

BRANDON TIDWELL
10820 N. Tidwell Rd., Bon Aqua, TN 37025

PIPPA TAYLOR
6585 Oak Hill Rd., Lyles, TN 37098

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

TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



DOUG LANE
2059 Lake Dr., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

JANE HERRON
PO Box 13, Nunnely, TN 37137

Dr. Belinda Anderson
Interim Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

REGULAR BOARD MEETING
Monday, May 4, 2026 6:30 PM
Hickman County High School Library

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for May 4, 2026

VI. Regular Meeting Minutes for April 13, 2026

VII. Special Called Session Minutes for April 29, 2026

VIII. Special Recognition

A. Employee of the Month

B. Student Board Representative Recognitions

C. Recognition of Students Scoring 29 or Above on the ACT

D. Building Teachers of the Year

1. EHES Teacher of the Year

2. EHIS Teacher of the Year

3. EHMS Teacher of the Year

4. EHHS Teacher of the Year

5. CES Teacher of the Year

6. CIS Teacher of the Year

7. HCMS Teacher of the Year

8. HCHS Teacher of the Year

E. Novice School Teachers of the Year

1. EHES Novice School Teacher of the Year

2. CES Novice School Teacher of the Year

3. EHHS Novice School Teacher of the Year

4. CIS Novice School Teacher of the Year

- 5. HCHS Novice School Teacher of the Year
- F. Novice District Level Teachers of the Year
 - 1. Grades Pre-K - 4
 - 2. Grades 9-12
- G. District Teachers of the Year
 - 1. Grades Pre-K - 4
 - 2. Grades 5-8
 - 3. Grades 9-12
- H. Leaders of the Year
 - 1. Principal of the Year
 - 2. Supervisor of the Year
- IX. Consent Agenda Items
 - A. Board Chair's Report
 - 1. Chair's Countersigned Warrants
 - B. Personnel Report
 - C. Financial Report
 - D. Attendance Report
- X. Items Requiring Board Action
 - A. Trip Request
 - 1. HCHS JROTC
 - 2. HCMS Boys' Basketball
 - 3. HCHS Girls' Basketball
 - B. Budget Amendments
 - C. OPEB
 - D. Board Policies
 - 1. Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, New 5.608, 5.800, 6.411 (2nd Reading)
 - 2. Board Policies Review 2.800--2.900
- XI. Announcements
 - A. Regular Board Meeting for June 1, 2026
 - B. Director's Evaluation and Board Self-Evaluation
 - C. School Budget Presentation to County Legislative Body - May 7, 2026 5:30 p.m.
 - D. TSBA Fall District Meeting - September 17, 2026 - Lawrence County
 - (E.O. Coffman Middle School)
- XII. Closing Comments
 - A. Legislative Representative
 - B. Board Chair, Board Members, Student Representatives and Interim Director of Schools
- XIII. Adjourn

Doug Lane
2059 Lake Drive, Centerville, TN 37033

Pippa Taylor
6585 Oak Hill Rd., Lyles, TN 37098

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

Tabitha Cude
4141 Lewis Rd., Centerville, TN 37033



Dr. Belinda Anderson
Interim Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Christy Mays
450 Hwy. 50, Centerville, TN 37033

Brandon Tidwell
10820 N. Tidwell Rd., Bon Aqua, TN 37025

Jane Herron
PO Box 13, Nunnally, TN 37137

The Hickman County Board of Education will meet in regular session on Monday, May 4, 2026 at 6:30 p.m. **in the Library at Hickman County High School.**

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for May 4, 2026
- VI. Regular Meeting Minutes for April 13, 2026
- VII. Special Called Session Minutes for April 29, 2026
- VIII. Special Recognition
 - A. Employee of the Month—Pippa Taylor
 - B. Student Board Representative Recognitions—Board Chair
 - C. Recognition of Students Scoring 29 or Above on the ACT—Doug Lane
 - D. Building Teachers of the Year
 1. EHES Teacher of the Year—Board Chair
 2. EHIS Teacher of the Year—Brandon Tidwell
 3. EHMS Teacher of the Year—Brandon Tidwell
 4. EHHS Teacher of Year—Board Chair
 5. CES Teacher of the Year—Christy Mays
 6. CIS Teacher of the Year—Dr. Tabitha Cude
 7. HCMS Teacher of the Year—Doug Lane
 8. HCHS Teacher of the Year—Jane Herron
 - E. Novice School Teachers of the Year
 1. EHES Novice School Teacher of the Year—Board Chair
 2. CES Novice School Teacher of the Year—Doug Lane
 3. EHHS Novice School Teacher of the Year—Pippa Taylor
 4. CIS Novice School Teacher of the Year—Christy Mays
 5. HCHS Novice School Teacher of the Year—Doug Lane

F. Novice District Level Teachers of the Year

1. Grades Pre-K-4—Doug Lane
2. Grades 9-12—Pippa Taylor

G. District Teachers of the Year

1. Grades Pre-K-4—Dr. Tabitha Cude
2. Grades 5-8—Brandon Tidwell
3. Grades 9-12—Jane Herron

H. Leaders of the Year

1. Principal of the Year—Board Chair
2. Supervisor of the Year—Jane Herron

IX. Consent Agenda Items

- A. Board Chair's Report
 1. Chair's Countersigned Warrants
- B. Personnel Report
- C. Financial Report
- D. Attendance Report

X. Items Requiring Board Action

- A. Trip Requests
 1. HCHS JROTC—Instructor and Cadets
 2. HCMS Boys' Basketball—Coach and Players
 3. HCHS Girls' Basketball—Coach and Players
- B. Budget Amendments—Business Officer
- C. OPEB—Business Officer
- D. Board Policies
 1. Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, New 5.608, 5.800, 6.411 – 2nd Reading—Misty Shelton
 2. Board Policies Review 2.800—2.900—Misty Shelton

XI. Announcements

- A. Regular Board Meeting for June 1, 2026
- B. Director's Evaluation and Board Self-Evaluation
- C. School Budget Presentation to County Legislative Body – May 7, 2026 @ 5:30 p.m.
- D. TSBA Fall District Meeting – September 17, 2026 – Lawrence Co. (E.O. Coffman Middle)

XII. Closing Comments

- A. Legislative Representative—Christy Mays
- B. Board Chair, Board Members, Student Representatives, and Interim Director of Schools

XIII. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

The Hickman county Board of Education met on April 13, 2026, at 6:30 PM in Central Office - Room 203.

Present: Tabitha Cude, Jane Herron, Tim Hobbs, Doug Lane, Christy Mays, Pippa Taylor, Brandon Tidwell.

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for April 13, 2026

Motion to approve the amended Agenda for April 13, 2026 (add X.M).

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for March 2, 2026

Moti.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

Motion to approve Regular Meeting Minutes for March 2, 2026.

Motion made by Jane Herron.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

VII. Special Called Session Minutes for March 17, 2026

Motion to approve Special Called Session Minutes for March 17, 2026.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. Employee of the Month

B. Certificate Presentation to TSBA SCOPE Conference Delegates

IX. Consent Agenda Items

Motion to approve Consent Agenda Items.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

B. Personnel Report

C. Financial Report

D. Attendance Report

X. Items Requiring Board Action

A. Trip Request

1. HCHS TN Strong

Motion to approve HCHS TN Strong.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

2. EHHS Cheer Camp

Motion to approve EHHS Cheer Camp.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

B. 2026-2027 Attendance Zones

Motion to approve 2026-2027 Attendance Zones.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Brandon Tidwell: Yea

Yea: 7, Nay: 0

C. TSBA 2027 Membership Dues

Motion to approve TSBA 2027 Membership Dues.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

D. Hickman County Chamber of Commerce Dues

The historical \$50-per-school fee from 12-15 years ago has been replaced by an employee rate.

Motion to continue as members of the Hickman County Chamber of Commerce by paying the Dues.

Motion made by Tabitha Cude.

Motion seconded by Christy Mays.

Motion Result: Passed

Jane Herron: Abstain (With Conflict)

Tabitha Cude: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

E. Appoint all Board Members to the Budget Committee

Motion to Appoint all Board Members to the Budget Committee.

Motion made by Tabitha Cude.

Motion seconded by Doug Lane.

Motion Result: Passed

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

F. Bid - Intercom Maintenance and Repair Provider for 8 Schools
Motion to approve the Bid - Intercom Maintenance and Repair Provider for 8 Schools.

Motion made by Jane Herron.
Motion seconded by Brandon Tidwell.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

G. Bid - Automotive Class Training Equipment for HCHS
Motion to approve Bid - Automotive Class Training Equipment for HCHS (Georgia Education Solutions).

Motion made by Doug Lane.
Motion seconded by Tabitha Cude.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

H. Bid - TN State Category 1 E-Rate Mini-Bid Process
Motion to approve TN State Category 1 E-Rate Mini-Bid Process.

Motion made by Christy Mays.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

1. Network Services

I. Bid - TN State Category 2 E-Rate Mini-Bid Process

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Motion to approve TN State Category 2 E-Rate Mini-Bid Process.
Motion made by Jane Herron.
Motion seconded by Brandon Tidwell.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

1. Internal Connection

2. MIBS (Managed Internet Broadband Services)
Motion to approve MIBS (Managed Internet Broadband Services).
Motion made by Tabitha Cude.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

J. Budget Amendments

Motion to approve Budget Amendments 30, 31, and 32.
Motion made by Doug Lane.
Motion seconded by Christy Mays.
Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

K. OPEB

Have the classified and non-classified paid the same amount...employee before 2015 – different tiers for different services.
Motion to table OPEB.
Motion made by Brandon Tidwell.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Motion seconded by Tabitha Cude.

Motion Result: Tabled

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

L. Board Policies

1. Revised Board Policy 1.108 (2nd Reading)

Motion to approve Revised Board Policy 1.108 (2nd Reading).

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

2. Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, NEW 5.608, 5.800, 6.411 - 1st Reading

Motion to approve Revised Board Policies 1.804, 2.400, 5.114, 5.1151, 5.200, 5.201, 5.202, 5.302, 5.400, 5.403, 5.606, NEW 5.608, 5.800, 6.411 - 1st Reading.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

3. Board Policies Review 2.401--2.703

Motion to approve Board Policies Review 2.401--2.703.

