 to the building area and facilities specified, unless requested changes are approved by the  
 20 principal;
- 21
- 22 6. Groups receiving permission for building use are responsible for the observance of all fire and  
 23 safety regulations at all times;
- 24
- 25 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is  
 26 not permitted in school buildings;
- 27
- 28 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and  
 29 Civil Defense, and will make suitable facilities available without charge during community  
 30 emergencies;
- 31
- 32 9. When school kitchens are used, at least one member of the cafeteria staff must be present to  
 33 supervise the use of the equipment;
- 34
- 35 10. The Board will approve and periodically review a fee schedule for the use of school facilities  
 36 by community or civic organizations and other non-profit, recreational, religious, political or  
 37 philosophical groups; and

- 1 11. School facilities may be used by the director's employees or invited service providers to  
2 provide student enrichment services and/or community education services, provided the  
3 following requirements are met:
- 4 a. a written detailed description of the service must be provided to the principal of the  
5 school where the service is to be provided;
  - 6 b. the principal must approve the offering of the service along with its date, time and  
7 location;
  - 8 c. the director of schools must approve the principal's recommendation, set the fees to be  
9 charged and the payment to be made to the service provider, and inform the Board of  
10 approved services;
  - 11 d. no products, marketing, sales, offers, trades, and such related activities may be  
12 involved;
  - 13 e. the principal has total oversight authority over the service and service provider once it is  
14 approved; and
  - 15 f. all laws, rules and regulations, and applicable policy will be observed.

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**Legal References**

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

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**Cross References**

- Tobacco-Free Schools 1.803  
Care of School Property 6.311

<b>Hickman County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Facilities Planning</b>	Descriptor Code: <b>3.208</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.208</b>	Issued: <b>01/13/14</b>

1 The director of schools shall present an annual assessment of facility needs to the Board in October. The  
 2 needs assessment shall include a review of each school site. Each principal shall prepare the assessment  
 3 for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 5. community needs
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 3. industrial and business forecasts
- 15 4. other information as deemed necessary

16 **ASBESTOS<sup>1</sup>**

17 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or  
 18 otherwise used as school buildings and maintain and update the plan to keep it current with ongoing  
 19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action  
 20 activities.

21 The director of schools shall:

- 22 A. annually publish a notification on the Asbestos Management Plan availability and the status of  
 23 asbestos activities;
- 24 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in  
 25 accordance with state and federal statutes;
- 26 C. notify short-term or temporary workers on the locations of the building materials containing  
 27 asbestos;
- 28 D. post warning labels in routine maintenance areas where asbestos was previously identified or  
 29 assumed;
- 30
- 31
- 32

- 1 E. follow set plans and procedures designed to minimize the disturbance of building materials
- 2 containing asbestos; and
- 3
- 4 F. survey the condition of these materials every six (6) months to assure that they remain in good
- 5 condition.
- 6 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
- 7 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
- 8 asbestos-related issues should be directed to the AHERA Manager.

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Legal References

1. 40 CFR § 763.91-93;  
15 USCA § 2641-2656

# Hickman County Board of Education

	Descriptor Term:  <b>District Water Testing</b>	Descriptor Code: <b>3.212</b>	Issued Date: <b>11/05/18</b>
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two  
3 (2) years.<sup>1</sup>

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing  
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS<sup>1</sup>**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts  
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue  
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall  
11 immediately remove the drinking water source from service. The drinking water source shall not be  
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion  
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours  
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).

16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

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Legal References

1. Public Acts of 2018, Chapter No. 977

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Use of Unmanned Aircraft Systems (Drones)</b>	Descriptor Code: <b>3.219</b>	Issued Date: <b>10/02/17</b>
		Rescinds: <b>3.219</b>	Issued: <b>08/15/16</b>

1 An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

- 2 1. Does not carry a human operator and is operated without the possibility of direct human  
3 intervention from within or on the aircraft;
- 4
- 5 2. Uses aerodynamic forces to provide vehicle lift;
- 6
- 7 3. Can fly autonomously or be piloted remotely; and
- 8
- 9 4. Can be expendable or recoverable.<sup>1</sup>

## 10 **Appropriate Use**

11 Visitors and unsupervised students are prohibited from operating drones on district property. District  
12 personnel are authorized to use aerial drones.

13 Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated  
14 clubs shall operate any and all district drones in accordance with this policy and all applicable Federal  
15 Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.<sup>2</sup> This includes  
16 any additional certifications or authorizations that may be required from the Federal Aviation  
17 Administration based on the drone's intended use.<sup>3</sup>

18 The following guidelines must be adhered to by anyone flying a drone on district property:

- 19
- 20 1. All drones operating on district property must weigh no more than 55 lbs.
- 21
- 22 2. Operators must not operate a drone within five (5) miles of any airport without prior  
23 notification and confirmation from airport authorities.
- 24
- 25 3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain  
26 clear of surrounding obstacles.
- 27
- 28 4. Operators must maintain safe control and line of sight with the drone during all stages of  
29 operation.
- 30

- 1 5. Operators must maintain a safe operating distance from crowds and ensure drone operations do  
2 not interfere with manned aircraft operations.  
3
- 4 6. Data collected by a drone can only be used for hobby (educational) purposes and may not be  
5 sold for profit.  
6
- 7 7. If there is a plan to fly drones over property that is not owned by the district, the director of  
8 schools shall first obtain written permission from the owner of the property at issue. District  
9 personnel operating drones on property not owned by the district must adhere to all  
10 requirements of this policy.<sup>3</sup>  
11
- 12 8. Operators assume all risk of damage to property and bodily injuries that may occur due to  
13 unsafe operation of district owned drones.