Motion made by Christy Mays.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

M. HCHS Agreement from APEX Bank

Motion to approve HCHS Agreement from APEX Bank.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea

Yea: 7, Nay: 0

XI. Discussion

A. FY2025 Internal School Funds Audit

B. Budget FY27 Update

Working sessions for April 29, Wednesday...6pm

C. Transportation - Seatbelt Safety

XII. Announcements

A. Regular Board Meeting for May 4, 2026 - this meeting will be held in the Library at HCHS due to Teacher of the Year recognitions and awards.

XIII. Closing Comments

A. Legislative Representative

B. Board Chair, Board Members, Student Representatives, and Interim Director of Schools

XIV. Adjourn

Motion to adjourn.

Motion made by Tabitha Cude.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Yea
Jane Herron: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 13, 2026

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 7, Nay: 0



CERTIFICATE

OF RECOGNITION

Awarded to

Kitty Bates

Hickman County Board of Education recognizes you for your involvement as a
Student Board Representative for the 2025-2026 school year representing
Hickman County High School.

We appreciate your willingness to serve in this manor.



Belinda Anderson
Interim Director of Schools



Jim Hester
Board Chair





CERTIFICATE

OF RECOGNITION

Awarded to

Emily Kuhn

Hickman County Board of Education recognizes you for your involvement as a Student Board Representative for the 2025-2026 school year representing East Hickman High School.

We appreciate your willingness to serve in this manor.


Belinda Anderson
Interim Director of Schools


Sam Allen
Board Chair



Seniors Scoring 29 or Above On the ACT

HCHS

Joseph McCauley 29

Carol Warren 29

EHHS

Evie Schumann 33

CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

Evie Schumann

This certificate is awarded for
scoring a 33 on the ACT during the
2025-2026 school year.

Belinda Anderson

DR. BELINDA ANDERSON
INTERIM DIRECTOR OF SCHOOLS

Tim Hobbs

TIM HOBBS
BOARD CHAIR



CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

Joseph McCauley

This certificate is awarded for
scoring a 29 on the ACT during the
2025-2026 school year.

Belinda Anderson

DR. BELINDA ANDERSON
INTERIM DIRECTOR OF SCHOOLS

Tim Hobbs

TIM HOBBS
BOARD CHAIR



CERTIFICATE OF RECOGNITION

THE RECOGNITION IS GIVEN TO

Carol Warren

This certificate is awarded for
scoring a 29 on the ACT during the
2025-2026 school year.

Belinda Anderson

DR. BELINDA ANDERSON
INTERIM DIRECTOR OF SCHOOLS

Tim Hobbs

TIM HOBBS
BOARD CHAIR



Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004576	AT & T	7542	04/08/2026	141- -11140	\$65.59
41004577	Hickman County Trustee	2937	04/08/2026	141- -11140	\$6,099.13
41004578	McManus, Christy	8120	04/08/2026	141- -11140	\$393.39
141 Total:					\$6,558.11
Bank Total:					\$6,558.11
Bank Payment Count:					3

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000765	Town Of Centerville	5315	04/08/2026	143- -11140	\$178.25
143 Total:					\$178.25
Bank Total:					\$178.25
Bank Payment Count:					1

Bank Name Bank Number
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000766	Fesco	2399	04/13/2026	143- -11140	\$1,995.13
43000767	Gordon Food Service, Inc.	2488	04/13/2026	143- -11140	\$89,261.64
43000768	Ivey Mechanical Company. LLC	8795	04/13/2026	143- -11140	\$5,880.00
43000769	Murfreesboro Pure Milk Co, Inc.	7552	04/13/2026	143- -11140	\$1,611.10
43000770	Optimus Pest Solutions	47	04/13/2026	143- -11140	\$240.00
43000771	Pepsi Cola	6726	04/13/2026	143- -11140	\$2,310.25
43000772	Petrowski, Jera	4345	04/13/2026	143- -11140	\$182.70
43000773	Prairie Farms Dairy	18	04/13/2026	143- -11140	\$16,145.51
43000774	Prince Hardware, LLC	4321	04/13/2026	143- -11140	\$368.27
43000775	Volco	5841	04/13/2026	143- -11140	\$3,735.38
143 Total:					\$121,729.98
Bank Total:					\$121,729.98
Bank Payment Count:					10

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004579	Ace Hardware	635	04/13/2026	141- -11140	\$266.12
41004580	Airgas Usa, Llc	666	04/13/2026	141- -11140	\$298.45
41004581	Apple Computer, Inc.	675	04/13/2026	141- -11140	\$2,490.00
41004582	Brewer Chemicals & Equip, LLC	861	04/13/2026	141- -11140	\$420.00
41004583	Central States Bus Sales, Inc.	1326	04/13/2026	141- -11140	\$1,425.20
41004584	Cross, Emily	1744	04/13/2026	141- -11140	\$232.00
41004585	Dickson Medical Associates	2022	04/13/2026	141- -11140	\$125.00
41004586	Don Kennedy Roofing Co., Inc.	6673	04/13/2026	141- -11140	\$1,225.00
41004587	Duley, L.C.S.W., Joe	1814	04/13/2026	141- -11140	\$3,055.00
41004588	Ed's Supply, Inc.	2103	04/13/2026	141- -11140	\$964.42
41004589	Ferrellgas	7446	04/13/2026	141- -11140	\$5,807.99
41004590	Gallaher & Associates, Inc.	7285	04/13/2026	141- -11140	\$615.00
41004591	Gross, Debbie	2675	04/13/2026	141- -11140	\$137.39
41004592	Hibbs, Polly	3038	04/13/2026	141- -11140	\$66.70
41004593	Hickman Co Trustee	2722	04/13/2026	141- -11140	\$265,629.79
41004594	Karco Parts	3364	04/13/2026	141- -11140	\$5.54
41004595	Kimball Midwest	3428	04/13/2026	141- -11140	\$213.45
41004596	Tucker, Twyla L.	8214	04/13/2026	141- -11140	\$648.81
41004597	Lakeshore Learning	3463	04/13/2026	141- -11140	\$282.89
41004598	Lumber Yard, The	3652	04/13/2026	141- -11140	\$254.81
41004599	Matrix Mechanical Solutions, LLC	7974	04/13/2026	141- -11140	\$6,724.59
41004600	Mid-South Bus Center, Inc	3706	04/13/2026	141- -11140	\$445.11
41004601	Nashville State Community College	8069	04/13/2026	141- -11140	\$708.00
41004602	O'Reilly Auto Parts	4265	04/13/2026	141- -11140	\$2,137.35
41004603	Renato Software LTD.	7243	04/13/2026	141- -11140	\$8,700.00
41004604	Rietveld, Stephanie	993	04/13/2026	141- -11140	\$2,100.00
41004605	Shelton, Craig	4864	04/13/2026	141- -11140	\$120.50
41004606	Soliant Health, LLC	8569	04/13/2026	141- -11140	\$3,974.33
41004607	SSC Service Solutions Compass Group USA, Inc.	4832	04/13/2026	141- -11140	\$63,588.58
41004608	The Dreaded Lawncare	7933	04/13/2026	141- -11140	\$4,250.00
41004609	The King's Daughter's School	7928	04/13/2026	141- -11140	\$5,250.00
41004610	Totty, Ashley	5748	04/13/2026	141- -11140	\$133.40
41004611	TransACT Communications, LLC	5347	04/13/2026	141- -11140	\$4,550.00
41004612	Unifirst Corp.	5758	04/13/2026	141- -11140	\$730.44
41004613	United Farm & Home Co-op	2769	04/13/2026	141- -11140	\$165.34
41004614	Verizon Wireless	5823	04/13/2026	141- -11140	\$68.04
41004615	Virco, Inc.	5830	04/13/2026	141- -11140	\$3,311.84
41004616	Visa	8268	04/13/2026	141- -11140	\$639.79

141 Total: \$391,760.87

Bank Total: \$391,760.87

Bank Payment Count: 38

Bank Name **Bank Number**
 Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001131	Hickman Co Trustee	2722	04/13/2026	142-010-11140	\$150.20
42001132	Smartsign	3825	04/13/2026	142-010-11140	\$466.78
142-010 Total:					\$616.98
42001128	Amazon	727	04/13/2026	142-101-11140	\$5,223.90
42001129	Bulk Bookstore	8165	04/13/2026	142-101-11140	\$1,466.25
42001131	Hickman Co Trustee	2722	04/13/2026	142-101-11140	\$1,231.05
142-101 Total:					\$7,921.20
42001131	Hickman Co Trustee	2722	04/13/2026	142-170-11140	\$82.70
142-170 Total:					\$82.70
42001131	Hickman Co Trustee	2722	04/13/2026	142-201-11140	\$150.20
142-201 Total:					\$150.20
42001133	The Math Learning Center	7149	04/13/2026	142-601-11140	\$8,283.00
142-601 Total:					\$8,283.00
42001131	Hickman Co Trustee	2722	04/13/2026	142-801-11140	\$82.70
142-801 Total:					\$82.70
42001130	CORE Medical Equipment, LLC	9263	04/13/2026	142-901-11140	\$3,044.00
42001131	Hickman Co Trustee	2722	04/13/2026	142-901-11140	\$2,568.64
142-901 Total:					\$5,612.64
42001131	Hickman Co Trustee	2722	04/13/2026	142-911-11140	\$82.70
142-911 Total:					\$82.70
Bank Total:					\$22,832.12
Bank Payment Count:					6

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004617	Amazon	727	04/16/2026	141- -11140	\$336.95
41004618	Arthur Tidwell DbA Art's House Painting	8647	04/16/2026	141- -11140	\$7,570.00
41004619	AT & T	7542	04/16/2026	141- -11140	\$100.30
41004620	County Of Hickman Misc Acct	1633	04/16/2026	141- -11140	\$6,905.01
41004621	Dewitte, Kandice	2017	04/16/2026	141- -11140	\$300.00
41004622	Farmer's Market	2418	04/16/2026	141- -11140	\$60.00
41004623	Hickman Co Chamber Of Commerce, Inc	2719	04/16/2026	141- -11140	\$600.00
41004624	Interpreters Unlimited, Inc.	6501	04/16/2026	141- -11140	\$173.75
41004625	Lowe's	3498	04/16/2026	141- -11140	\$778.87
41004626	Oriental Trading Co., Inc.	6258	04/16/2026	141- -11140	\$177.04
41004627	Porter Roofing Contractors, Inc.	904	04/16/2026	141- -11140	\$268,571.65
41004628	Quill, LLC	4574	04/16/2026	141- -11140	\$104.27
41004629	Rj Young Company	4691	04/16/2026	141- -11140	\$4,391.55
41004630	Tennessee Bureau Of Investigation	5491	04/16/2026	141- -11140	\$150.00
41004631	Tennessee School Board Assoc.	61	04/16/2026	141- -11140	\$6,344.00
41004632	Town Of Centerville	5315	04/16/2026	141- -11140	\$7,905.61
41004633	TreviPay-Walmart	8999	04/16/2026	141- -11140	\$80.07
41004634	Zayo Education, LLC	2133	04/16/2026	141- -11140	\$2,137.68

141 Total: \$306,686.75

Bank Total: \$306,686.75

Bank Payment Count: 18

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001135	Rj Young Company	4691	04/16/2026	142-010-11140	\$254.12
142-010 Total:					\$254.12
42001134	Amazon	727	04/16/2026	142-101-11140	\$134.15
42001135	Rj Young Company	4691	04/16/2026	142-101-11140	\$189.48
42001136	Scholastic, Inc.	4871	04/16/2026	142-101-11140	\$2,162.54
42001137	Cathey, Vince	9230	04/16/2026	142-101-11140	\$217.50
142-101 Total:					\$2,703.67
Bank Total:					\$2,957.79
Bank Payment Count:					4

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000776	Rj Young Company	4691	04/16/2026	143- -11140	\$336.83
143 Total:					\$336.83
Bank Total:					\$336.83
Bank Payment Count:					1

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004635	AT & T	7542	04/20/2026	141- -11140	\$421.41
41004636	Brewer, Robert G.	7665	04/20/2026	141- -11140	\$220.04
41004637	Hatton, Mary Ellen	6676	04/20/2026	141- -11140	\$155.00
41004638	Hobbs, Kara	6361	04/20/2026	141- -11140	\$194.30
41004639	Anderson, Lynne	8643	04/20/2026	141- -11140	\$25.20
41004640	Quality Tire & Service, LLC	7433	04/20/2026	141- -11140	\$2,592.00
41004641	Save A Lot	4820	04/20/2026	141- -11140	\$150.16
41004642	Stanley, Allison	7210	04/20/2026	141- -11140	\$37.15
41004643	Breece, Tonia	8443	04/20/2026	141- -11140	\$37.15
41004644	Totty, Ashley	5748	04/20/2026	141- -11140	\$156.60
141 Total:					\$3,989.01
Bank Total:					\$3,989.01
Bank Payment Count:					10

<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001138	Realityworks	4651	04/20/2026	142-811-11140	\$8,774.06
142-811 Total:					\$8,774.06
Bank Total:					\$8,774.06
Bank Payment Count:					1

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004645	A-L Compressed Gases, Inc	22	04/23/2026	141- -11140	\$454.27
41004646	Amazon	727	04/23/2026	141- -11140	\$2,995.95
41004647	Anderson, Belinda	8051	04/23/2026	141- -11140	\$384.25
41004648	ASMS, LLC	646	04/23/2026	141- -11140	\$781.00
41004649	Breece, Debbie	853	04/23/2026	141- -11140	\$340.03
41004650	Dickson Electric System	1806	04/23/2026	141- -11140	\$33,925.48
41004651	East Hickman High School	2110	04/23/2026	141- -11140	\$2,370.00
41004652	Ferrellgas	7446	04/23/2026	141- -11140	\$1,197.06
41004653	Harvill, Nancy	2758	04/23/2026	141- -11140	\$7,197.70
41004654	Hickman Co Solid Waste Man.	2746	04/23/2026	141- -11140	\$265.00
41004655	Hickman Co Trustee	2722	04/23/2026	141- -11140	\$1,374.10
41004656	Hickman County High School	2917	04/23/2026	141- -11140	\$3,180.00
41004657	Howard Industries, Inc.	2866	04/23/2026	141- -11140	\$3,650.00
41004658	Kelley Designs	9287	04/23/2026	141- -11140	\$160.00
41004659	Nixon Power Services, Llc	4196	04/23/2026	141- -11140	\$1,830.00
41004660	Optimus Pest Solutions	47	04/23/2026	141- -11140	\$750.00
41004661	Pace Analytical National	2230	04/23/2026	141- -11140	\$756.00
41004662	Piney River Waste	8397	04/23/2026	141- -11140	\$615.00
41004663	Quill, LLC	4574	04/23/2026	141- -11140	\$778.00
41004664	Republic Service, LLC #840	4739	04/23/2026	141- -11140	\$4,933.46
41004665	Shelton, Misty L.	375	04/23/2026	141- -11140	\$556.80
41004666	Soliant Health, LLC	8569	04/23/2026	141- -11140	\$3,974.33
41004667	Stellar Therapy Services, LLC	8260	04/23/2026	141- -11140	\$8,085.00
41004668	The Brook Center Therapy Solutions, LLC	8659	04/23/2026	141- -11140	\$2,887.08
41004669	Water Authority Of Dickson Co.	5874	04/23/2026	141- -11140	\$2,419.03
41004670	Waverly Glass Inc.	5863	04/23/2026	141- -11140	\$1,270.00
41004671	Youth Town of Tennessee, Inc.	6951	04/23/2026	141- -11140	\$1,260.00
41004672	Zonar Systems, Inc.	6102	04/23/2026	141- -11140	\$1,666.75

141 Total: \$90,056.29

Bank Total: \$90,056.29

Bank Payment Count: 28

*Incorrect amount *
VOIDED
re-written
4/24/26
DBS*

Bank Name **Bank Number**
 Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001140	Amazon	727	04/23/2026	142-101-11140	\$1,928.40
142-101 Total:					\$1,928.40
42001139	4 Imprint	3222	04/23/2026	142-201-11140	\$354.56
142-201 Total:					\$354.56
42001141	J.W. Pepper & Son	3242	04/23/2026	142-401-11140	\$766.52
42001143	Scholastic, Inc.	4871	04/23/2026	142-401-11140	\$937.09
142-401 Total:					\$1,703.61
42001142	National Institute For Excellence In Teaching	4172	04/23/2026	142-959-11140	\$41,975.00
142-959 Total:					\$41,975.00
Bank Total:					\$45,961.57
Bank Payment Count:					5

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
* 41004673	Shelton, Misty L.	375	04/24/2026	141- -11140	\$371.20
141 Total:					\$371.20
Bank Total:					\$371.20
Bank Payment Count:					1

Bank Name **Bank Number**
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004674	Amazon	727	04/27/2026	141- -11140	\$78.97
41004675	American Paper & Twine Company	797	04/27/2026	141- -11140	\$407.00
41004676	Centerville Print Lab	9152	04/27/2026	141- -11140	\$718.52
41004677	CNB Computers USA, Inc.	6586	04/27/2026	141- -11140	\$5,000.00
41004678	Instructure	8152	04/27/2026	141- -11140	\$3,000.00
41004679	Lumen/Centurylink	4577	04/27/2026	141- -11140	\$56.48
41004680	Prince Hardware, LLC	4321	04/27/2026	141- -11140	\$1,482.99
41004681	Really Good Stuff, LLC	4606	04/27/2026	141- -11140	\$150.95
141 Total:					<u>\$10,894.91</u>
Bank Total:					\$10,894.91
Bank Payment Count:					8

Bank Name **Bank Number**
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001144	Amazon	727	04/27/2026	142-010-11140	\$803.45
142-010 Total:					\$803.45
42001145	Pittman, Damarkus	9276	04/27/2026	142-101-11140	\$174.00
42001147	Hickman Co Board Of Ed.	2734	04/27/2026	142-101-11140	\$73,053.77
42001148	Howard Industries, Inc.	2866	04/27/2026	142-101-11140	\$28,475.00
142-101 Total:					\$101,702.77
42001146	Dotson, Matthew	1931	04/27/2026	142-801-11140	\$155.59
142-801 Total:					\$155.59
42001147	Hickman Co Board Of Ed.	2734	04/27/2026	142-901-11140	\$149,707.32
42001149	Wilson, Anita	7954	04/27/2026	142-901-11140	\$1,450.00
142-901 Total:					\$151,157.32
Bank Total:					\$253,819.13
Bank Payment Count:					6

Bank Name **Bank Number**
 Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000777	American Fidelity Assurance Co	636	04/27/2026	143- -11140	\$1,557.47
43000778	Ameritas Life Insurance Corp.	7442	04/27/2026	143- -11140	\$81.42
43000779	Beam Insurance Administrators LLC	7435	04/27/2026	143- -11140	\$428.41
43000780	Hickman Co Trustee	2722	04/27/2026	143- -11140	\$1,790.02
43000781	Hickman County Trustee	2937	04/27/2026	143- -11140	\$18,657.18
43000782	Tennessee Farmers Life Insurance	5297	04/27/2026	143- -11140	\$25.00
143 Total:					<u>\$22,539.50</u>
Bank Total:					<u>\$22,539.50</u>
Bank Payment Count:					6

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41004682	Hickman Co Trustee	2722	04/28/2026	141- -11140	\$1,050.00
41004683	Hickman County Trustee	2937	04/28/2026	141- -11140	\$443,063.63
41004684	Metropolitan Life	3677	04/28/2026	141- -11140	\$120.00
41004685	MG Crafts	8281	04/28/2026	141- -11140	\$150.00
41004686	Tennessee Child Support Receipting Unit	1312	04/28/2026	141- -11140	\$791.00
41004687	Tennessee Farmers Life Insurance	5297	04/28/2026	141- -11140	\$925.00
41004688	Tidwell, Marcy	6830	04/28/2026	141- -11140	\$10,833.33
141 Total:					\$456,932.96
Bank Total:					\$456,932.96
Bank Payment Count:					7

Bank Name **Bank Number**
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001150	Hickman County Trustee	2937	04/28/2026	142-010-11140	\$3,253.77
142-010 Total:					\$3,253.77
42001150	Hickman County Trustee	2937	04/28/2026	142-101-11140	\$10,975.27
142-101 Total:					\$10,975.27
42001150	Hickman County Trustee	2937	04/28/2026	142-170-11140	\$1,537.70
142-170 Total:					\$1,537.70
42001150	Hickman County Trustee	2937	04/28/2026	142-201-11140	\$1,533.51
142-201 Total:					\$1,533.51
42001150	Hickman County Trustee	2937	04/28/2026	142-601-11140	\$610.32
142-601 Total:					\$610.32
42001150	Hickman County Trustee	2937	04/28/2026	142-801-11140	\$278.42
142-801 Total:					\$278.42
42001150	Hickman County Trustee	2937	04/28/2026	142-901-11140	\$12,451.04
42001151	Tennessee Farmers Life Insurance	5297	04/28/2026	142-901-11140	\$30.00
142-901 Total:					\$12,481.04
42001150	Hickman County Trustee	2937	04/28/2026	142-911-11140	\$255.90
142-911 Total:					\$255.90
Bank Total:					\$30,925.93
Bank Payment Count:					2