#### 14 *Inappropriate Use*

15 Inappropriate use of drones includes, but is not limited to, the following:

- 16 1. Violating any local, state, or federal statutes or regulations;  
17
- 18 2. Taking pictures of property or persons without consent;<sup>4</sup>  
19
- 20 3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;  
21
- 22 4. Failing to follow a district policy while using the district's drone technology or failing to follow  
23 any other policies or guidelines established by district administrators or their designees; and  
24
- 25 5. Harassing, defined as persistently annoying of another, interfering with another's work,  
26 insulting, or attacking others.

#### 27 *Violations*

28 District staff shall monitor for inappropriate use of district drone technology as defined by this policy.  
29 Violators may be subject to disciplinary action, up to an including suspension and/or expulsion for  
30 students or suspension and/or termination for employees.



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Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112<sup>th</sup> Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112<sup>th</sup> Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

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Cross References

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Journalism - The Eagle's Eye

Account Number 0813

Proposed fundraising activities: Flag football game for girls

Purposed Uses of funds raised: Fund Eagle's Eye publication and possible attendance to Lipscomb Journalism Camp

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

Method by which school will receive profit: Students will pay to watch the game and students will pay to play in the game.

Requested by: Connie Graves - Eagle's Eye Sponsor 11/5/2019  
Name/Title Date

Approved by: Michael Beem 11/6/19  
Principal Date

Approved by: Michelle Hewitt 11/6/19  
Director of Schools\* Date

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name FACS

Account Number 820

Proposed fundraising activities: Sell cinnamon rolls and coffee and water at Flag football game

Purposed Uses of funds raised: Class supplies

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

Method by which school will receive profit: cash donations

Requested by: Charlotte Boehms / Teacher  
Name/Title

11-1-19  
Date

Approved by: Mark Boen  
Principal

11-1-19  
Date

Approved by: Michelle Hewitt  
Director of Schools\*

11/4/19  
Date

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

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FACS 820

Proposed fundraising activities: DonorsChoose

Purposed Uses of funds raised

Items will be used in culinary arts classroom for labs. Items requested are attached

Expected student involvement (school-wide or specific school organization): None

Method by which school will receive profit School will receive purchased items.

Requested by Charlotte Boehms / Culinary Arts Teacher  
Name/Title Date 10/16/19

Approved by Michael Bean Principal Date 10/30/19

Approved by Michelle Stewart Director of Schools\* Date 11/4/19

\* 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 School Fundraiser

Proposed fundraising activities: Glow Party

Purposed Uses of funds raised  
Student technology

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

Method by which school will receive profit Cash/Check

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
Name/Title

Approved by Bryan Coffey Date 11/12/19  
Principal

Approved by Michelle Herbert Date 11/13/19  
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 HCHS Basketball Cheerleading

Proposed fundraising activities: T-Shirt Sell

Purposed Uses of funds raised Uniforms

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

Method by which school will receive profit Cash

Requested by Alison Stanley / Coach  
Name/Title

Date 11/18/19

Approved by Kevin G. Eady  
Principal

Date 11/19/19

Approved by Michelle Heibert  
Director of Schools\*

Date 11/22/19

\* 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.

## T shirt sell

Cash only

All forms with money have to be turned in by December 13<sup>th</sup>. Give about 2-3 weeks turnaround time to get the shirts

If you have any questions please call or text me at 615-545-0849







**B**  
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**I**  
**I**



White / Red



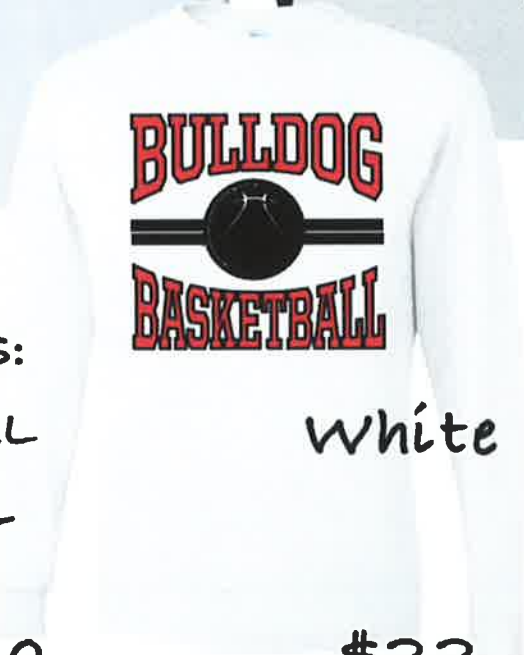
Grey



White / Black



Ash



White

Grey, White & Ash

come in short and long sleeve.

SIZES:

YS-YXL

S-3XL

\$20

Short sleeve

\$22

Long sleeve

\$25

Raglan