Doug Lane
2059 Lake Drive, Centerville, TN 37033

Pippa Taylor
6585 Oak Hill Rd., Lyles, TN 37098

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

Tabitha Cude
4141 Lewis Rd., Centerville, TN 37033

Dr. Belinda Anderson
Interim Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Christy Mays
450 Hwy. 50, Centerville, TN 37033

Brandon Tidwell
10820 N. Tidwell Rd., Bon Aqua, TN 37025

Jane Herron
PO Box 13, Nunnally, TN 37137

Memorandum

To: Board Members
From: Dr. Belinda Anderson
Date: 4/27/2026
Re: May Personnel Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Support Staff

Resignation

Professional

Support Staff
Shelby Frizzell
Jason Swaw

EHIS Assistant
Bus Driver

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

William (Billy) Sawyer

EHHS Head Football Coach

Support Staff

Harper Shelton

HCMS Girls' Golf Coach

Open Positions

www.hickmank12.org

Click On Employment Opportunities

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



Hickman County Schools Board Agenda Item Request

Date: 21-Apr-26

Name of School: Hickman County High School

Item Requested: JROTC Cadet Leadership Challenge (JCLC)

Explanation: HCHS JROTC request permission to fulfill the requirement

in Cadet Command Regulation 145-2 to participate in JCLC at the Wendell Ford National Guard

Training Center. June 2nd through the 6th. HCHS JROTC will be bringing 10 cadets to the training.

Greenville, Kentucky

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Seneca Moore

Signature of Building Principal

Robyn E. Menden



SEVENTH BRIGADE (ROTC)
JUNIOR RESERVE OFFICER TRAINING CORPS
BLD 1468, 328 THIRD AVE.
FORT KNOX, KY 40121-5600



ATCC-GG-J

21 January 2026

MEMORANDUM FOR Seventh Brigade Directors of Army Instruction/Senior Army Instructors/Army Instructors

SUBJECT: JROTC Cadet Leadership Challenge (JCLC) 2026, Wendell H. Ford Regional Training Center

1. Reference: CCR 145-2 Organization, Administration, Operation, Training and Support.
2. Through-out this document, all references to "Cadre" will be defined as Instructors and Chaperones.
3. The mission of the JCLC 2026 is to safely provide JROTC cadets the opportunity to experience adventure/ leadership training while interacting with their peers in a military setting while having fun.
4. The purpose of this memorandum is to provide Senior Army Instructors (SAIs) and Army Instructors (AIs) guidance and instructions for the preparation and execution of logistical and administrative support for JCLC 2026. 7th Brigade (KY/TN) JCLC 2026 will be held at the Wendell H. Ford Regional Training Center (WHFRTC), Greenville, KY from 26 May – 07 Jun 2026. There will be 8 companies arriving on consecutive days starting with Alpha Co on 28 May 2026. Those schools that are providing the Company Commanders and/or First Sergeants will make arrangements to arrive NET 0900 and NLT 1100 on their reporting date. Company Commanders will ensure their companies are able to provide a rescue vehicle (van) and driver (a dedicated, enclosed vehicle that is capable of holding a rescue litter/stretchers) for the training sites their companies are assigned to for TD 0 PT Test; TD1; TD2 and TD3. Schools providing Company Commanders and First Sergeants (with cadets) will be provided a noon ration on their day of arrival. The company minus will report directly to their assigned company barracks for in-processing NLT 1400 on their report date. Company minus schools will not be provided a noon ration on their day of arrival. All schools have been notified of their company assignments for Junior ROTC Cadet Leadership Challenge 2026 and cannot change their assigned company without prior approval from JCLC Commander. Due to limited billeting space, all schools are limited to their assigned number of cadets unless otherwise coordinated through the Company Commander of their assigned company. At no time will the company cadet personnel count exceed 119 cadets for a 75/25 company and 118 cadets for a 50/50 company.
5. **Camp Assignments:** JCLC 2026 at WHFRTC will be Instructor led and training will consist of Modified Cadet Challenge, Water Survival, Leadership Reaction Course, Rafting, Intramurals, One Rope Bridge, Rappelling, Rope Corral, Confidence Course, Land Navigation/Orienteering, and Field Craft Skills Training (FCST). Training sites are subject to change depending on availability. Staff positions are: JCLC Commander, JCLC Sergeant Major, JCLC S-1, JCLC S-1 Assistant, JCLC S-3, JCLC S-4, JCLC S-4 Assistant and JCLC Transportation Officer. Committees are annotated in the attached JCLC staffing enclosure. **Committee members will report NLT 1300 hours on the date indicated (27 May 2026, per Enclosure 13) and will be at the Range Control OIC/RSO Briefing, 1400, 27 May 2026, Auditorium, Building 329, WHFRTC (located adjacent JCLC HQ Building).** Schools will be assigned to companies based on graduation dates and female to male ratio. Schools will contact their assigned "Company Commander" and provide them the required information (DTS data sheet, Enclosure 11) for any cadre or chaperones attending JCLC. Company Commanders will resolve all issues pertaining to billeting of cadre and chaperones. Company Commanders must remain sensitive to those schools where school policy demands a chaperone from their school system. Company Commanders will ensure all DTS data sheets request have been forwarded to brigade by the deadline of 01 Apr 2026. All schools will keep their assigned company commander informed and updated on any changes pertaining to JCLC. All instructors who attend JCLC 2026, but do not have an assigned position, will be assigned as Platoon TAC Officers and NCOs to the platoon where their cadets are placed. Instructors will be required to assist at training sites as needed and determined by the site OIC/NCOIC. This includes those instructors who are also bus drivers.

7. **Per Diem:** Per diem rates for cadre will be determined. Meals and billeting are provided at no cost to cadets and cadre. **Only those individuals actively involved with JCLC 2026 are authorized to attend. Mid cycle switch over is not authorized and at no time will additional orders be cut to support this school decision. All chaperones will be assigned a room.** All room assignments will be made through the S-1 Assistant and under no circumstances will instructors or cadre coordinate with or contact the WHFRTC Billeting Office. Rooms at WHFRTC come supplied with the following: bed linens, towels, wash cloths, coffee pot, (coffee is not provided), refrigerator, telephone, television, and maid service on a rotational daily basis. Extra room supplies are available through the S-1 Assistant. Any complaints pertaining to room assignment or room quality will be reported to the S-1 Assistant. Instructors need to read the posted information in their rooms for specific linen service and clearing procedures. Spouses will not accompany instructors to camp unless acting in the capacity of a chaperone with an ITO. Spouses will then be housed as a chaperone. **Instructors are not authorized to make their own lodging arrangements.** Institutional representative (Principals, guidance counselors, etc.) visits to JCLC 2026 are encouraged, but will be at no cost to the government. Notify Camp Headquarters if you are expecting an Institutional Representative.

8. **Uniforms/Appearance:**

a. Cadre: OCPs IAW AR 670-1, (chaperones are encouraged to wear OCP/ACU also). Chaperones that chose to wear the OCP/ACU uniform will be required to wear it IAW prescribed AR. All Instructors will be in uniform during the closing ceremonies at the end of the cycle. Civilian travel attire is not authorized until after the closing ceremonies.

b. Cadets: OCP/ACU with pistol belt, and canteen w/cover. Appearance standards will be enforced IAW CCR 145-2.

c. Evening: After training hours, dress standards will be enforced IAW CCR 145-2.

d. PT Uniforms: Will be worn only during morning PT or after the completion of the days training events.

e. Equipment list:

(1) Duffel bag or suitable container w/lock (cadets are solely responsible for securing their belongings). IAW CCR 145-2, SAI/AI will discourage their cadets from bringing high dollar value items such as cellular telephones, expensive cameras or jewelry etc. Cadets will use headphones/earbuds when listening to their music. **Cadet Command and WHFRTC will not be responsible, nor reimburse the Cadet for the loss of personal items.**

f. Aquatic Activities Uniform (rafting and water survival):

(1) Males: Swimming trunks with OCP undershirt on (**MANDATORY**)

(2) Females: **1 piece swim-suit**, IAW CCR 145-2, with OCP undershirt on (**MANDATORY**)

g. **Cadets are required to provide their own blanket.** Sheets, pillows, and pillowcases will be provided for them.

h. Tobacco/Vape: Tobacco/Vape use for cadets is strictly prohibited. Cadre use of tobacco/vape products will be out of the normal view of the cadets.

i. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

9. **Administration:**

a. The following documents will be submitted to Brigade Headquarters NLT **01 Apr 2026.**

1. Travel packets to include:

(a) Transportation request.

(b) DTS worksheet for instructors and chaperones.

12. **Camp Credit:** To receive credit for camp, each school will attend all scheduled training. Day trips to other locations are not authorized.

There are no exceptions to this policy. Company Commanders are responsible for all assigned schools to their unit.

13. **Evening Activities:** Due to its remote location and the short duration of JCLC there will be no off post evening activities at WHFRTC.

14. **Evening Curfew:**

- a. 2100 hrs: All cadets in their billets.
- b. 2200 hrs: Lights Out.

15. **JCLC T-Shirts:** JCLC T-shirts will be delivered to Wendell H. Ford for those schools attending JCLC at WHFRTC. Schools desiring JCLC T-Shirts are strongly encouraged to order them in advance. Additionally, there may be no extra t-shirts for sale at WHFRTC. Point of Contact for JCLC T-Shirts is 1SG (R) Tim Hodges, email: hodges_tim@hcde.org Concession stand will be available at WHFRTC. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

16. POC: CW3 (Ret) Keith Murphy, E-mail: keith.murphy@warren.kyschools.us . Office phone (270) 842-7302 ext. 55123 or 1SG (Ret) James Maida, E-mail: maida_james@hcde.org . Office phone (423) 498-7192.

Jeffrey Gaylord

Jeffrey Gaylord
COL (Ret)
JCLC Commander

Enclosures:

1. DAI/SAI Verification Cadet Roster/Required Forms
2. JCLC 2026 Cadet/Cadre and Chaperone Roster Form
3. KYARNG Release from Liability Form
4. Cadet Information Form
5. Consent to Medical Treatment
6. Certificate of Medical Insurance Information
7. Statement of Physical Condition
8. JROTC Contract of Release & Waiver of Liability (CC Version)
9. Medical Waiver Form
10. Certification of Services Rendered Form
11. DTS
12. GPC Form 889 v5
13. Camp Dates for Staff/Committee



Hickman County Schools Board Agenda Item Request

Date: 4/16/26

Name of School: Hcms

Item Request: Boy's Basketball Overnight Trip

Explanation:

Requesting to stay overnight at basketball camp
in June @ Bethel

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Andrew Conley (assistant coach)

Signature of Building Principal:

Jina S. Sheppin



Hickman County Schools Board Agenda Item Request

Date: 4/13/26

Name of School: HCHS

Item Request: Over night Camp Girls Basketball

Explanation:

We are requesting permission to go to basketball camp
to Wayne County May 31 - June 3rd and Basketball from
June 7th - June 10th. We will take a bus and van.
I have female coach. Plus 2 Parents going as well.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Signature]

Signature of Building Principal:

Robyn Emerson

Belinda Antea

APR 14 2026



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: May 2026

2nd reading:

1.804 – Alcohol & Drugs in the Workplace

This updated policy contains a provision on examinations based on reasonable suspicion.

2.400 Revenue- Due to the federal government's decision to discontinue production of pennies, the Tennessee Comptroller of the Treasury has issued guidance regarding payment practices. TSBA has recommended changes that are reflected in their model policy.

5.114 – Personnel Files

This updated policy clarifies that disciplinary action is part of an employee's personnel file.

5.1151 – Telework During Emergencies

This policy has been updated to clarify that telework outside of emergency situations is not permitted.

5.200-5.202 – Separation Practices for Employees

These policies include a provision for alternative work assignments instead of suspension without pay

5.302 – Sick Leave

This updated policy includes a provision for verifying absences of five days or longer. Additionally, it contains a provision regarding suspected misuse.

5.400 – Personnel Health Examinations/Communicable Diseases

This policy includes a new provision on providing options for employees who may be ill.

5.403 – Drug & Alcohol Testing for Employees

This updated policy contains new information on best practices for reasonable suspicion testing.

5.606 – Political Activities

This change includes a prohibition on using district-owned property for filming political content.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834



NEW 5.608 – Tutoring for Pay

This updated policy includes a more detailed provision on tutoring arrangements.

5.800 – Director of Schools

This updated policy includes provisions clarifying the Director's personnel responsibilities.

6.411 Student Wellness- The State Board of Education recently made updates to its Coordinated School Health Program Policy. These revisions were made to align State Board language with statutory requirements and reflect the current practices and needs of school districts. TSBA has recommended changes that are reflected in their model policy.

Up for Review:

- 2.800 Expenditure of Funds
- 2.802 Payroll Procedures
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.8051 Debit Cards, Credit Cards, and Credit Lines
- 2.806 Bids and Quotations
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 03/02/26
	Rescinds: 1.804	Issued: 02/05/24

General

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal, and/or referral for prosecution.¹

The Director of Schools shall be responsible for providing a copy of this policy to all school district employees.

DEFINITIONS

“Workplace” shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school approved activity, event, or function.

“Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.²

“Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic, derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they were not intended or prescribed including, but not limited to, the use of prescription drugs prescribed for another individual; and any lawful substances that could result in impairment of physical or mental capacity that is threatening to the health or safety of the employee or others.³

“Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol as defined by state and federal law.⁴

ALCOHOL & DRUG-FREE WORKPLACE

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

Whenever the Director, or his/her authorized designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated this policy, Alcohol & Drugs in the workplace, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in Policy 5.403 Drug & Alcohol Testing for Employees.

Legal References

1. [Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215](#)
2. [21 USCA § 812](#)
3. [TCA 49-5-1003\(b\)\(16\), \(17\), \(18\)](#)
4. [TCA 57-4-102; 26 USCA § 5002](#)
5. [TCA 39-17-715](#)

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Hickman County Board of Education

Descriptor Term Revenues	Descriptor Code 2.400	Issued Date 03/02/26
	Rescinds 2.400	Issued 12/04/23

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with
4 the school, including contracts with other schools for interschool events. To be included in this
5 accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees,
6 concessions and all fundraising activities. Each principal shall determine the reconciliation method to
7 be used for all events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax
9 based on the purchase price to the vendor providing the service or item. Resale items not intended to
10 generate a profit shall be determined by the principal.

FEES

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they
13 were collected. The school shall not require any student to pay a fee to the school for any purpose,
14 except as authorized by the Board. No fees shall be required of any student as a condition to attend the
15 school or use its equipment.² School fees shall be waived for students who receive free or reduced-
16 price lunches.³ No student will be penalized for non-payment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁴

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁵ including textbooks, library books, equipment and buildings. All money collected
23 as fines shall be placed in the systemwide school fund.

24 **TUITION INCOME**

25 Tuition collected from non-resident students shall be placed in the systemwide school fund.

1 **RENTAL INCOME**

2 The principal will collect and remit to the central office all money received for use of a particular
3 school facility or other school property.

4 **GRANTS**

5 Grants for educational purposes made available by the state and/or federal government may be sought
6 by the school system but only when the conditions of their availability are in harmony with the
7 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
8 receive grants, but funds must be recorded in a separate restricted fund account.⁴

9 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

10 Approved district staff may utilize Linqconnect.com for electronic transactions. The Director of
11 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
12 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
13 includes the following:

- 14 1. Adequate supporting documentation for the electronic collection method including a plan to
15 provide a total daily receipt summary;
- 16 2. Methods of providing receipts to payers;
- 17 3. Information on maintaining and inspecting any voided receipts; and
- 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
19 who will be assigned to complete this task.

20 Processing fees for these transactions shall be charged.

21 The Director of School designee shall establish adequate internal controls to ensure compliance with
22 the Tennessee Internal School Funds Manual.

23 **ROUNDING IN CASH TRANSACTIONS**

24 Due to the discontinuance of the penny, rounding procedures shall be utilized in cash transactions.
25 This applies to collections of all cash funds received by the district.

26 Cash transactions shall be rounded to the nearest \$0.05. The following rounding method shall be
27 utilized:

- 28 • Amounts ending in \$0.01 or \$0.02 shall be rounded down
- 29 • Amounts ending in \$0.03 or \$0.04 shall be rounded up
- 30 • Amounts ending in \$0.06 or \$0.07 shall be rounded down
- 31 • Amounts ending in \$0.08 or \$0.09 shall be rounded up

1 The Director of Schools/designee shall monitor implementation to ensure compliance with accounting standards and state law.

Legal References

1. [TCA 49-2-110\(a\): *Internal School Funds Manual*, Section 5-4](#)
2. [TCA 49-6-3001\(a\): TCA 49-2-110\(c\)](#)
3. [TCA 49-2-114](#)
4. [*Internal School Funds Manual*, Section 4-32, 4-33](#)
5. [TCA 37-10-101, 102](#)
6. [*Internal School Funds Manual*, Section 5-8](#)

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Hickman County Board of Education

Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 12/09/24
	Rescinds: 5.114	Issued: 11/07/22

The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit inspection of the same. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;¹
3. Evaluations;
4. Cumulative information files:
 - a. Age
 - b. Experience
 - c. Qualifications
 - d. Salary
 - e. Physical exams
 - f. Sex
 - g. Race
 - h. Names of schools and grades taught
5. INS Form I-9.²
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except medical records, and shall be open for inspection during regular business hours;³
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.⁴

6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.⁵
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)
2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

Cross References

Teacher Effect Data 5.1141

Hickman County Board of Education

	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 12/09/24
		Rescinds: 5.1151	Issued: 11/07/22

General

Teleworking is a work arrangement where designated employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site.

The Director of Schools may require an employee to telework if the duties and responsibilities of the position are required during times of emergency. An employee's participation in the program will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor and/or the Director of Schools. **Telework outside of times of emergency is not permitted.**

WORK ENVIRONMENT

Employees approved for telework shall maintain a dedicated and safe work environment.

An employee who teleworks shall not allow anyone other than district employees to utilize district provided services or equipment. Employees shall keep remote work and information confidential, in accordance with district policies, procedures, and applicable privacy laws.

Cross References

Emergency Closings 1.8011

Hickman County Board of Education

Descriptor Term Separation Practices for Tenured Teachers	Descriptor Code 5.200	Issued Date 02/03/25
	Rescinds 5.200	Issued 12/05/22

1 **ALTERNATIVE WORK ASSIGNMENT**

2 During an investigation of any accusations that may lead to further disciplinary action, the Director of
3 Schools or his/her designee, may choose to reassign the impacted employee to a different work
4 location and/or duties. This alternative work assignment would last until the investigation is complete
5 and any findings are used to determine what, if any, further action is necessary. Alternative work
6 assignments may be designated in lieu of suspending an employee without pay, as deemed appropriate
7 by the Director of Schools or his/her designee.

8 **SUSPENSION PENDING AN INVESTIGATION ¹**

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

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

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

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

26 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴**

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

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

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

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

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

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

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

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

30 **RESIGNATION**

31 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
32 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
33 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
34 notice requirement and permit a teacher to resign in good standing.⁵

35 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 36 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
37 statement of a physician approved by the Board:

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

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

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

RETIREMENT

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

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

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\)](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

- Public Hearings 1.401
- Teacher Tenure 5.117
- Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Tenn Separation Practices for Non-Tenured Teachers	Descriptor Code 5.201	Issued Date 02/03/25
	Rescinds 5.201	Issued 12/05/22

ALTERNATIVE WORK ASSIGNMENT

During an investigation of any accusations that may lead to further disciplinary action, the Director of Schools or his/her designee, may choose to reassign the impacted employee to a different work location and/or duties. This alternative work assignment would last until the investigation is complete and any findings are used to determine what, if any, further action is necessary. Alternative work assignments may be designated in lieu of suspending an employee without pay, as deemed appropriate by the Director of Schools or his/her designee.

SUSPENSION PENDING AN INVESTIGATION¹

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

SUSPENSION OF THREE DAYS OR LESS²

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

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

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

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

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

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

5 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
6 affected employee within ten (10) working days following the close of the hearing. The employee may
7 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
8 decision to the employee. Written notice of appeal to the Board shall be given to the director of schools.
9 Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the proceedings,
10 transcript, documentary and other evidence presented and provide the Board a copy of the same.

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

- 14 1. sustain the decision;
- 15 2. send the record back if additional evidence is necessary; or
- 16 3. revise the penalty or reverse the decision.

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

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

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

25 **NONRENEWAL**

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

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

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

- 34 1. The Board shall be notified at the next regular board meeting; and
- 35 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
36 or by email within five (5) business days following the last instructional day for the school

1 year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.⁴

3 RESIGNATION

4 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
5 effective date of the resignation.⁵ The Board may waive the thirty (30) days-notice requirement and
6 permit a teacher to resign in good standing.

7 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

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

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

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

20 RETIREMENT

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

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

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

Legal References

- 1 [TCA 49-5-511\(a\)\(3\)](#)
- 2 [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
- 3 [TCA 49-5-409](#)
- 4 [TCA 49-5-409\(b\)\(2\)](#)
- 5 [TCA 49-5-508](#)

Cross References

- Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Hickman County Board of Education

Descriptor Term Separation Practices for Non-Certified Employees	Descriptor Code 5.202	Issued Date 02/03/25
	Rescinds 5.202	Issued 12/05/22

1 **ALTERNATIVE WORK ASSIGNMENT**

2 During an investigation of any accusations that may lead to further disciplinary action, the Director of
3 Schools or his/her designee, may choose to reassign the impacted employee to a different work location
4 and/or duties. This alternative work assignment would last until the investigation is complete and any
5 findings are used to determine what, if any, further action is necessary. Alternative work assignments
6 may be designated in lieu of suspending an employee without pay, as deemed appropriate by the Director
7 of Schools or his/her designee.

8 **SUSPENSION**

9 A director of schools' designee may suspend an employee at any time when deemed necessary.¹

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

13 **DISMISSAL**

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

16 **RESIGNATION**

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

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

22 **RETIREMENT**

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

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

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

- 4 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
- 5 without loss of retirement benefits.²

Legal References

- 1 [TCA 49-2-301\(b\)\(1\)\(EE\), \(FF\)](#)
- 2 [TCA 8-36-805](#)

Cross References

Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 02/03/25
	Rescinds: 5.302	Issued: 12/05/22

LICENSED PERSONNEL

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

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

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

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

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

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

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

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

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

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.³

SUPPORT PERSONNEL

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed except bus drivers, who shall earn one half (1/2) day for each month employed.

Sick leave shall be cumulative for all earned days not used.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician's certificate stating the reason for absence.

Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's certificate stating the reason for absence.

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

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Hickman County Board of Education

	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: 04/07/25
		Rescinds: 5.400	Issued: 03/06/26

All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹ Employees shall inform the director of schools whenever they contract a contagious or communicable disease.

No employee who has any communicable disease shall perform his/her duties in any location where such might endanger the health of school children. The Board shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.²

~~The director of schools shall reassign or suspend any employee who is suspected of having a communicable disease which might endanger the health of children,~~ The Director of Schools shall reassign an employee to alternate duties, place employee on administrative leave with pay, or temporarily remove employee from the school setting who is suspected of having a communicable disease which might endanger the health of students, pending investigation and final disposition of the case before the Board.

To assist the Board in making final disposition of the case, the director of schools may refer the case to the County Health Office or other medical experts.

The Board shall use the written report to determine the employment status of the employee.

Legal References

1. [TCA 49-5-404](#)
2. [TCA 49-2-203\(b\)\(2\)](#); [TCA 49-5-710\(a\)\(7\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-5.202

Hickman County Board of Education

Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 04/07/25
	Rescinds: 5.403	Issued: 03/06/23

REASONABLE SUSPICION DRUG TESTING

~~Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.~~

If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804, Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon reasonable suspicion that an employee's job performance or behavior may be impaired by illegal drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the employee to undergo drug or alcohol testing.

An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with board policy, and state law, where applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy and subject to termination.

The Director or his/her authorized designee are the only individuals in the district authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.

Acute Case: Appearing in a specific incident or observation to then be under the present influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of

- alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
 3. Marked changes in personal behavior not attributed to other factors.
 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Drivers License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.'

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the director of schools/director of transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The director of schools/director of transportation is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and

determination upon Board approval of how the program will be accomplished, whether in-house, contracted or by consortium.

Dissemination

The director of schools/director of transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The director of schools/director of transportation is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

Cross References

Alcohol & Drugs in the Workplace 1.804

Hickman County Board of Education

	Descriptor Term: Staff Community Relations	Descriptor Code: 5.606	Issued Date: 03/03/25
		Rescinds: 5.606	Issued: 02/06/23

COMMUNITY ACTIVITIES

In their relationship with community groups, an effort should be made by all employees to make school life a part of community life. Employees should know the community, its influence and its opportunities for students as well as for themselves.

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of the Board or school system.

POLITICAL ACTIVITIES

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use ~~the schools, the classroom~~ district owned property or system position for political forum nor engage in any political promotion or solicitation during school hours. District owned property includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic equipment, and email accounts. District-owned property, including school buildings, district offices, and other facilities, shall not be used as a location for filming or recording content intended for political promotion or solicitation. Employees shall not use audio or video messages to engage in any political promotion or solicitation during school hours.!

Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education.

Leave to hold legislative office shall be granted for whatever period may be required but shall be granted without pay.

Cross References

Legal References

1. [TCA 49-6-2009](#)

Board-Community Relations 1.500

News Releases, News Conferences & Interviews

1.503 Advertising & Distribution of Materials in

Schools 1.806

Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date:
		Rescinds:	Issued:

Any teacher may enter into an agreement with parent(s)/guardian(s) for tutoring children for a fee, but this practice shall be limited to those children whom the teacher is not currently exercising teaching, administrative, or supervisory responsibility. No private teaching or tutoring shall be done during the hours of the regular school day.

Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an independent actor and not as an agent of the school district. The school district shall not be liable for any claims, damages, or liabilities arising from or related to private tutoring services provided by a school employee. The teacher providing such tutoring services shall assume full responsibility and liability, and agrees to indemnify and hold harmless the school district, its board members, administrators, and employees from any and all claims, demands, actions, or causes of action arising out of or in connection with such services.

Legal References

1. [TCA 49-5-1003\(b\)\(11\)](#)

Cross Reference

Community Use of School Facilities 3.206
Non-School Employment 5.607

Hickman County Board of Education

Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 04/07/25
	Rescinds: 5.800	Issued: 02/06/23

The director of schools shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all the public schools, personnel and departments of the school system. The director of schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.¹ The Director of Schools is the only employee directly employed by the Board of Education. All other employees of the district are employed, supervised, and managed under the authority of the Director of Schools.¹

The Director of Schools is charged by the Board with the responsibility to oversee and manage all personnel matters within the district, consistent with applicable laws, regulations, and Board policies. This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the delegation of such duties as appropriate.² ~~The director of schools, at his/her discretion, may delegate any of his/her duties to other school personnel.~~

Legal References

1. [TCA 49-2-301\(a\)](#)
2. [TCA 49-2-301\(e\)](#)

Hickman County Board of Education

Descriptor Term Student Wellness	Descriptor Code 6.411	Issued Date 09/08/25
	Rescinds 6.411	Issued 07/07/25

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.¹

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^{2,3}**

12 An advisory council shall be established to serve as a resource to school sites for implementing
13 policies and programs and develop an active working relationship with the county health council. The
14 council shall consist of individuals representing the school and community, including parents, students,
15 teachers, school administrators, health professionals, school food service representatives, and members
16 of the public. The primary responsibilities of the council include but are 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 that is representative of all eight (8)
28 components of the CSH program. The team members shall consist of the principal, teachers, staff,
29 students, parents, and community members with at least half of the team members being non-school
30 personnel.² ~~consisting of teachers, students, parents, and administrators.~~³ The Team shall hold Healthy

1 School Team meetings during the school year to assess needs and oversee planning and
2 implementation of school health efforts.

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

6 **COMMITMENT TO NUTRITION**

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

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

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

25 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School
26 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,
27 rewards, and incentives. School cafeterias prohibit the sale of caffeinated energy drinks.

28 The school principal/designee shall be responsible for overseeing the school district's compliance with
29 the State Board of Education Rules and Regulations for sale of food items in the school district.^{2,5,6}

30 **DISTRICT GOALS**

31 The Hickman County District will promote healthy nutrition through various activities, including
32 nutrition related newsletters, informational links on the district website, healthy eating posters and
33 bulletin boards in dining areas, and informational booths at various community functions. Nutrition
34 Education will be offered as part of a standards based program designed to provide students with the
35 knowledge and skills needed to promote and protect their health as outlined in the State Board of
36 Education Health Education and Lifetime Wellness Standards. District nutrition goals, and
37 measurement of their effectiveness, are updated annually in the state Coordinated School Health
38 report. **Nutrition education will discourage teachers from using high fat, sugar, and sodium foods as**
39 **rewards and encourage students to start each day with a healthy breakfast. If a district engages in food**

1 or beverage marketing, all marketing shall comply with the Smart Snacks in School nutrition
standards.⁶

3 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

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

7 Physical Education classes shall be offered as part of a standards based program designed to provide
8 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
9 physical education classes shall comply with the State Board of Education's Physical Education
10 Standards.

11 Unstructured physical activity periods shall be offered in addition to the school district's physical
12 education program. Elementary school students shall receive a minimum of forty (40) minutes of
13 physical activity each full school day. Middle and high school students shall receive a minimum of
14 ninety (90) minutes of physical activity each full school week.

15 Physical activity will be conducted outside if weather permits. The following activities shall not be
16 considered physical activity: walking to and from class, time spent on an electronic device, and time
17 spent in a physical education class.

18 Schools shall continue to offer after school sports and activities. Physical activity shall not be
employed as a form of discipline. Physical activity shall not be withheld from a student as a form of
20 punishment.

21 **COMMITMENT TO CURRICULUM³**

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

23 **SCHOOL HEALTH INDEX³**

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

27 **COMPLIANCE⁸**

28 The superintendent designee will ensure compliance with the school Wellness Policy, to include an
29 assessment of the implementation of the Wellness Policy and the progress made in attaining policy
30 goals.

31 *Recordkeeping*

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

1 *Annual Notification of Policy*

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

6 *Triennial Progress Assessments*

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

- 9
- 10 • Compliance with the wellness policy
 - 11 • How the wellness policy compares to the wellness policy assessment tool
 - 12 • Description of the progress made in attaining the goals of the wellness policy, which are the annual goals found in the Coordinated School Health annual report.

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

17 *Revisions and Updating the Policy*

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

23 *Community Involvement, Outreach, and Communications*

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

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR MS 0520-01-06-.04](#)
5. [TRR MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
8. [7 CFR § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: May 2026

2nd reading:

1.804 – Alcohol & Drugs in the Workplace

This updated policy contains a provision on examinations based on reasonable suspicion.

2.400 Revenue- Due to the federal government's decision to discontinue production of pennies, the Tennessee Comptroller of the Treasury has issued guidance regarding payment practices. TSBA has recommended changes that are reflected in their model policy.

5.114 – Personnel Files

This updated policy clarifies that disciplinary action is part of an employee's personnel file.

5.1151 – Telework During Emergencies

This policy has been updated to clarify that telework outside of emergency situations is not permitted.

5.200-5.202 – Separation Practices for Employees

These policies include a provision for alternative work assignments instead of suspension without pay

5.302 – Sick Leave

This updated policy includes a provision for verifying absences of five days or longer. Additionally, it contains a provision regarding suspected misuse.

5.400 – Personnel Health Examinations/Communicable Diseases

This policy includes a new provision on providing options for employees who may be ill.

5.403 – Drug & Alcohol Testing for Employees

This updated policy contains new information on best practices for reasonable suspicion testing.

5.606 – Political Activities

This change includes a prohibition on using district-owned property for filming political content.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834



NEW 5.608 – Tutoring for Pay

This updated policy includes a more detailed provision on tutoring arrangements.

5.800 – Director of Schools

This updated policy includes provisions clarifying the Director's personnel responsibilities.

6.411 Student Wellness- The State Board of Education recently made updates to its Coordinated School Health Program Policy. These revisions were made to align State Board language with statutory requirements and reflect the current practices and needs of school districts. TSBA has recommended changes that are reflected in their model policy.

Up for Review:

- 2.800 Expenditure of Funds
- 2.802 Payroll Procedures
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.8051 Debit Cards, Credit Cards, and Credit Lines
- 2.806 Bids and Quotations
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

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fax 931-729-3834

Hickman County Board of Education

	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 03/11/24
		Rescinds: 2.800	Issued: 02/07/22

1 *Central Office*

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

9 *Individual Schools*

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

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

Legal References

1. 2 C.F.R. § 200.403
2. *Internal School Funds Manual*, Section 5-21
3. *Internal School Funds Manual Section 5-11*

Hickman County Board of Education

	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 03/11/24
		Rescinds: 2.802	Issued: 02/07/22

1 *Central Office*

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

4 Payroll procedures shall be as follows:

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

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

12 Specific approval by the Board is required for payroll deductions, except as otherwise provided by
13 law.¹

Legal References

1. TCA 50-1-308

Cross References

- Insurance Management 3.600
Compensation Guides and Contracts 5.110

Hickman County Board of Education

	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 03/11/24
		Rescinds: 2.803	Issued: 02/07/22

1 *Central Office*

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

Cross Reference:

Insurance Management 3.600

Hickman County Board of Education

	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 03/11/24
		Rescinds: 2.804	Issued: 05/08/23

1 *Central Office*

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

3 **SCHOOL PERSONNEL**

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

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

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

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

13 **BOARD MEMBERS**

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

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

Legal References

1. *Internal School Funds Manual*, Section 5-17
2. TCA 49-2-2001(c)

Hickman County Board of Education

Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 03/11/24
	Rescinds: 2.805	Issued: 07/10/23

1 *General*

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

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

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

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

15 *Individual Schools*

16 The director of schools must approve the following purchases:

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

20 *Central Office*²

21 **PURCHASING APPROVAL REQUIREMENTS**

22 The director of schools shall have authority to make individual purchases up to \$25,000 without approval
23 of the Board, if the purchased item was included in the Board-approved annual budget. The director of
24 schools shall obtain Board approval before making any purchase or contract in excess of \$25,000 or any
25 purchase not included in the Board-approved annual budget. The director of schools also has the option
26 to request Board approval for any purchase he/she deems appropriate, even if approval isn't required.

27 **ROUTINE PURCHASES**

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

7 **SPECIAL PURCHASES**

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

15 **EMERGENCY PURCHASES**

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

22 **PURCHASING OF SURPLUS PROPERTY**

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

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

29 **COOPERATIVE PURCHASING³**

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

33 **ONLINE PURCHASING**

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

- 1 1. Prior authorization must be obtained from the director of schools before setting up new online
2 accounts, and schools shall maintain a list of accounts.
- 3 2. Online purchases must be for school purposes and made in accordance with established policies
4 and procedures. School employees are prohibited from making personal purchases even with the
5 intent of reimbursing the school system. School employees are prohibited from using a school's
6 tax exempt status for personal purchases of any kind.⁴
- 7 3. The availability of money for the fund/account in question should be determined before Purchase
8 Orders are approved.
- 9 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 10 5. Price quotes should be obtained where possible and/or practical and retained with other purchase
11 documentation.

12 PURCHASING WITH FEDERAL GRANT FUNDS

13 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
14 proposed expenditure and determine if it is an allowable use of federal grant funds.⁵ The director will
15 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
16 approved.

17 No person officially connected with or employed by the school system may participate in the selection,
18 award, or administration of a contract supported by a federal award if he or she has a real or apparent
19 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
20 any member of his or her immediate family, his or her partner, or an organization which employs or is
21 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
22 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
23 director shall disclose the potential conflict to the federal awarding agency in writing.⁶

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Internal School Funds Manual*, Section 4-8
3. TCA 49-2-608
4. 2 CFR § 200.403
5. 2 CFR § 200.112

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: 12/04/23
		Rescinds:	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through
3 procedures developed and maintained in the district office for the purchase of appropriate goods and
4 services for district or school related purposes only.¹ The debit and credit cards will be kept in a secure
5 location, and account numbers will remain confidential. Principals shall be the only employees
6 authorized to apply for a credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
8 approved by the Director of Schools or the Director of Finance will be reimbursed to the district within
9 ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit card use shall be limited to small incidental purchases and may not be used for normal operating
12 expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of
17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of
18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line
20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
24 be turned in;
- 25 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
26 that is purchased;
- 27
- 28
- 29

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal
- 7 purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Hickman County Board of Education

	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 08/05/24
		Rescinds: 2.806	Issued: 03/11/24

1 *General*

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

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

5 Contracts for legal services, educational consultants, insurance purchased through a plan authorized and
6 approved by any organization or governmental entities representing cities and counties and similar
7 services by professional persons or groups of high ethical standards shall not be based upon competitive
8 bids, but shall be awarded on the basis of recognized competence and integrity.^{2,3}

9
10 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
11 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
12 documented quotes shall be obtained.⁴

Legal References

1. [TCA 49-2-203\(a\)\(3\)](#)
2. [TCA 12-3-1209](#); [TCA 12-4-107](#)
3. [TCA 29-20-407](#)
4. [Public Acts of 2024, Chapter No. 661](#)

Cross References

- Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Hickman County Board of Education

Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 03/11/24
	Rescinds: 2.808	Issued: 07/10/23

1 *General*

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

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

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

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

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

Legal References

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

Cross References

Consultants 1.303
Purchasing 2.805
Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: Vendor Relations	Descriptor Code: 2.809	Issued Date: 03/11/24
		Rescinds: 2.809	Issued: 07/10/23

1 *General*

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

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

7 *Individual Schools*²

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

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

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

Legal References

- 1. TCA 49-6-2003
- 2. *Internal School Funds Manual*, Section 4-28-30

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Fundraising Activities 2.601
- Staff Gifts and Solicitations 5.605

Hickman County Board of Education

	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 03/11/24
		Rescinds: 2.810	Issued: 07/10/23

1 *Central Office*

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

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

5 *Individual Schools*

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

Legal References

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

Cross Reference

Executive Committee 1.301

Hickman County Board of Education

Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 03/11/24
	Rescinds: 2.900	Issued: 07/10/23

1 *Individual Schools*

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

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

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

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

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

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

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

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

23 **COOPERATIVE ACTIVITIES**

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

Legal References

1. *Internal School Funds Manual*, Sections 4-28 through 29
2. TCA 49-2-110(d); *Internal School Funds Manual*, Section 5-2 through 5-9
3. *Internal School Funds Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Revenues 2.400
Deposit of Funds 2.500
Fundraising Activities 2.601
Accounting System 2.700
Audits 2.703
Gifts 6.710

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CES - Student Incentives

Proposed fundraising activities: Kona Ice

Purposed Uses of funds raised

Student incentives - behavior/attendance

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

School Wide (May 6) Field Day

Method by which school will receive profit check

Requested by Zina Truett, Bookkeeper Date 4-13-26
Name/Title

Approved by Amy McAlister Date 4-13-26
Principal

Approved by Belinda [Signature] Date APR 13 2026
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 WMS Cross Country

Proposed fundraising activities: Krispy Kreme

Purposed Uses of funds raised

MSCGA dues, end of season banquet,
water/snacks for meets, tent w/logo,

Expected student involvement (school-wide or specific school organization) 12

Method by which school will receive profit Currency

Requested by Kimberly Clark Date 2026 April 20
Name/Title

Approved by Jina S. Shupp Date 4/21/24
Principal

Approved by Belinda Aude Date APR 21 2026
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Beta Club

Proposed fundraising activities: Field day concessions

Purposed Uses of funds raised

to attend convention

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

School wide

Method by which school will receive profit currency

Requested by Rino Totty / Beta Sponsor Date 4-13-26
Name/Title

Approved by Uma S. Higgins Date 4-14-26
Principal

Approved by Belinda Adair Date APR 15 2026
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: Boys Basketball

Proposed Fundraising Activities: Free throw a thon

Proposed Uses of Funds Raised: General team funds

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

boys basketball

Method by which school will receive profit: cash

Requested by (Name/Title): Justin Walton Date: 4/23/24

Approved by (Principal): Jana White Date: 4-24-24

Approved by (Director of Schools): [Signature] Date: APR 27 2024

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Boys Basketball

Proposed Fundraising Activities: Summer Camp
Concessions

Proposed Uses of Funds Raised: General team funds

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

Method by which school will receive profit: cash

Requested by (Name/Title): Justin Walton Date: 4/23/26

Approved by (Principal): Jana White Date: 4-24-26

Approved by (Director of Schools): Belinda De Date: APR 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Cheerleading

Proposed Fundraising Activities: Xplosion Showcase
-allstar showcase, gymnastics, ninja, or tumbling.

Proposed Uses of Funds Raised: to go toward team
practice, uniforms, backpacks, #OR food for game
wear.

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

Cheer

Method by which school will receive profit: cash @ event

Requested by (Name/Title): Samantha Barnhill Date: 4/6/2026

Approved by (Principal): Jana Willis Date: 4-6-26

Approved by (Director of Schools): Bethinda Anderson Date: APR 08 2026

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Boys Soccer

Account Number _____

Proposed fundraising activities: Car Wash

Purposed Uses of funds raised: Referee fees & supplies

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

Method by which school will receive profit: Cash

Requested by: Wendell Gordon - Head Coach
Name/Title

4-9-2026
Date

Acknowledge by: [Signature]
Bookkeeper

4-9-26
Date

Approved by: [Signature]
Principal

4-10-26
Date

Approved by: [Signature]
Director of Schools*

APR 14 2026
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.

FUNDRAISER AUTHORIZATION FORM

School AD (Athletic Fundraiser)
Fund/club/class account Athletic Director Acct. 619
Expected timeframe of fundraiser 4/14 - 6/15
Proposed fundraising activities Lanyards Fundraising
selling lanyards
Method of fundraising (e.g., in-person, crowdfunding, etc.) person cash or check
Proposed uses of funds raised* For all athletic needs

Expected student involvement (school-wide or specific school organization)
school wide / student athletes
Method by which school will receive profit cash / check

Requested by D.J. Key (A.D.) Date 4/14/2026
Name/Title

Approved by Rebyn Emanson Date 4-14-26
Principal

Approved by Belinda Lolo Date APR 14 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the 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.

FUNDRAISER AUTHORIZATION FORM

School Hickman County High School

Fund/club/class account c/o 2027

Expected timeframe of fundraiser present to June 6, 2026

Proposed fundraising activities collect donated items to hold a yard sale, + silent auction for profit

Method of fundraising (e.g., in-person, crowdfunding, etc.) yard sale / silent auct

Proposed uses of funds raised* graduation expenses ... any extra dollars will help fund Senior trip expenses

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

anyone can donate, but c/o 27 will price items and hold the sale
Method by which school will receive profit sale of donated goods

Requested by Talitha Beard, Lead Sponsor Date 4/10/26
Name/Title

Approved by [Signature] Date 4-13-26
Principal

Approved by [Signature] Date APR 13 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the 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.

FUNDRAISER AUTHORIZATION FORM

School Hickman County High School

Fund/club/class account c/o 2027

Expected timeframe of fundraiser Kick-off Friday 4/17 to Mon 5/4

Proposed fundraising activities Krispy Kreme pre-sale, sell at school by box/ by donut during talent show, and sell at table during Awards Night to public

Method of fundraising (e.g., in-person, crowdfunding, etc.) pre-sale, by each, at Awards Ceremony

Proposed uses of funds raised* graduation expenses + Senior Trip

Expected student involvement (school-wide or specific school organization)
class of 2027

Method by which school will receive profit profit from donut sales

Requested by Talitha Beard, Lead Sponsor Date 4/13/26
Name/Title

Approved by Rob Emmons Date 4-13-26
Principal

Approved by Beth A. De Date APR 13 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the 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.

FUNDRAISER AUTHORIZATION FORM

School HCHS

Fund/club/class account Risks Basketball

Expected timeframe of fundraiser May 1 - 20th

Proposed fundraising activities Calendar Fundraiser

Method of fundraising (e.g., in-person, crowdfunding, etc.) in Person

Proposed uses of funds raised* Pay for Summer Camps/Gear

Expected student involvement (school-wide or specific school organization)
15%

Method by which school will receive profit Cash / check

Requested by Garvin Borden / Coach Date 4/13/26
Name/Title

Approved by Roby Emerson Date 4-13-26
Principal

Approved by Belinda Date APR 14 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the 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.

FUNDRAISER AUTHORIZATION FORM

School Hickman County High School
Fund/club/class account Class of 2027
Expected timeframe of fundraiser to be determined 5/18-20
Proposed fundraising activities Concession sale
during end-of-year reward da
Method of fundraising (e.g., in-person, crowdfunding, etc.) in-person
Proposed uses of funds raised* graduation ceremony fund

Expected student involvement (school-wide or specific school organization)
school-wide (students being rewarded)
Method by which school will receive profit profits from concession
sales

Requested by Talitha Beard Date 4/20/26
Name/Title

Approved by Roby Emerson Date 4-21-26
Principal

Approved by Belinda Anderson Date APR 21 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the 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.

HICKMAN COUNTY LEGISLATIVE BODY

Budget Committee Schedule
Fiscal Year 2026-2027

Thursday, April 9th, 2026

5:30 Regular Meeting

6:00 Non-Profit Presentation

Monday, April 13th, 2026

5:30 Work Session Budget Meeting

County General

Drug Fund

AFT Fund

Debt Service

Hwy. Dept.

Thursday, April 16th, 2026

5:30 Work Session Budget Meeting

Solid Waste

ARPA

Monday, April 20th, 2026

5:30 Work Session Budget Meeting

Thursday, April 23th, 2024

5:30 Work Session Budget Meeting

Thursday, April 30th, 2026 (if needed)

5:30 Work Session Budget Meeting

Thursday, May 7th, 2026

5:30 Work Session Budget Meeting

School presentation

Monday, May 11th, 2026

5:30 Regular Meeting/Budget Books to Commission

Thursday, May 14th, 2026 (if needed)

Budget Published in the H.C. Times as per TCA 5-21-111(a)(1)(A)

Monday, May 18th, 2026

5:30 Public Hearing on 26-27 Budget as per TCA 5-21-111(a)(2)

Tuesday, May 26th, 2026

Budget Presentation and Resolutions to County Commission



Debbie Breece <debbie.breece@hickmank12.org>

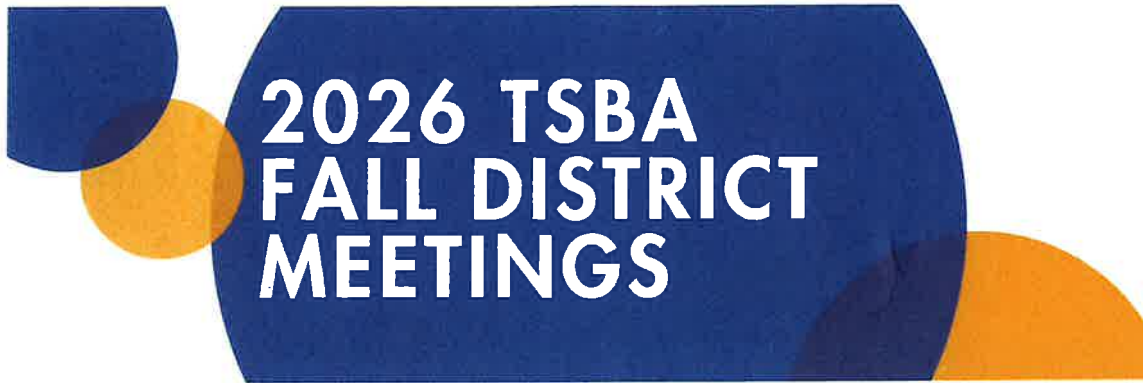
TSBA 2026 Fall District Meetings: Don't Miss Out

1 message

TSBA <communications@tsba.net>
Reply-To: TSBA <communications@tsba.net>
To: debbie.breece@hickmank12.org

Wed, Apr 8, 2026 at 11:30 AM

TSBA 2026 Fall District Meetings



Please join us in August/September for the TSBA Fall District Meetings. We have developed an engaging and informative session where participants will discuss topics for the 2027 legislative session. During the "Ignite Session" there will be fast-paced style presentations on key issues, providing insights and sparking discussions to drive impactful decision-making.

Registration and reception, provided with food and drinks, will begin at 4:30 p.m. Meeting will be from 5:00-7:00 p.m. Click below for a detailed meeting agenda.

[Download The Agenda](#)

Registration Fee:

\$75 per person.

Locations/Dates:

- **Delta** – Tipton County; Covington Middle School – August 31, 2026
- **Northwest** – Dyersburg; Dyersburg Middle School – September 1, 2026
- **Upper Cumberland** – Overton County; Livingston Academy – September 3, 2026
- **Southwest** – Henderson County; Lexington High School – September 8, 2026
- **Southeast** – Dayton; Dayton City School – September 10, 2026
- **Northeast** – Greeneville; The General Morgan Inn – September 14, 2026
- **East** – Union County; Horace Maynard Middle School – September 15, 2026
- **South Central** – Lawrence County; E.O. Coffman Middle School – September 17, 2026
- **Mid Cumberland** – Lebanon Special; Jones Brummett Elementary School – September 24, 2026

Register Online 

Once registration has been confirmed, TSBA will send your system an invoice. Cancellations must be emailed to the TSBA Director of Finance and Member Services at bweinstein@tsba.net two weeks prior to the event to receive a refund. For any registration questions, please contact TSBA at registrar@tsba.net or call 615-815-3900.

We look forward to seeing you at this year's Fall District Meetings!

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TSBA
525 Brick Church Park Dr
Nashville, TN 37207-3219

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Fall District Meeting Agenda

- 4:30 p.m. **Registration and Reception**
- 5:00 p.m. **Welcome** TSBA District Director
- *Roll Call of Boards*
 - *100% Boards*
 - *Introduction of Guests*
- 5:10 p.m. **Awards Ceremony** Dr. Tammy Ganger, TSBA
Executive Director
- *Student Achievement Award*
 - *School Volunteer Recognition Award*
 - *Levels I, II, III and IV Boardmanship Awards*
 - *Recognition of Boards of Distinction
and Master School Board Members*
 - *District Director Elections in Delta,
East, Mid Cumberland, and Southeast*
- 5:20 p.m. **Preparing For Your 2027 Legislative Session** Nolan Combs, TSBA
Director of Government Relations
- 5:50 p.m. **Ignite Session** Ben Torres, TSBA
Assistant Executive Director &
General Counsel
- *Graduation Requirements*
 - *TSBA Tennessee Testing Dashboard*
 - *PECCA*
 - *TSBA Frequently Asked Questions*
- 6:30 p.m. **Share the Success** Dr. Tammy Ganger
*(Each district will share one new program
or service implemented in the last year)*
- 6:59 p.m. **Wrap Up**
- 7:00 p.m. **Adjourn**